

**MINUTES OF REGULAR MEETING  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23  
MAY 9, 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 9<sup>th</sup> day of May, 2024, and the roll was called of the duly constituted officers and members of the Board, to-wit:

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

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

Persons also present included:

Anne Ross and Mark Burrow of Woodland Trails West;  
Wally Byers and Jeanelle Walker of Courtyard Glen;  
Delila Carlock an Janet McCallum of Oakwood Forest;  
Officers Abarca and Angstadt;  
Pete Pedersen of District 220;  
Jennifer Landreville of ETI Bookkeeping Services;  
Claudine Pacioni of TNG Utility Corporation;  
Sean Humble of Sherrington-Humble, LLC; and  
Cindy Nichols and Michael Cole of Michael A. Cole P.C.

**ELECTION OF OFFICERS**

Director Blackwell thanked Director Ross for serving as the Board’s President for the last year. It was noted that Directors Ross and Mathewes have executed their Statement of Officer and the attorney’s office has electronically filed it appropriately with the Office of the Secretary of State. Directors Ross and Mathewes executed their Oath of Office and the attorney’s office will file it with the Office of the Secretary of State. **Director Shepard then moved that the slate of officers be changed to have each officer move up one position in the slate and for Director Ross to move to the bottom of the slate, which motion was seconded by Director Blackwell and carried by unanimous vote.** The resulting slate is Jeff Blackwell as President, Jim Haney as Vice President, Christy Shepard as Secretary, Charles Mathewes as Treasurer, and William Ross as Assistant Secretary/Treasurer.

## COMMUNITY COMMENTS

Jeanelle Walker thanked the Board for its check last month to Courtyard Glen and thanked the Board for all that it does for Courtyard Glen. Mark Burrows discussed with the Board his concerns that his water meter is not functioning properly and his water bills have increased over the last year for no apparent reason. He requested that his water meter be replaced. Directors assured Mr. Burrow that his meter is still functioning properly even though the screen cannot be read, and Ms. Pacioni provided an App and website where Mr. Burrow can go to get his meter readings. Directors also assured Mr. Burrow that broken meters are scheduled for replacement in the coming months. Anne Ross then asked the attorney if it is recommended to put an end date in the proposed conveyance instrument for the 6.3322 acres from the Woodland Trails West HOA to Harris County MUD #23, to which Mr. Cole responded no. It was reported that TNG had a certified backflow inspection done at the Woodland Trails West pool and will have the same done for the Courtyard Glen pool. Anne Ross and Mark Burrow excused themselves from the meeting.

## SECURITY REPORT

Officer Abarca reported that there have not been as many vehicles on the bayou, and that there had been a couple of vehicles stolen. Director Haney shared pictures of a woman stealing flowers from around the Woodland Trails West entrance sign, and Officer Abarca recognized the woman. Some discussion was had. Officer Abarca said that such offenses are misdemeanors and usually come with a sentence of community service; however, Office Angstadt explained that lately there has been a lack of prosecution by the District Attorney.

Janet McCallum and Delila Carlock of Oakwood Forest introduced themselves to the Board and discussion was had about the possibility of adding a third Officer to the District's law enforcement contract, and for Oakwood Forest and the District to then share coverage and costs. Officer Angstadt provided a thorough explanation of how the contract and coverage works, and said that if Oakwood Forest decides to participate there would be one contract with the District for three Officers and that Oakwood Forest would reimburse the District directly for its share of the costs and both the District and Oakwood Forest would benefit from the coverage of three Officers. It was noted that since Oakwood Forest is a gated community, the Officers would not be able to tow vehicles or write tickets for speeding or running stop signs. Ms. Carlock said she will go back to the Oakwood Forest board to ask if it is interested, and if so, Officer Angstadt urged that the District let him know before June 10<sup>th</sup> to give plenty of time for the new contract to be written before its current renewal date of October 1<sup>st</sup>. At the conclusion of discussion, Officers Angstadt and Abarca, Janet McCallum and Delila Carlock excused themselves from the meeting.

**Director Shepard moved that the Board's June meeting be pushed back until June 20<sup>th</sup> since the upcoming AWBD Conference will conflict with a June 13<sup>th</sup> meeting, which motion was seconded by Director Ross and carried by unanimous vote.**

## MINUTES

**Director Shepard moved approval of the April 11, 2024 and April 25, 2024 meetings minutes, which motion was seconded by Director Ross and carried unanimously.**

## CONSENT AGENDA

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

Jennifer Landreville presented the bookkeeper and investment officer's reports and bills, copies of which are filed in the District's electronic records. She reported that the unclaimed property report includes 3 accounts for a total of about \$100, and the report will be filed before its due date. Some discussion was had concerning the District's budget, noting that amendment may be needed if Oakwood Forest wants to add a third officer to the District's law enforcement contract. **Director Ross then moved approval of the budget, which motion was seconded by Director Blackwell and carried by unanimous vote.**

Ms. Landreville next presented the tax assessor-collector's report, a copy of which is filed in the District's electronic records. She reported that the 2023 tax rolls are 100% certified, but the 2024 preliminary numbers have not yet been received. She presented the District's depository pledge report and noted it is still covered under FDIC insurance.

