

**MINUTES OF MEETING  
OF THE  
BOARD OF DIRECTORS**

THE STATE OF TEXAS §  
COUNTY OF HARRIS §  
HARRIS COUNTY UTILITY DISTRICT NO. 15 §

The Board of Directors of Harris County Utility District No. 15 met in regular session, open to the public, at its meeting place inside the boundaries of the District, at 4127 Breckenridge, Harris County, Texas on February 27, 2018. The roll was called of the members of the Board of Directors, to-wit:

|                    |                     |
|--------------------|---------------------|
| Eric Goodie        | President           |
| Leonard Mattox     | Vice President      |
| Bridgett D. Kelley | Secretary           |
| Kevin Mosley       | Treasurer           |
| Phillip Givens     | Assistant Secretary |

All members of the Board were present except Director Mosley. Director Goodie entered the meeting before the General Manager's report.

Also present were Chris Richardson of Strawn & Richardson, P.C.; Yvonne Luevano of Wheeler & Associates, Inc.; Greg Dubiel of Municipal Operations & Consulting, Inc.; Darrell Hawthorne of Municipal Accounts & Consulting, L.P.; Robert Atkinson of Edminster Hinshaw Russ & Associate; Greg East of Perdue Brandon Collins & Mott; Travis Benes of Environmental Allies; Tiana Smith of Waste Management; and Denise Smith, District resident.

*WHEREUPON*, the meeting was called to order by the Vice President, and evidence was presented that public notice of the meeting had been given in compliance with the law.

- 1. OPENING PRAYER.** Director Mattox led those assembled in prayer.

**2. MINUTES OF MEETING.** The Board next considered approving the minutes of the meeting of January 23, 2018. It was moved by Director Kelley and seconded by Director Givens that the minutes of the meeting of January 23, 2018 be approved, which motion carried unanimously, 3-0.

**3. PUBLIC COMMENTS.** Denise Smith informed the Board there is a consistent leak between two homes. Greg Dubiel stated if there is a leak they will determine the cause and address it.

**4. DIRECTOR'S REPORTS.** Director Mattox updated the Board on issues at the District building.

**5. REVIEW OF DELINQUENT TAX COLLECTION CONTRACT.** Director Kelley reported she met with Greg East and she discussed her review of the Delinquent Tax Collection Contract. She recommends retaining Perdue Brandon Fielder Collins & Mott, LLP as the District's delinquent tax collector.

Following further discussion, it was moved by Director Kelley and seconded by Director Givens that Perdue Brandon Fielder Collins & Mott, LLP be retained as the District's delinquent tax collector, which motion carried unanimously, 3-0.

Director Goodie entered the meeting at this time.

**6. GENERAL MANAGER'S REPORT.** Director Givens informed the Board the District's website had 125 hits and 63 hits were on the instructional video "Water: What You Pay For".

Tiana Smith, of Waste Management, reminded the Board of the link to be added to the District's website, which will provide the District's garbage information. Ms. Smith stated she will send the link via email.

Director Givens discussed the Architectural Agreement for the District building. He stated Story Architects proposed agreement is for a total of \$158,550.00 plus \$68,500.00 of additional fees. Robert Atkinson stated the environmental assessment has been completed.

Following further discussion, it was moved by Director Kelley, seconded by Director Mattox, and unanimously carried that the General Manager's report be approved, 4-0.

**7. JOINT OPERATIONS REPORT.** The Board reviewed the Joint Water Plant report for February. The Board discussed the difficulty in receiving the Joint Wastewater Treatment Plant report.

**8. TAX ASSESSOR/COLLECTOR REPORT.** Yvonne Luevano presented the tax report for January, a copy of which is attached as Exhibit "A". The report reflected the District has collected 87.90% of its 2017 taxes and 98.99 of its 2016 taxes as of January 31, 2018.

Following further discussion, it was moved by Director Mattox and seconded by Director Kelley that the tax assessor/collector's report for the month of January be approved, which motion carried unanimously, 4-0.

**9. 2018 TAX EXEMPTIONS.** The Board considered setting the 2018 tax exemptions for persons over the age of 65 or disabled. Last year the District set an exemption of \$3,000.00 for persons over the age of 65 or disabled and a 10% homestead exemption. Following further discussion, it was moved by Director Mattox and seconded by Director Kelley that the Order Adopting 2018 Exemptions From Taxation be approved setting a 10% homestead exemption, and an exemption of \$3,000 for over 65 and/or disabled individuals, which motion carried unanimously, 4-0. A copy of said Order is attached as Exhibit "B".

**10. BOOKKEEPER'S REPORT, INVESTMENT REPORT AND PAYMENT OF BILLS.** Darrell Hawthorne presented the bookkeeper's report, a copy of which is attached as Exhibit "C".

Director Givens discussed a particular line item in the budget and a special bank account to properly separate and track all funds expended on the District building construction. He suggested allocating \$1,500,000 in funds in the TexClass account for the District building construction.

Following further discussion, a motion was made by Director Kelley and seconded by Director Mattox that the bookkeeper's report be approved, and that the checks listed therein be approved, to approve a separate account for the District Building fund, and to authorize the allocation of \$1,500,000 from the TexClass account. Said motion carried unanimously, 4-0.

