

**MINUTES OF MEETING  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23  
OCTOBER 10, 2024**

**STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §**

The Board of Directors of Harris County Municipal Utility District No. 23 of Harris County, Texas, met in regular session, open to the public, beginning at 6:30 P.M. at a regular meeting place inside the District on the 10<sup>th</sup> day of October, 2024, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Jeff Blackwell	President
Jim Haney	Vice President
Christy Shepard	Secretary
Charles Mathewes	Treasurer
William E. Ross	Assistant Secretary/Treasurer

and all of said directors were present, thus constituting a quorum.

Persons also present included:

Wally Byers of Courtyard Glen;  
Jennifer Landreville with Equi-Tax Inc;  
Sean Humble of Sherrington-Humble, LLC;  
Claudine Pacioni with TNG Utility Corporation; and  
Michael Cole and Cindy Nichols of Michael A. Cole P.C.

**SECURITY REPORT**

Director Haney gave a report on the District’s October 1<sup>st</sup> National Night Out, which was held at the Woodland Trails West Pavilion, and noted 82 persons in attendance.

Director Haney suggested that the District budget \$1,000 for next year’s National Night Out, and some discussion was had about having signs made to say National Night Out is the first Tuesday in October of each year.

Director Haney reported on one home invasion in the District that resulted in the intruder being killed. He also reported an upcoming day shift Deputy change, and that he has requested Officer Abarca be scheduled for that day shift.

**MINUTES**

**Director Shepard moved approval of the minutes of the Board’s September 12, 2024 meeting with a correction to the spelling of Director Mathewes’ name at the bottom of page**

4, which motion was seconded by Director Blackwell and carried by unanimous vote.

### CONSENT AGENDA

### BOOKKEEPER, INVESTMENT OFFICER, AND TAX ASSESSOR-COLLECTOR REPORTS

Jennifer Landreville presented and reviewed the bookkeeper and investment officer reports to the Board, copies of which are filed in the District's electronic records. She presented the checks for approval at tonight's meeting, and provided information for the upcoming 2025 AWBD Midwinter Conference in Austin, Texas. A check in the amount of \$3,000 was written to the District to cover expenses for the upcoming Consultant Appreciation Dinner.

Jennifer Landreville next presented the tax assessor-collector's report, a copy of which is filed in the District's electronic records. Ms Landreville reported that the 2023 tax levy is 97.7% collected, and she presented checks for approval.

Director Blackwell then opened a public hearing on the District's proposed 2024 tax rate. There being no persons present to be heard, Director Blackwell closed the public hearing. Some discussion was had about the tax rate to be levied for 2024, at the conclusion of which **Director Mathewes moved that the District keep the same tax levy as last year and levy an ad valorem tax of \$0.00 for debt service purposes and \$0.3814 for maintenance purposes for each \$100 of taxable property in the District for 2024. The motion was seconded by Director Shepard and carried with Directors Mathewes, Shepard, Ross and Blackwell voting Aye and Director Haney voting Nay.** A copy of the Order Levying Tax for 2024 is filed in the District's electronic records. The attorney's office will file an Amended District Information Form reflecting the 2024 tax levy with the Harris County Real Property Records.

### ENGINEER'S REPORT

Sean Humble presented the Engineer's report to the Board, a copy of which is filed in the District's electronic records. He reported that the pumping equipment had been installed at Water Well No. 1 and the well put back online, but within a day the well pump seized up and was taken back offline. A lot of sand was found in the pumping equipment and the ratchet from the motor was removed. The Contractor recommended that the utility operator adjust the run-time settings. The well has been re-installed and is back online. It was noted that this was not under warranty, and some additional costs are expected since the well had to be pulled at no fault of the Contractor. The engineer recommended payment of the invoice from the Contractor, C&C Water Services, in the amount of \$226,308.00 for the installation of the new pumping equipment.

Mr. Humble next reported that National Works is onsite finalizing the camera survey Phase 1A, and he recommended payment of the Inspector's invoice in the amount of \$612.00; that construction plans have been received for the gas station at 8520 Warren Road and the engineer is preparing his comment letter; and that recoating of the interior of the hydropneumatic tank at Water Plant No. 1 will be done when the weather is cooler.

