

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

Minutes of Meeting of Board of Directors

June 18, 2020

The Board of Directors (“Board”) of Northwest Harris County Municipal Utility District No. 5 (“District”) met via telephone conference on June 18, 2020, 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. Keli Schroeder and Mr. Nelson Gaez of Brown & Gay Engineers, Ms. Kayla Crigger of Municipal Accounts & Consulting, Ms. Katie Golzarri of Clark Condon, Mr. Ken Love and Mr. Austin Muse of Municipal District Services, LCC, Mr. Jesse Carrasco and Mr. Trey Villagran of Caldwell Companies, Mr. Michael Kaska of KB Home, 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 May 21, 2020, and upon motion duly made, seconded and unanimously carried, the Board approved the minutes as presented.

2. The Board recognized Ms. Katie Golzarri who reported on the status of construction of the Phase 1 trail project and the status of plans for Phase 2.

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 12 taps during the previous month bringing the total connections in the District to 7,533. The Board reviewed the billing and collections summary and the operation of the water plants and the sewer treatment plants. It appeared that 96.6% 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 Board discussed the continuing water pressure issue in the District and after careful

consideration, the Board agreed to issue a letter to the top 100 water consumers regarding water conservation, to consider offering an irrigation system evaluation program to the residents, review the District's Drought Contingency Plan to consider implementation of the plan and review of the District's Rate Order to establish rates to encourage water conservation. 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.

5. The attorney for the District then advised that based on information provided by the Harris County Tax Assessor's Office, the District's 2019 taxes are 98.44% collected.

6. The Board then recognized Ms. Keli Schroeder who presented the engineer's report. The engineer reviewed with the Board the status of the capital improvement plan to be forwarded to the District under separate cover and reported on status of the SCADA system modifications. Ms. Schroeder reported on the water disinfection modifications and the engineer was authorized to proceed as recommended. The Board also authorized the engineer to proceed with design of expansion of Water Plant No. 4. Ms. Schroeder reported on a void at the retaining wall for the Valencia Pines detention pond and it was agreed that the engineer proceed with the topographically survey of the area to determine that the residences abutting the pond are draining properly. The Board considered a bid tabulation for Copper Bend subdivision, and upon unanimous vote, authorized award of the contract for underground utilities to the low bidder. The Board also reviewed correspondence from Harris County Flood Control regarding a proposed flood control project and agreed to confirm with the County the District is not interested in participating. The Board discussed a missing sewer lead to a lot in Indian Trails subdivision and agreed that the lead should be installed by the operator at a cost of approximately \$7,800. After further discussion, upon unanimous vote, the engineer's report was approved by the Board.

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



Secretary