A short discussion was had concerning the proposed name change of the District, at the conclusion of which Director Haney asked that the Board keep it in mind and revisit the matter at a later meeting. Director Ross said he will get bids for removing and grinding the stumps of two dead trees on the walking trail.

Mark Burrow returned to the meeting with amounts of his water bills over the last year. The Board and utility operator assured Mr. Burrow that his meter is being read each month and that a meter replacement will be made in the coming months.

## ENGINEER'S REPORT

Sean Humble presented his Engineer's report to the Board, a copy of which is filed in the District's electronic records. He reported that C&C Water Services has completed Phase 1 - pumping inspection and Phase 2 - swage and patch break of the Water Well #1 repairs. The camera survey shows a dog leg in the well which makes it impossible to swage a patch in that area. The recommendation is Phase 3 to install new pumping equipment at a cost of \$170,218.00. Discussion was had and Mr. Humble expressed his concern that the District does not have an interconnect which could leave the District without water if the well fails. At the conclusion of discussion, **Director Blackwell moved approval of Phase 3 to install new pumping equipment in the existing well at a cost of \$170,218.00, which motion was seconded by Director Ross and carried by unanimous vote.** Sean Humble said that he will prepare a request to the TCEQ for emergency approval for the repairs at Water Well #1, bypassing the need to go out for bids.

The engineer next reported that he will schedule the preconstruction meeting and issue the notice to proceed for the camera survey Phase 1A; the White Oak Bayou federal project is expected to be completed by Q4 2024; a capacity letter was issued for water only to serve 8520 Warren Road; a comment letter was provided for the proposed Jack in the Box at 7714 Fairbanks North-Houston Road; CenterPoint updated its schedule again for replacing streetlights with LED's; and the fine screen contractor is caught up on his monthly maintenance reports.

It was reported that the engineer and utility operator continue to work on a response to the TCEQ's inspection at the District's water plants. The engineer recommended approval of a proposal from Wright Solutions in the amount of \$5,980.00 to grind down and repaint all the booster pumps and pour a concrete slab. **Director Haney moved approval of the proposal from Wright Solution in the amount of \$5,980.00 as recommended by the District's engineer, which motion was seconded by Director Shepard and carried by unanimous vote.**

### **UTILITY OPERATOR**

Claudine Pacioni presented the utility operator's report to the Board, a copy of which is filed in the District's electronic records. She reported that there are 1,220 connections in the District; water accountability is 96.6% for the month, and a 12-month water accountability of 93.95%; and there had been 7 terminations of service, of which 1 is still off. Ms. Pacioni recommended that while the well is down the **ground storage tank be drained, cleaned and disinfected at an estimated cost of \$10,000. Director Shepard moved approval of such recommendation, which motion was seconded by Director Mathewes and carried by unanimous vote.**

Ms Pacioni presented the 2023 annual Consumer Confidence Report which is due to be sent to District customers before July 1<sup>st</sup>. **Director Shepard moved approval of the 2023 annual Consumer Confidence Report, which motion was seconded by Director Mathewes and carried by unanimous vote.** Ms. Pacioni next reported that there had been a Harris County Fire Marshall visit and explained that if you are an entity that stores chemicals, such as chlorine gas or diesel, there are mandatory permits required and special padlocks must be used for entrances to the District's facilities.

### **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 reported that items in his report have already been discussed 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 that there are no upcoming bookings for use of the District's building.

Director Blackwell reported that he called to put in a work order for repair of the broken

barricade at the end of Warren Road, but was unsuccessful after his call was transferred several times.

Some discussion was had about the correspondence received from Caleb Burson of Accurate Meter & Supply, and Director Ross suggested Board members discuss the matter with board members of other water districts at the upcoming AWBD Conference.

**CONSENT AGENDA**

**The Consent Agenda was approved on the motion of Director Shepard and second of Director Blackwell, and the unanimous vote of the Board.**

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 MAY 9, 2024**

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**BOOKKEEPER** no commitments.

**OPERATOR** to conduct necessary terminations of services; and continue to work on a response to the TCEQ's inspection at the District's water plants.

**ATTORNEY** to call June's meeting for June 20<sup>th</sup>.

**ENGINEER** to *negotiate with City of Houston for amendment to Water Supply Agreement; represent the District before the Harris-Galveston Subsidence District; proceed with engineer and design for water plant #2; update the District's Emergency Preparedness Plan;* and continue to work on a response to the TCEQ's inspection at the District's water plants.

**BUILDING COORDINATOR** to get bids for removing and grinding stumps of two dead trees on the walking trail.

**TAX ASSESSOR COLLECTOR** no commitments.

**CALEB BURSON with ACCURATE METER & SUPPLY** to request Badger Meters to provide a warranty that starts new for the replacement meters.

**DIRECTOR HANEY** to place ad on Next Door website regarding the availability of the District's building for rent.