## UTILITY OPERATOR

Claudine Pacioni presented the utility operator's report, a copy of which is filed in the District's electronic records. Among other matters Claudine reported 1,221 connections for September; 11.3 million gallons of consumption; water accountability at 96.17%; and the wastewater treatment plant operated within permit parameters. The lead and copper survey will be submitted to TCEQ next week, and there were 4 lead and 3 galvanized lines found, and 16 are unknown because the utility operator could not get to the meter boxes and investigation is ongoing. The utility operator will send letters within the deadline of 30 days to notify the customers of the lead and galvanized lines. Discussion was had and it was noted that the District is responsible for replacing the lines regardless if it is on the District's side or customer's side. The Board authorized Director Ross to inspect and confirm the 4 lines found with lead.

Ms. Pacioni next presented a service estimate from Worldwide Power Products, as requested by the Board at its last meeting, for replacing the belts at the wastewater treatment plant for an estimated cost of \$1,231.39 and for a major overhaul at Water Plant No. 1 for an estimated cost of \$9,681.17, as well as P.M. Services and a report on Annual Maintenance. At the conclusion of review, **Director Shepard moved to approve the services estimates as presented in the amounts of \$1,231.39 and \$9,681.17, which motion was seconded by Director Mathewes and carried by unanimous vote.**

It was next noted that Accurate Meter & Supply has ordered the Model 25 meters and will begin the meter replacement project in November. Director Haney suggested adding a link or information to the District's website to make it clear for customers about how to start water service or cancel water service. Claudine said that she will provide this to the attorney's office for having added to the District's website.

## ATTORNEY REPORT

Michael Cole presented his attorney's report to the Board, a copy of which is filed in the District's electronic records. The attorney noted that all items in his report have already been addressed during the course of the meeting.

## BUILDING COORDINATOR REPORT

The Building Coordinator's report was presented by Director Ross, a copy of which is filed in the District's electronic records. Director Ross reported on National Night Out expenses, and that there are no bookings for the coming months. In response to Director Haney, Director Blackwell approved using his phone number for setting up the Next Door account of the District for purposes of advertising the District's building for rentals. Board members authorized Director Ross to have the inside and outside of the District's building exterminated.

**CONSENT AGENDA**

**Payment of C&C Services invoice in the amount of \$226,308.00 and the camera survey inspector's invoice in the amount of \$612, and the Consent Agenda were approved on the motion of Director Shepard, the second of Director Mathewes, and the unanimous vote of the Board.**

Discussion was had concerning the upcoming Consultants Appreciation Dinner. The Board determined to schedule the December 12<sup>th</sup> Board meeting earlier and than the regularly scheduled time and to have the dinner immediately following, and authorized Director Blackwell to make a reservation for the dinner and handle the various details.

There being no other business to come before the Board the meeting was adjourned.

(SEAL)

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Secretary, Board of Directors

**COMMITMENTS FOR ACTION  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23  
MEETING OF OCTOBER 10, 2024**

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**BOOKKEEPER** to NONE

**TAX ASSESSOR/COLLECTOR** to levy 2024 taxes.

**OPERATOR** to notify customers of lead and galvanized lines; and provide link and information to the attorney's office for adding to the District's website about how to start water service or cancel water service.

**ATTORNEY** to have Amended District Information Form reflecting 2024 Tax Levy recorded in the Harris County Real Property Records; and call District's December 12<sup>th</sup> meeting earlier than regularly scheduled time.

**ENGINEER** to *negotiate with City of Houston for amendment to Water Supply Agreement; proceed with engineer and design for water plant #2.; and get a quote for inspection of the interior and exterior of the GST and HPT at Water Plant No. 1, and if less than \$13,000 to proceed.*

**BUILDING COORDINATOR** to *pursue getting bids for removing and grinding stumps of two dead trees on the walking trail and trimming hanging branches, and for crushed granite for the walking trails.*

**DIRECTOR HANEY** to proceed with setting up Next Door account and advertising the District's building for rentals.

**DIRECTOR BLACKWELL** to make reservation for Consultants Appreciation Dinner on December 12<sup>th</sup> and handle the various details.