

**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 October 25, 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. Director Mattox entered after the Director Reports.

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; Daniel Pereyra of Environmental Allies; Greg East of Perdue Brandon Fielder Collins & Mott; Shanna Lopez of Waste Management; Jeremy Roach of Apollo IT Consulting; Dick Weiler, architect; and Denise Smith, District resident.

*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. 2016 TAX RATE PUBLIC HEARING.** The Board President called to order the Public Hearing on the 2016 Tax Rate. The Board noted that no taxpayer appeared to take part in the Public Hearing, as published by law. The Board President then closed the Public Hearing.

**3. 2016 TAX RATES.** The Board considered setting the 2016 Debt Service Tax Rate at \$0.175. The Order Setting 2016 Debt Service Tax Rate was presented for approval, a copy of which is attached as Exhibit "A".

The Board next considered setting the 2016 maintenance tax rate at \$0.585. The Order Setting 2016 Maintenance Tax Rate was presented for approval, a copy of which is attached as Exhibit "B".

Following further discussion, it was moved by Director Mosley and seconded by Director Givens to approve setting a \$0.175 debt service tax rate and a \$0.585 maintenance tax rate, and that the Order Setting 2016 Debt Service Tax Rate, and the Order Setting 2016 Maintenance Rate be approved, which motion carried unanimously.

**4. AMENDMENT TO NOTICE TO SELLERS AND PURCHASERS.** Chris Richardson presented the Amendment to Notice to Sellers and Purchasers of Real Estate Within the District, a copy of which is attached as Exhibit "C". Mr. Richardson explained the Notice reflects the 2016 tax rate and will be filed in the Real Property Records of Harris County, Texas. It was moved by Director Givens and seconded by Director Mosley that the Amendment to Notice to Sellers and Purchasers of Real Estate Within the District be approved, which motion carried unanimously.

**5. MINUTES OF MEETING.** The Board next considered approving the minutes of the meeting of September 27, 2016. It was moved by Director Mosley and seconded by

Director Givens that the minutes of the meeting of September 27, 2016 be approved, which motion carried unanimously.

**6. PUBLIC COMMENTS.** Dick Weiler, an architect, informed the Board he is still interested in the new meeting facility project. He added that he has been a municipal utility district director for sixteen years.

**7. DIRECTOR'S REPORTS.** Director Goodie appointed Director Mosley to review the Bookkeeping Contract and he appointed Director Givens to review the Tax Assessor-Collector's Contract.

Director Mattox entered the meeting at this time.

**8. GENERAL MANAGER'S REPORT.** Director Givens reviewed the General Manager's Report.

Shanna Lopez, of Waste Management, discussed the additions to the recycling program. She informed the Board that links and widgets are available for an electronic newsletter and website.

Jeremy Roach, of Apollo IT Consulting, informed the Board they develop websites and provide other services. He stated he currently provides the audio and visual at the Northwest Harris County MUD No. 24 District building. Mr. Roach discussed the different types of websites. Director Goodie stated the District currently has IRIS and a newsletter. He added the District will soon be looking at using an electronic newsletter.

Greg Dubiel presented the proposal from Accurate Meter & Backflow, LLC, in the amount of \$27,000.00, to replace a 3-inch turbine meter with a new 3-inch compound meter vault, and to make the sidewalk ADA compliant around the meter vault at Conley Elementary School. Following further discussion, it was moved by Director Mosley and seconded by

Director Kelley to approve the proposal from Accurate Meter & Backflow, LLC, which motion carried unanimously.

The Board discussed the proposal to power wash the District building in the amount of \$300.00. Following further discussion, it was moved by Director Kelley and seconded by Director Mosley to approve the proposal to power wash at the District building, which motion carried unanimously.

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

**9. JOINT OPERATIONS REPORT.** Director Givens reviewed the Joint Water Plant report. He stated he has not received a report from JePa, the Joint Sewage Treatment operator.

**10. TAX ASSESSOR/COLLECTOR REPORT.** Yvonne Luevano presented the tax report for September, a copy of which is attached as Exhibit "D". The report reflected the District has collected 97.36% of its 2015 taxes and 99.14% of its 2014 taxes as of September 30, 2016.

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 September be approved, which motion carried unanimously.

**11. DELINQUENT TAX REPORT.** Greg East presented the delinquent tax report, a copy of which is attached as Exhibit "E". He requested authorization to move the uncollectible accounts off of the tax rolls.

Following further discussion, it was moved by Director Kelley and seconded by Director Mosley that the delinquent tax report be approved, and to authorize the delinquent tax attorney to move the uncollectible accounts off of the tax rolls, 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 "F".

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

**13. AMEND BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2017.** The Board tabled this item.

**14. REVIEW OF BOOKKEEPING 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 "G". Mr. Dubiel reported there are 944 active connections in the District and no new taps. He also reviewed the preventative maintenance program.

Mr. Dubiel reported there is one confirmed tampering case. He stated the damages and repairs were added to the customer's bill. Mr. Dubiel added that the lid has gone missing before, but now the electrical line is ripped. He further stated the customer has been informed they are responsible for the damages.

Mr. Dubiel next presented the write-off list and 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 delinquent list and write-off list be approved, which motion carried unanimously.

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

**17. DETENTION POND MAINTENANCE REPORT.** Daniel Pereyra presented the Detention Pond Maintenance Report for the Board's review.

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

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

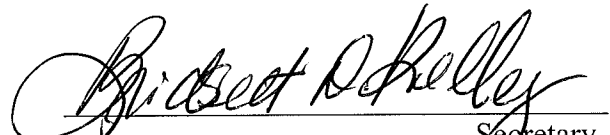
Mr. Atkinson reviewed the Wetlands delineation report, from Bio-West, Inc., on the 7.25 acre property for use as the District's meeting facility. Mr. Atkinson stated the District will need to file a general permit with the Army Corps of Engineers. He explained 0.16 acres were determined to be wetlands. Mr. Atkinson suggested the Board should consider a proposal for wetlands permitting from Bio-West, Inc.

Mr. Atkinson informed the Board that a portion of the District Facility property can be cleared in advance of the building construction. He stated the nationwide permit should be obtained prior to a total clearing of the property.

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

19. **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.

*PASSED, ADOPTED and APPROVED* this 29th day of November, 2016.

  
Secretary

