

MINUTES OF MEETING  
BOARD OF DIRECTORS

May 22, 2018

THE STATE OF TEXAS §  
COUNTY OF HARRIS §  
CHARTERWOOD MUNICIPAL UTILITY DISTRICT §

The Board of Directors (the "Board") of Charterwood Municipal Utility District (the "District") met in regular session, open to the public, at 16444 Cutten Road, Houston, Texas, a designated meeting place outside the boundaries of the District, on Tuesday, May 22 2018, at 7:00 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

Jean Aldredge	-	President
Tommy Kelley	-	Vice President/Treasurer
Grace Jackson	-	Secretary
Tom Thomson	-	Assistant Secretary
Mark Shultz	-	Assistant Secretary

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

Also attending the meeting were Michelle Guerrero of Bob Leared Interests, the District's Tax Assessor/Collector ("TAC"); Michael Murr of Murr Inc., the District's landscape architect ("Murr"); Wendy Austin of District Data Services, Bookkeeper for the District ("Bookkeeper"); Mark Adam with Bleyl & Associates, the Engineer for the District ("Engineer"); Ken Love with Municipal District Services, the District's Operator ("Operator"); Deputy Martino, Officer Drake, and Lt. Cohen of Harris County Precinct 4 Constables Office; Christie Leighton of Best Trash, the District's solid waste and recycling collection contractor; and Timothy Green, attorney, and Beth Van Doren,

Paralegal, of Coats|Rose P.C., legal counsel for the District (“Coats|Rose”). Also present were Debbie Fizzel of Majestic Oaks Homeowner’s Association, and Fred and Courtney Burnett, residents within the District.

WHEREUPON, the meeting was called to order at 7:10 p.m.

The posted meeting notices are attached hereto as Exhibit “A”.

**HEAR FROM PUBLIC**

The Board recognized Ms. Leighton who presented a memo regarding the automatic yearly price adjustment for the District’s trash collection a copy of which is attached hereto as Exhibit “B”.

The Board recognized Ms. Fizzel, representing the Majestic Oaks Homeowner’s Association (the “HOA”). She provided a proposal for clearing out the shrubbery on the District’s property that aligns with the HOA’s pool. She also discussed the lightening at the entrance to the neighborhood.

**RECEIVE CONSTABLE’S REPORT**

The Board recognized Officer Drake, who reviewed the monthly statistics within the District, a copy of which is attached hereto as Exhibit “C”. No action was taken on this agenda item.

**APPROVE MINUTES OF MEETINGS OF MARCH 27, 2018**

The Board reviewed the minutes from the meeting of March 27, 2017, previously distributed to the Board. Upon a motion made by Director Jackson and seconded by Director Kelley, the Board approved the minutes of the meeting of March 27, 2018.

## **BOOKKEEPER'S REPORT**

The Board recognized Ms. Austin who reviewed the bookkeeping report for the current reporting period, including the District's receipts, expenditures, capital projects and debt service funds, a copy of which is attached hereto as Exhibit "D".

Ms. Austin noted that the District currently has \$900,000.00 reserved for NHCRWA GST. It was noted that in accordance with the depreciation schedule associated with the contract \$300,000.00 should be released.

Following discussion regarding bookkeeping matters, and based on a motion by Director Jackson, which was seconded by Director Shultz, the Board voted unanimously to approve the Bookkeeper's report, payment of the bills referenced therein, and release \$300,000.00 reserved for the NHCRWA GST.

## **TAX ASSESSOR/COLLECTOR'S REPORT**

The Board recognized Ms. Guerrero who reviewed the TAC report for the period ending April 30, 2018, a copy of which is attached hereto as Exhibit "E", noting that 98.80% of the 2017 taxes have been collected to date. She further reported on receipts and disbursements from the tax account and reviewed historical tax data.

Following a full review of the TAC report, and based on a motion by Director Jackson which was seconded by Director Thomson, the Board voted unanimously to approve the TAC's Report and authorize payment of tax-related matters.

## **ENGINEERS REPORT**

The Board recognized Mr. Adam who reviewed and discussed the Bleyl Engineer's Report, a copy of which is attached hereto as Exhibit "F".

**Authorize Engineer to bid District’s Projects**

A Notice of Award was issued to McDonald Municipal and Industrial in the amount of \$80,469.00 for the meeting building Emergency Power Generator (the “EPG”).

**Water Plant No. 2 Partial Demolition**

The project is complete and a final review is scheduled.

**Wastewater Treatment Plant**

**TPDES Permit Renewal**

The District has received the final permit. This permit will expire on February 21, 2023.

**Main Trunkline to Lift Station**

This section of the line was recently televised and revealed several deficiencies.

**Water Reuse Pressure Tank**

Bids were solicited for the interior and exterior repairs to the pressure tank. Two bids were submitted:

Preventive Services, LP	\$12,850.00
CFG Industries, LLC	\$15,000.00

Preventive Services, LP in the amount of \$12,850.00 was recommended for awarding the bid.

**Cutten Road Administration Sign**

Harris County PCT. 4 advised the District that they are preparing a memorandum to the permit office offering no objection to the District Administration Sign on Cutten Road.

After further discussion and based on a motion by Director Kelley which was seconded by Director Jackson, the Board voted unanimously to approve the Engineer's report and award Water Reuse Pressure Tank repairs to Preventive Services, LP in the amount of \$12,850.00.

### **OPERATOR'S REPORT**

The Board recognized Mr. Love who presented the Operations Report for April and updated the Board on collections, water production and accountability, a copy of which is attached hereto as Exhibit "G". He noted that the total connections for the District are 1377. He also reviewed the list of accounts scheduled for termination due to non-payment. Mr. Love further noted that there was 93.3% accountability for water pumpage during the current reporting period.

After further discussion and based on a motion by Director Kelley which was seconded by Director Shultz, the Board voted unanimously to approve the Operator's report.

### **REPORT FROM MICHAEL MURR**

The Board recognized Mr. Murr who updated the Board on the status of the District's various landscaping projects and rental requests. A copy of his report is attached hereto as Exhibit "H". No action was taken on this agenda item.

### **DISCUSS DISTRICT EMAILS**

Director Shultz reviewed the various emails received this month and the action that was taken on each.

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

PASSED, APPROVED AND ADOPTED this 26th day of June, 2018.

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Secretary, Board of Directors

(DISTRICT SEAL)