

NORTHWEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 5

Minutes of Meeting of Board of Directors

June 16, 2021

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 June 16, 2021, 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
Bruce Gallun, Director

and the following absent:

None.

Also present were officers from Harris County Constable’s office, Ms. Julie Peak of Masterson Advisors, Mr. Nelson Gaez of Brown & Gay Engineers, Ms. Kayla Crigger of Municipal Accounts & Consulting, Mr. Jason Buckley of Clark Condon, Mr. Ken Love and Mr. Austin Muse of Municipal District Services, LLC, Ms. Mindy Cernosek, an interested resident, Mr. Bob Finnimor, a resident of Rock Creek subdivision, 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 20, 2021 and June 3, 2021, and upon motion duly made, seconded and unanimously carried, the Board approved the minutes as presented.

2. The Board then considered appointment of a director to fill the vacancy created by the resignation of Director Charles Fischer, and upon unanimous vote, the Board approved the attached order appointing Ms. Mindy Cernosek.

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

4. The Board then recognized Ms. Julie Peak who reviewed with the Board the preliminary 2021 tax value provided by the Harris County Appraisal District and discussed the anticipated bond issue and tax rate.

5. The Board then recognized Mr. Jason Buckley who reported on the status of the Phase 1 trail construction and advised that one easement remains to be acquired. The Board discussed the adoption of rules for the trail and signs and the Board approved one pay application and one change order on the project.

6. The Board then considered a maintenance contract with Champion’s Hydro-Lawn, and upon unanimous vote, the maintenance contract was approved by the Board.

7. 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, 2021. After review and discussion, upon unanimous vote, the Board approved the bookkeeper's report and the checks listed thereon.

8. The Board then reviewed the operator's report reflecting 44 taps during the previous month bringing the total connections in the District to 7,730. The Board reviewed the billing and collections summary and the operation of the water plants and the sewer treatment plants. It appeared that 90.1% 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 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 schedule of delinquent accounts to be written off as uncollectable.

9. The attorney for the District then advised that based on information provided by the Harris County Tax Assessor's Office, the District's 2020 taxes are 99.06% collected.

10. The Board then recognized Mr. Nelson Gaez who presented the engineer's report. The engineer reported on the status of the Water Plant No. 5 construction and the Board approved a proposal from Ninyo & Moore. The engineer also reported on the status of the Water Plant No. 2 rehabilitation project and the Water Plant No. 4 expansion. The Board reviewed the other matters which appear in the report including several potential annexations. The engineer reported on the Grant Road widening, Telge Road extension and Louetta Road extension. The Board reviewed the status of the Willow Wood Place development and approved Pay Estimate No. 1 on the Telge Ranch, Section 5 project and Pay Estimate No. 5 on the Northpointe Reach Street dedication. After further discussion, upon unanimous vote, the engineer's report was approved by the Board.

11. The Board acknowledged that with Director Fischer's resignation certain responsibilities should be assumed by other Directors. It was agreed that Director Gallun would assume the title of Treasurer and responsibility for accounting related matters and that Director Collins assume responsibility for engineering related matters. Director Cernosek was designated to handle matters related to the District website and Director Adams was appointed to the parks and trail committee.

12. The Board then discussed the water reuse project and the schedule for the next bond election and the magnitude of the principle amount of bonds to be submitted to the voters.

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


Secretary