

MINUTES OF MEETING OF THE
BOARD OF DIRECTORS

May 23, 2017

THE STATE OF TEXAS

COUNTY OF HARRIS

NORTHWEST HARRIS COUNTY MUNICIPAL UTILITY
DISTRICT NO. 28

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The Board of Directors (the "Board") of Northwest Harris County Municipal Utility District No. 28 (the "District") met in special session, open to the public, at Normandy Forest Clubhouse at 20811 Normandy Forest Drive, Spring, Texas 77388, on May 23, 2017, whereupon, the roll was called of the members of the Board of Directors, to-wit:

E. Dwight Osteen, II	-	President
Thomas Pratt	-	Vice President
Richard Doll	-	Secretary
Denean Bennett	-	Director
Troy Zuckero	-	Director

All members of the Board of Directors were present thus constituting a quorum .

Also present at the meeting were Vicki Busboom, the District's Bookkeeper; Vickey Sullivan with Equi-Tax, Inc., the District's Tax Assessor/Collector ("TAC"); Robb Clark with Hays Utility South Corporation, the District's Operator ("Operator"); Mark Adam with Bleyl & Associates, the engineers for the District; Sgt. Hodges and Deputy McCutchin of Harris County Precinct 4 Constables Office; and Timothy Green, attorney, of Coats|Rose P.C., legal counsel for the District. Also present were Anne Headley, Ron Headley, Michelle Tsatsaronis and Matthew Hoey, residents of the District.

WHEREUPON, the meeting was called to order at 6:35 p.m. The posted notice of the meeting is attached hereto as Exhibit "A".

HEAR FROM THE PUBLIC

Director Osteen opened the floor to receive comments from the public. Ms. Tsatsaronis had questions regarding "Hear from the Public". Mr. Hoey stated that he was a new homeowner and curious about the MUD. Ms. Headley stated that she understands different proceedings are applicable to open meetings.

DISCUSS AND CONSIDER CHANGING MEETING FORMAT

The Board considered changing the start time for regular meetings from 4:30 p.m. to 6:30 p.m. It was further discussed changing the time consultants are required to arrive based on when their presentations are scheduled in order to accommodate their conflicts. Director Bennett suggested limiting discussion time in order to curtail the length of the meetings.

TAX ASSESSOR'S REPORT

Ms. Sullivan reviewed and discussed the TAC report, a copy of which is attached hereto as Exhibit "B". She reported that 98.2% of 2016 taxes have been collected as of April 30, 2017.

Following a discussion regarding the TAC's report, and based on a motion made by Director Doll, seconded by Director Zuckero the Board voted unanimously to accept the tax assessor/collector's report, as presented and approve payment of the checks listed in the report.

CONSTABLE'S REPORT

The Board recognized Deputy McCutchen who reviewed the crime statistics within the District. Director Doll asked about tire thieves.

No action was taken on this agenda item.

HEAR WEBSITE REPORT

Address “Contact Us” questions/comments/concerns received on the District’s website

Director Bennett stated she received a “Contact Us” inquiry after the last meeting which inquired about the number of fire hydrants within the District. She further stated that she receives monthly reports regarding the number of hits to the District’s site. Director Bennett asked how detailed a report the Board wanted her to prepare regarding monthly activity on the District’s website.

Director Doll suggested that Director Osteen and Director Bennett work together to prepare a format as to what information and anomalies to provide to the Board.

Discuss and consider changes to website and controls

It was noted that Directors Osteen and Pratt are able to build, maintain and operate a website. The current monthly costs are between \$200 and \$300. They stated they believe they can reduce these costs to just a couple of hundred dollars per year.

Directors Doll and Zuckero suggested they let OffCinco continue running the site while Directors Osteen and Pratt get acclimated to the Board.

Discuss and consider changes for board communication systems

Next, Director Osteen suggested the board communication system have separate email address for each board position. He further requested that five (5) email addresses be set up for the Directors to receive district communication.

