

**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 February 23, 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 except Director Goodie.

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 & Associates; and Dennis Tiff of Environmental Allies.

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 Givens led those assembled in prayer.
- 2. MINUTES OF MEETINGS.** The Board next considered approving the minutes of the meetings of January 16, 2016, January 19, 2016 and January 26, 2016. It was moved by

Director Kelley and seconded by Director Givens that the minutes of the meetings of January 16, 2016, January 19, 2016 and January 26, 2016 be approved, which said motion carried unanimously.

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

4. DIRECTOR'S REPORTS. Director Kelley discussed the issue of dumping at the District building site. She suggested adding signage stating dumping is not allowed. Director Givens stated signs typically encourage more dumping. He suggested sending a letter or message in the water bill. Director Mattox suggested adding signage stating the area is being monitored.

Director Mattox discussed the status of the fence repair at the District building. He stated it will cost approximately \$6,400.

5. GENERAL MANAGER'S REPORT. Director Givens reviewed the General Manager's Report. He reported the Smart Meters have been ordered. He stated upon receipt of the Smart Meters there will be a project kick-off meeting to insure the operations meet the Board's standards and that customer service issues are being met.

Director Givens discussed the District Meeting Facility. He stated guidance from the Board is needed concerning receiving a Statement of Qualifications from interested entities.

Director Givens reported the Parks Master Plan is on hold pending the development of the Administration Building and identification of funding sources.

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. SECURITY SERVICES AGREEMENT WITH HOA. Chris Richardson presented for approval the Order Regarding Security Patrol Costs, a copy of which is attached as

Exhibit "A". Director Givens explained the Order states the District will pay one half of every regular invoice for Law Enforcement or Security Patrol Services to Copper Creek CIA or Greenfield Village HOA. He stated the costs will not exceed \$3,500 per month per contract.

Following further discussion, it was moved by Director Givens and seconded by Director Mosley that the Order Regarding Security Patrol Costs be approved, which motion carried unanimously.

7. JOINT OPERATIONS REPORT. Director Givens reviewed the Joint Water Plant report.

8. TAX ASSESSOR/COLLECTOR REPORT. Yvonne Luevano presented the tax report for January, a copy of which is attached as Exhibit "B". The report reflected the District has collected 59.76% of its 2015 taxes and 99.02% of its 2014 taxes as of January 31, 2016. Ms. Luevano stated the 2015 taxes are at 85% collected as of today.

Ms. Luevano informed the Board that Cyclone Steel has requested a payment agreement.

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

9. 2016 TAX EXEMPTIONS. The Board considered setting the 2016 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 it did not set a homestead exemption. The Board discussed setting a 10% homestead exemption. Following further discussion, it was moved by Director Givens and seconded by Director Kelley that the Order Adopting 2016 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. A copy of said Order is attached as Exhibit "C".

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 "D".

Director Givens recommended adjusting the draft annual budget for fiscal year ending March 31, 2017 decreasing maintenance and operating revenues by \$40,000 due to the homestead exemption. He also recommended increasing costs by \$7,000 per month for security patrols.

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

11. ANNUAL BUDGET AND JOINT WATER PLANT BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2017. The Board tabled this item.

12. 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 944 active connections in the District and no new taps. He also reviewed the preventative maintenance program. Mr. Dubiel stated they will perform the annual commercial meter testing.

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

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

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

14. ENGINEER'S REPORT. Dennis Tiff of Environmental Allies presented the Detention Basin Maintenance Agreement for approval. Robert Atkinson requested the First Industrial Detention Basin be included in the District's Detention Basin Maintenance Agreement. Following further discussion, it was moved by Director Givens and seconded by Director Mosley that the Detention Maintenance Agreement be approved, which motion carried unanimously.

Robert Atkinson presented the engineer's report, a copy of which is attached as Exhibit "F". Mr. Atkinson discussed the use of the future District building site as a location for the Customer Appreciation Barbeque. The Board discussed the idea and stated it does not want to use the District's future building site as a location for the Customer Appreciation Barbeque.

Mr. Atkinson discussed the Greens Bayou Construction. He stated there was a discussion with Harris County concerning the relocation of the utilities that are shared with Harris County UD No. 14. Mr. Atkinson explained the utility relocation will result from the Greens Bayou channel and detention improvements for the U.S. Army Corps of Engineers. He stated there will need to be an Interlocal Agreement between the District and Harris County.

Mr. Atkinson informed the Board the First Industrial Detention Basin was inspected and vegetation has been established. He stated the Detention Basin will need to be conveyed to the District.

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

15. PARKS PLAN. The Board tabled this item.

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

PASSED, ADOPTED and APPROVED this 22nd day of March, 2016.

Bridget D. Kelley
Secretary

