

NORTHWEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 5
Minutes of Meeting of Board of Directors
July 16, 2020

The Board of Directors (“Board”) of Northwest Harris County Municipal Utility District No. 5 (“District”) met via telephone conference on July 16, 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. Julie Peak of Masterson Advisors, Ms. Keli Schroeder and Mr. Nelson Gaez of Brown & Gay Engineers, Ms. Kayla Crigger of Municipal Accounts & Consulting, Mr. Joseph Ellis of McCall Gibson Swedlund Barfoot, PLLC, Ms. Katie Golzarri of Clark Condon, Mr. Ken Love and Mr. Austin Muse of Municipal District Services, LCC, Mr. Jesse Carrasco of Caldwell Companies, Ms. Jennifer Lambcke of Valencia Pines Homeowners Association, 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 June 18, 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 and the status of design and plan approval of the Phase 2 trail. Ms. Golzarri presented a proposal for design of trail improvements around the Forest Creek Farms detention facility. The Board discussed the matter and agreed that the design and construction costs of the project should be borne by the Forest Creek Farms Homeowners Association but that plans should be submitted to the District for approval. It was agreed to communicate the design criteria required by the District for use by the homeowners association in preparing plans. The Board approved the report excluding the proposal for design of the Forest Creek Farms trail improvements.

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 considered the attached resolution approving a general fund budget for the fiscal year ending July 31, 2021, and upon unanimous vote, the resolution was approved by the Board.

5. The Board then recognized Mr. Joseph Ellis who advised that McCall Gibson Swedlund Barfoot, PLLC, has an evergreen engagement letter with the District and the Board confirmed engagement of the auditor for the fiscal year ending July 31, 2020.

6. The Board then reviewed the operator's report reflecting 17 taps during the previous month bringing the total connections in the District to 7,544. The Board reviewed the billing and collections summary and the operation of the water plants and the sewer treatment plants. It appeared that 94.33% 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 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.

7. 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 98.82% collected.

8. The Board then recognized Ms. Keli Schroeder who presented the engineer's report. The Board reviewed the capital improvement plan and a cost summary for the anticipated bond application. It was agreed that the bond application be presented for approval at the next Board meeting. The Board discussed implementation of the Drought Contingency Plan and amendment of the District's Rate Order, both in an effort to conserve water and agreed to defer further consideration to a future Board meeting. Ms. Schroeder reported on the status of the SCADA system upgrades and advised that bids had been received for the Louetta bridge sidewalk project by Harris County. The engineer reported on the status of the water supply and pressure analysis/irrigation projects and advised that the design of Water Plant No. 5 is in progress. The Board authorized the engineer to advertise for bids for the Water Plant No. 2 ground storage tank and hydropneumatic tank rehabilitation and approved a proposal for geotechnical services for the Water Plant No. 4 expansion. The Board discussed a midblock crossing study for connectivity of the trail system and approved a proposal for preparation of the study. The Board also approved a proposal for design of the Phase 2 trail. The Board authorized advertisement for bids for the Telge Ranch, Section 4 underground utilities and the Northpointe Reach Street Dedication, Section 2. After further discussion, upon unanimous vote, the engineer's report was approved by the Board.

9. The Board then discussed correspondence to Mr. and Mrs. Beket Griffith regarding use of what is commonly referred to as the Conner property, and upon unanimous vote, the Board approved an agreement related to maintenance at the property.

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


Secretary