

## **NORTHWEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 5**

Minutes of Meeting of Board of Directors

December 19, 2019

The Board of Directors ("Board") of Northwest Harris County Municipal Utility District No. 5 ("District") met at 14701 Spring Cypress Road, Cypress, Harris County, Texas, on December 19, 2019, in accordance with the duly posted notice of the meeting, with a quorum of directors present as follows:

Jeff P. Collins, President  
Larry L. Milberger, Vice President  
James Adams, Secretary  
Charles Fischer, Treasurer  
Bruce Gallun, Director

and the following absent:

None.

Also present were Ms. Katie Golzarri of Clark Condon, Mr. Ken Love and Mr. Austin Muse of Municipal District Services, LLC, Ms. Keli Schroeder and Mr. Nelson Gaez of Brown & Gay Engineers, Mr. Jesse Carrasco of Caldwell Companies, Mr. Kai Dussling of Augusta Landscaping, Mr. Justin Cox of Storm Water Solutions, Ms. Jennifer Lembcke of Valencia Pines Homeowners Association, officers from the Harris County Constable's Office, and Mr. James D. Bonham, attorney for the District.

The President called the meeting to order and declared it open for such business as might properly come before it.

1. The Board considered the minutes of the meeting of November 21, 2019, and upon motion duly made, seconded and unanimously carried, the Board approved the minutes as presented.

2. The Board recognized officers from the Harris County Constable's Office who presented the law enforcement report for the previous month.

3. The Board reviewed the attached bookkeeper's report, including the invoices reflected thereon and a schedule of District investments. The Board also reviewed a schedule of deposit refunds paid by check executed by the bookkeeper pursuant to the Board's authorization. The Board also reviewed the general fund comparison of actual versus budgeted revenues and expenditure for the fiscal year ending July 31, 2020. After review and discussion, upon unanimous vote, the Board approved the bookkeeper's report and the checks listed thereon.

4. The Board then reviewed the operator's report reflecting 32 taps during the previous month bringing the total connections in the District to 7,418. The Board reviewed the billing and collections summary and the operation of the water plants and the sewer treatment

plants. It appeared that 93.18% of the water pumped during the previous month had been accounted for, and the report reflected no waste discharge permit violations during the reporting period. The operator presented an estimate of the cost of removing or disabling the electronic meter at 15507 Hillside Terrace Lane, the cost of reactivating the meter, if necessary, and the monthly cost of manually reading the disabled meter. After discussion, upon unanimous vote, the Board authorized the operator to make the offer to the resident to disable the meter upon payment of the estimated cost. Mr. Muse then presented a priority list for replacement of fences at lift stations in the District, and upon unanimous vote, the Board authorized the operator to proceed with repair or replacement of the fences in the first and second priority categories. The Board then reviewed proposals for tree trimming and clearing at the District's facilities and accepted the Earth First proposal for the lift station sites and the Rockin D proposal for the water and wastewater plants provided Rockin D matches the Earth First proposal. The Board discussed a proposed Water Conservation Plan and agreed to consider the matter further after review and comment by the District's engineer. The Board discussed repairs and maintenance to the District's facilities since the last Board meeting. After discussion by the Board, upon unanimous vote, the Board approved the operator's report and authorized termination of service to all customers appearing on the delinquent list in accordance with the District's Rate Order. The Board also authorized a scheduled of delinquent accounts to be written off as uncollectable.

5. The attorney for the District then advised that based on information provided by the Harris County Tax Assessor's Office, the District's 2018 taxes are 99.84% collected.

6. The Board considered a proposed contract with BGE, and upon unanimous vote, the Board approved and executed the contract.

7. The Board recognized Ms. Keli Schroeder who advised that BGE is developing a capital improvements plan for the District and presented a geotechnical proposal for Water Plant No. 5. After discussion, the Board approved the proposal and agreed that the design and construction services for Water Plant No. 5 should be assumed by BGE, not completed by Costello, Inc. Ms. Schroeder then reported that Harris County has put on hold the detention pond expansion project for the road construction in the area of Village of Indian Trails.

8. The Board then recognized a representative of Storm Water Solutions who presented a proposal for repair of erosion at the Rock Creek detention pond which was accepted by the Board.

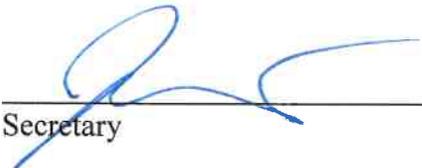
9. The Board then considered a proposed law enforcement contract for 2020, and upon unanimous vote, the Board approved the contract with the Harris County Constable's Office.

10. The attorney for the District then discussed with the Board the requirement to file a report regarding the District's eminent domain authority with the State Comptroller of Public Accounts, and upon unanimous vote, the report was approved by the Board and the attorney was authorized to file the report as required by law.

11. The Board then recognized Ms. Katie Golzarri who advised that the interlocal agreement for the trail project has been approved by Harris County and reported on the status of acquisition of easements for the project. Ms. Golzarri advised that she anticipates the project will be bid in January 2020. The architect also reported on the status of Phase 2 of the trail project and preliminary discussions regarding the scope and trail alignment.

12. The Board then recognized Mr. Kai Dussling who reported that the repairs to the irrigation system in Spring Cypress Road are working properly and the Board considered additional repairs to be completed in the future.

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



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Secretary