

**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, Houston, Harris County, Texas on January 26, 2016. 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. Directors Mattox and Mosley entered the meeting after the approval of the Minutes.

Also present were Chris Richardson of Strawn & Richardson, P.C.; Ray Arce of Wheeler & Associates, Inc.; Greg Dubiel of Municipal Operations & Consulting, Inc.; Darrell Hawthorne of Municipal Accounts & Consulting, L.P.; Dayne Burson of Accurate Meter & Supply; and Dennis Tiff of Environmental Allies.

WHEREUPON, the meeting was called to order by the President, 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 December 15, 2015. It was moved by Director Kelley and seconded by Director Givens that the minutes of the meeting of December 15, 2015 be approved, which said motion carried unanimously.

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

Directors Mattox and Mosley entered the meeting at this time.

4. DIRECTOR'S REPORTS. Director Kelley asked the Board to begin preparations for the Customer Appreciation Barbeque. She stated the Smart Meter representatives will help get customers signed up with online accounts. Director Goodie suggested using the District's property for the Customer Appreciation Barbeque even though the building is not yet constructed. He suggested the Board consider inviting Board members from surrounding districts as well as local politicians.

Director Mattox presented a proposal from Eagle Security Systems for a new security alarm system for the District meeting facility, which will cost \$39.99 per month for a 60-month alarm monitoring agreement.

Director Mattox reported the fence post to be replaced has been identified. He stated he will provide the attorney the information on the modified fence proposal.

5. GENERAL MANAGER'S REPORT. Director Givens reviewed the General Manager's Report. He discussed holding a special meeting at the building site to discuss the new District Meeting Facility.

Director Givens next reviewed the monthly report from Waste Management.

Director Givens discussed the Greens Bayou Federal Project. He stated construction has begun.

Director Givens updated the Board on the IRIS Database. He reported a customer information form has been developed and it will be distributed to the customers over the next three months beginning with the January water bill.

Director Givens recommended continuing to review the adopted Parks Master Plan and incorporate the appropriate elements into the plans for the administration building, and secure the related funding.

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

6. DISCUSS SMART METER PRESENTATION. Dayne Burson, of Accurate Meter & Supply, discussed the recent special meeting. He presented proposals for three types of meters. Mr. Dubiel reviewed the transition process. He stated they can install the new meters in Copper Creek only in a week's time. Mr. Dubiel added that it will cost \$50.00 per meter for installation. He recommended the stainless steel E-Series Meter. Director Givens noted the total cost with installation is still under budget. He also stated the E-Series Meter is pro-rated for ten years and it has a ten year warranty. The total cost of the contract with Accurate Meter & Supply for an E-Series meter is \$245,935.00.

Following further discussion, it was moved by Director Givens and seconded by Director Mattox to approve the contract from Accurate Meter & Supply for the E-Series Meter, which motion carried unanimously.

7. SECURITY SERVICES AGREEMENT. Director Goodie reported Greenfield Village has considered investing in security services. He stated they may be willing to share one-half of the costs of a patrol contract, which might effectively add more time to the existing security contract for Greenfield Village. Director Givens stated Greenfield Village currently

pays \$36,000.00 per year for a security contract. He added that a Harris County Sheriff Department contract with 70% coverage would cost \$67,000.00 per year.

Director Givens also discussed SEAL, the private security company, as a contractor. Director Goodie stated if the District is spending money for security then perhaps the Board should have control. The Board discussed options such as a District contract versus an HOA contract, and Harris County providers versus private providers. Director Mattox stated the Sheriff's Department has better visibility; Director Givens stated the Sheriff's Department has marked cars while SEAL has unmarked cars. Director Givens also stated he prefers supplementing costs to the HOA pursuant to a "cost-sharing agreement", which could specify the amount of security coverage the District prefers. Director Mattox suggested a "subsidized agreement".

Following further discussion, it was moved by Director Mattox and seconded by Director Mosley to authorize the attorney to proceed with developing a security services cost sharing agreement, which motion carried unanimously.

8. JOINT OPERATIONS REPORT. Director Givens reviewed the Joint Water and Joint Wastewater Treatment Plant report. He reported the water accountability has decreased. Director Givens discussed the actions in response.

9. TAX ASSESSOR/COLLECTOR REPORT. Ray Arce presented the tax report for December, a copy of which is attached as Exhibit "A". The report reflected the District has collected 36.72% of its 2015 taxes and 98.99% of its 2014 taxes as of December 31, 2015.

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

10. DELINQUENT TAX REPORT. Mr. Arce presented the delinquent tax report for the Board's review. He stated no action is 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 Mosley that the Resolution Authorizing Delinquent Tax Penalty be approved, which motion carried unanimously.

12. 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 Goodie that the bookkeeper's report be approved, and that the checks listed therein be approved. Said motion carried unanimously.

13. 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 944 active connections in the District and no new taps. He also reviewed the preventative maintenance program.

Mr. Dubiel next presented the write-off list and delinquent list for approval.

Mr. Dubiel reported three leaks were repaired in the District.

Mr. Dubiel stated he will obtain a price from SAMCO Leak Detection and he requested authorization to move forward if the cost does not exceed \$6,500.00. Following further discussion, it was moved by Director Mattox and seconded by Director Mosley to authorize the operator to proceed with leak detection services from SAMCO, if the cost does not exceed \$6,500.00, which motion carried unanimously.

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

14. REVIEW OF OPERATING AGREEMENT. The Board tabled this item.

15. QUARTERLY DETENTION POND MAINTENANCE REPORT. Dennis Tiff of Environmental Allies presented the Quarterly Detention Pond Maintenance Report for the Board's review.

Robert Atkinson reported the low flow channels look good. He stated next month he will recommend the District take over the First Industrial Detention Pond.

Following further discussion, it was moved by Director Mattox and seconded by Director Kelley that the Quarterly Detention Pond Maintenance Report be approved, which motion carried unanimously.

16. ENGINEER'S REPORT. Robert Atkinson presented the engineer's report, a copy of which is attached as Exhibit "E". Mr. Atkinson discussed the Greens Bayou Construction. He outlined the areas of conflict between the District facilities and Harris County Flood Control District. Mr. Atkinson stated the Harris County Flood Control District will assume the costs.

Mr. Atkinson informed the Board the vegetation has been established in the First Industrial Detention Basin. He stated the facility will be inspected with Environmental Allies to determine if the ground cover is adequate for ongoing maintenance. Mr. Atkinson further stated the Detention Basin will be conveyed to the District.

Following further discussion, a motion was made by Director Mosley, seconded by Director Mattox, and unanimously carried that the engineer's report be approved.

17. PARKS PLAN. The Board tabled this item.

18. ADJOURNMENT. There being no further business to come before the Board, it was moved by Director Kelley, seconded by Director Mosley that the Board meeting be adjourned, which motion carried unanimously.

PASSED, ADOPTED and APPROVED this 23rd day of February, 2016.


Secretary