Discuss and consider policy regarding centralized storage of documents

Director Pratt motioned to (i) add statistical reporting on the website; (ii) get positional email set up for the directors; (iii) add centralized storage (dropbox); (iv) populate the website with any digital documents currently available; and (v) add search functionality to the District's website. The motion was seconded by Director Bennett and the Board voted unanimously to (i) add statistical reporting; (ii) get positional email set up; (iii) add centralized storage (dropbox); (iv) populate the website with any relevant digital documents; and (v) add search functionality to the website.

RECEIVE ENGINEER'S REPORT

The Board recognized Mr. Adam who presented the Engineer's report, a copy of which is attached hereto as Exhibit "C".

Review Status of Wall Project

The project plans are approximately 90% complete. Only some details on final wall selections, entry improvements and structural details remain. Director Osteen stated that the HOA wants in "writing" what the District intends to install within the HOA easement.

Hear Status of Outstanding Easements

Eli Smith & Associates has completed acquisition of the remaining easements located within residential lots. Mr. Adam added that he will contact Mr. Green regarding additional easements needed from the HOA.

Discuss and review Revised Lift Station Agreement

There has not been any further activity regarding this matter.

Address Water Distribution Concerns

There has been no further activity regarding this matter.

After further discussion and based upon a motion by Director Zuckero, seconded by Director Pratt, the Board voted unanimously to approve the Engineer's Report.

The Board requested a Special Meeting for Wednesday, May 31, 2017 at 6:30 p.m. to discuss the Series 2017 Park Bonds and the effect on the District's finances and tax rate.

RECEIVE OPERATOR'S REPORT

The Board recognized Mr. Clark who presented the Operator's report for April. Mr. Clark updated the Board on operation matters in the District, including delinquent accounts. A copy of the Operator's report is attached hereto as Exhibit "D".

Next, Mr. Clark presented an estimate from Lone Star Hydrant and Utility, LLC in the amount of \$2,090.00 for the inspection and painting of 44 fire hydrants. The estimate includes pressure test, check grade, and overall visual inspection. They will also pressure wash and paint the hydrants with Sherwin-Williams Industrial enamel. The hydrant body will be silver with caps and bonnets green. After further discussion and based on a motion by Director Pratt, seconded by Director Zuckero, the Board voted unanimously to approve \$2,090.00 for the inspection and painting of 44 fire hydrants.

Finally, Mr. Clark presented the final Consumer Confidence Report as discussed last month, a copy of which is attached hereto as Exhibit "E". After further discussion and based upon a motion by Director Zuckero, seconded by Director Pratt, the Board voted unanimously to approve the Consumer Confidence Report and authorize distribution of the same.

After further discussion and based upon a motion by Director Zuckero, which was seconded by Director Osteen, the Board voted unanimously to approve the Operator's Report.

BOOKKEEPER'S REPORT/AUTHORIZE PAYMENT OF DISTRICT'S BILLS

The Board recognized Ms. Busboom who presented the Bookkeeper's report for the period ending May 23, 2017 and checks were presented for approval. A copy of the Bookkeeper's report is attached hereto as Exhibit "F".

Director Doll asked about the change in the HOA reimbursement check amount from \$3,200.00 to \$9,808.00. Ms. Busboom noted that the check was blank when the meeting adjourned. She stated that after it was determined that the District owed the HOA for five years she was instructed by President Headley to pay the balance of \$9,808.00 to the HOA.

Following discussion of the Bookkeeper's report, upon a motion by Director Zuckero, seconded by Director Doll, the Board voted unanimously to approve the Bookkeeper's report and approve payment of the checks listed therein.

RECEIVE REPORT FROM DIRECTOR ZUCKERO

Director Zuckero updated the Board on the status of his investigation into sidewalks between the District and the school district.

Following discussion, upon a motion by director Doll, seconded by Director Pratt, the Board voted unanimously to approve Director Zuckero's report.

There being no further business to come before the Board, and based on a motion duly made and seconded, the meeting was adjourned.

PASSED, APPROVED and ADOPTED this 26th day of September, 2017.



Richard A. Hill
Secretary, Board of Directors