**11. ANNUAL BUDGET AND JOINT WATER PLANT BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2018.** Director Givens discussed adjustments to the budget, including detention pond maintenance and District building items. The Board tabled this item.

**12. REVIEW OF BOOKKEEPING AGREEMENT.** Director Goodie discussed his meeting with Mark Burton and Darrell Hawthorne to review the Bookkeeping Agreement. He stated they discussed the Amendment to the Bookkeeping Agreement, which provides an increase in the monthly expense and an increase in the meeting expense.

Following further discussion, it was moved by Director Mattox and seconded by Director Kelley to retain Municipal Accounts & Consulting as the District's bookkeeper and to approve the Amendment to the Bookkeeping Agreement, which motion carried unanimously. A copy of the Amendment is attached as Exhibit "D".

**13. OPERATOR'S REPORT.** Greg Dubiel presented the monthly operator's report, a copy of which is attached as Exhibit "E". Mr. Dubiel reported there are 946 active connections in the District and no new taps. He also reviewed the preventative maintenance program and the call log.

Mr. Dubiel presented four accounts for write-off for a total amount of \$1,769.97. He also presented the delinquent list for approval.

Following further discussion, it was moved by Director Kelley, seconded by Director Mattox that the operator's report be approved, and that the write-off list and delinquent list be approved, which motion carried unanimously, 4-0.

**14. DETENTION POND MAINTENANCE REPORT.** Travis Benes presented the Detention Pond Maintenance Report. Mr. Benes also presented a revision to the budget adding \$2,062.50 for fertilization of the large detention pond. Director Givens stated the budget will need to be increased.

Following further discussion, it was moved by Director Mattox and seconded by Director Kelley to approve the Detention Pond Maintenance Report and to approve increasing the budget to include fertilization of the large detention pond, which motion carried unanimously.

**15. ENGINEER'S REPORT.** Robert Atkinson presented the engineer's report, a copy of which is attached as Exhibit "F".

Mr. Atkinson reported the construction of the drainage channel adjacent to the First Industrial Warehouse is complete and the contractor is establishing vegetation. He also reported the drainage channel adjacent to the future District building was inspected and appears to be in reasonable condition.

Mr. Atkinson informed the Board the proposed water meter vault location is at the southeast corner of Bencrest and West Greens Road. He stated there appears to have been some construction in the area but there are no visual signs of a meter vault.

Mr. Atkinson reported the engineer for Harris County MUD No. 150 ("MUD 150") was notified that the City of Houston's 66-inch surface water line was leaking in the vicinity of Beltway 8 and the service would be disconnected during the repair. He explained MUD 150 has high levels of arsenic in their water wells so they depend on surface water. Mr. Atkinson stated the engineer for Harris County UD No. 14 is reviewing the connection counts to determine if all or a portion of MUD 150 can be served during this period. He added the repair will take a minimum of seven days.

Mr. Atkinson informed the Board the Veterans Memorial Hotel has received the final approval and the recorded plat for the project.

Mr. Atkinson discussed the wetlands delineation and survey for the District facility. He stated his office will be available to stake the wetlands area prior to any construction activity, if necessary. Mr. Atkinson added since the architect is performing the drainage analysis it would be best for their surveyor to collect the topography.

Mr. Atkinson reported First Industrial is having the surveyor create graphic exhibits for the property transfer agreements.

Mr. Atkinson requested approval of payment to A&R Engineering & Testing, Inc., in the amount of \$3,086.00, for old waterline loop expenses.

Mr. Atkinson discussed adjustments to the GIS software to eliminate redundancies.

Following further discussion, a motion was made by Director Mattox, seconded by Director Kelley, and unanimously carried that the engineer's report be approved, and to approve payment to A&R Engineering & Testing, Inc., 4-0.

**16. REVIEW OF ENGINEERING AGREEMENT.** The Board tabled this item.

**17. FIRST INDUSTRIAL TRACT EASEMENTS AND CONVEYANCES.** The Board tabled this item.

**18. ARCHITECTURAL CONTRACT FOR THE DISTRICT BUILDING.** The Board next reviewed and considered approval of the Architectural Contract for the District building from Story Architects, a copy of which is attached as Exhibit "G".

Following further discussion, it was moved by Director Kelley and seconded by Director Mattox to approve the Architectural Contract for the District building from Story Architects, which motion carried unanimously, 4-0.

**19. ANNUAL SPECIAL PURPOSE DISTRICT PUBLIC INFORMATION DATABASE FILING.** The Board considered authorizing the annual Special Purpose District Public Information Database filing. Mr. Richardson explained new legislation, SB 625, requires an annual filing. Following further discussion, it was moved by Director Mattox and seconded by Director Kelley to authorize the District's annual Special Purpose District Public Information Databases filing, which motion carried unanimously.

**20. ADJOURNMENT.** There being no further business to come before the Board, it was moved by Director Kelley, seconded by Director Mattox that the Board meeting be adjourned, which motion carried unanimously, 4-0.

PASSED, ADOPTED and APPROVED this 27th day of March, 2018.

*Bridgett D. Helley*  
Secretary

