

**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 January 22, 2019. 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.

Also present were Chris Richardson of Strawn & Richardson, P.C.; Greg Dubiel of Municipal Operations & Consulting, Inc.; Yvonne Luevano of Wheeler & Associates; Darrell Hawthorne of Municipal Accounts & Consulting, L.P.; Robert Atkinson of Edminster Hinshaw Russ & Associates; and Travis Benes of Environmental Allies.

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

- 1. OPENING PRAYER.** Director Goodie led those assembled in prayer.
- 2. MINUTES OF MEETING.** The Board next considered approving the minutes of the meeting of the December 18, 2018. It was moved by Director Mattox and seconded by

Director Kelley that the minutes of the meeting on December 18, 2018 be approved, which motion carried unanimously, 4-0.

3. PUBLIC COMMENTS. There were no public comments at this time.

4. DIRECTOR'S REPORTS. There were no director's reports at this time.

5. EVO REPORT. The Board tabled this item.

6. GENERAL MANAGER'S REPORT. Director Givens presented the General Manager's Report. He then presented the December website analytics for the Board's review. Director Givens informed the Board Off Cinco will archive posts on the website that are over two years old.

Director Givens reported two IRIS alerts were issued in December regarding the Copper Creek HOA meeting.

Director Givens stated he has not received any reports on garbage complaints or issues. The Board discussed the garbage pickup times.

Director Givens informed the Board the District is set to receive the AWBD Project Award for the use of the Smart Meter Program.

Director Givens stated the Greens Bayou Coalition requested to have its meeting on February 14, 2019 at the District meeting facility at 3:00 p.m.

Director Givens reported the operator's office indicated they are in the process of updating the Asset Management Program to include the last two months.

Director Givens presented for the Board's review the second revised proposal from Story Architects regarding the increase in the design and documentation fee for the District building.

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 January 2019 and the Joint Wastewater Treatment Plant Report for November.

8. **CONSIDER REQUEST FROM STORY ARCHITECTS.** The Board considered approval of a request from Story Architects regarding an increase in its design and documentation fee.

Following further discussion, it was moved by Director Mattox and seconded by Director Kelley to approve the request from Story Architects to increase its design and documentation fee and to approve payment of the invoice, which motion carried unanimously, 4-0.

9. **TAX ASSESSOR/COLLECTOR REPORT.** Yvonne Luevano presented the tax report for December, a copy of which is attached as Exhibit "A". The report reflected the District has collected 34.16% of its 2018 taxes and 99.20% of its 2017 taxes as of December 31, 2018.

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

10. **DELINQUENT TAX REPORT.** Ms. Luevano presented the Delinquent Tax Report. No action was required at this time.

11. **RESOLUTION AUTHORIZING DELINQUENT TAX PENALTY.** Chris Richardson presented to the Board a Resolution Authorizing Delinquent Tax Penalty, a copy of which is attached as Exhibit "B". Mr. Richardson explained the Resolution allows the District to attach the collection penalty on personal property accounts April 1, and to real property accounts beginning July 1. Mr. Richardson stated delinquent taxpayers will be notified of the additional 20% penalty.

Following further discussion, it was moved by Director Mattox and seconded by Director Kelley that the Resolution Authorizing Delinquent Tax Penalty be approved, which motion carried unanimously, 4-0.

12. REVIEW OF DELINQUENT TAX COLLECTION CONTRACT. The Board tabled this item.

13. 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".

Following further discussion, a motion was made by Director Mattox and seconded by Director Kelley that the bookkeeper's report be approved, and that the checks listed therein be approved. Said motion carried unanimously, 4-0.

14. REVIEW OF BOOKKEEPER'S AGREEMENT. The Board tabled this item.

15. OPERATOR'S REPORT. Greg Dubiel presented the monthly operator's report, a copy of which is attached as Exhibit "D". Mr. Dubiel reported there are 949 active connections in the District, 873 garbage accounts, and 20 accounts that are vacant. He also reported the water accountability is 85%. The Board discussed leak detection proposals. The Board stated it will consider executing a contract through the operator's office with Accurate Leak Detection Services.

Mr. Dubiel reviewed the preventative maintenance program and the call log.

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

16. DETENTION POND MAINTENANCE REPORT. Travis Benes presented the Detention Pond Maintenance Report.

Following further discussion, it was moved by Director Kelley and seconded by Director Mattox to approve the Detention Pond Maintenance Report, which motion carried unanimously, 4-0.

17. ENGINEER'S REPORT. Robert Atkinson presented the engineer's report, a copy of which is attached as Exhibit "E". Mr. Atkinson informed the Board the developers of the Tadano Facility are planning to expand the concrete parking and operations area. He stated the drainage for the area has been reviewed and communicated to the developer's engineer.

Mr. Atkinson reported they have contacted the management of the First Industrial Warehouse facility regarding the fencing and access. He explained the District needs a 20-foot gap in the fencing. Mr. Atkinson stated First Industrial has indicated it will provide access at no additional cost to the District.

Mr. Atkinson informed the Board he has reviewed the plans for the District's building facility. He discussed his comments to the detention outfall pipe.

Mr. Atkinson reported they are continuing to coordinate the utility location on Veterans Memorial Drive with Harris County. He stated one of the components of the project will be the addition of the missing continuous left turn lane north of Greens Road to FM 1960. He added that the traffic signals and intersections are currently under study.

Following further discussion, a motion was made by Director Kelley, seconded by Director Givens, and unanimously carried that the engineer's report be approved, 4-0.

18. REVIEW OF ENGINEERING AGREEMENT. The Board tabled this item

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 recent legislation, SB 625, requires the annual filing. Following further discussion, it was moved by Director Kelley and

seconded by Director Mattox 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 Mattox, seconded by Director Kelley that the Board meeting be adjourned, which motion carried unanimously, 4-0.

PASSED, ADOPTED and APPROVED this 26th day of February, 2019.



Richard P. Kelley
Secretary

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