

**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 March 28, 2017. 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 Kelley entered the meeting after approval of the minutes.

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; Daniel Pereyra of Environmental Allies; Brian Toldan of McCall Gibson Swedlund Barfoot PLLC; Shanna Lopez and Tiana Smith of Waste Management; Shannon Waugh of OFF CINCO.

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 first considered approving the minutes of the meeting of February 28, 2017. It was moved by Director Mattox and seconded by Director Mosley that the minutes of the meeting of February 28, 2017 be approved, which motion carried unanimously.

Director Kelley entered the meeting at this time.

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

4. **ENGAGEMENT OF AUDITOR FOR FISCAL YEAR ENDING MARCH 31, 2017.** The Board next considered engaging McCall Gibson Swedlund Barfoot, PLLC as the auditor for the fiscal year ending March 31, 2017. Brian Toldan presented the engagement letter for the District's annual audit. He also discussed the "evergreen" Auditor Agreement. Mr. Toldan stated the Agreement has a 30-day clause to get out of the Agreement for any reason.

Following a discussion, it was moved by Director Mosley and seconded by Director Kelley to hire McCall Gibson Swedlund Barfoot, PLLC as auditor for the fiscal year ending March 31, 2017 and to approve the "evergreen" Agreement for Auditing Services, which motion carried unanimously.

5. **STRATEGIC PARTNERSHIP AGREEMENT AUDIT REPORT.** The Board tabled this item.

6. **DIRECTOR'S REPORTS.** Directors Kelley and Mosley updated the Board on the Community Barbeque event. Director Mattox stated he will provide a letter to New Destiny Church for the use of the land and parking for the event. The Board discussed using Connect the Dots as the primary service provider for the event.

Director Mosley discussed the review of the Delinquent Tax Collector Agreement. He recommended retaining Perdue, Brandon, Fielder, Collins & Mott, LLP as the District's delinquent tax attorney. Following further discussion, it was moved by Director Mosley and seconded by Director Mattox to retain Perdue, Brandon, Fielder, Collins & Mott, LLP as the District's Delinquent Tax Attorney, which motion carried unanimously.

7. GENERAL MANAGER'S REPORT. Director Givens presented the General Manager's Report.

Director Givens reported the District's website has officially launched. He stated customers were alerted through email and text. Director Givens discussed an amendment to the web hosting agreement which includes a \$400.00 set up fee for a text and email database as well as fees to design the database and to send the texts and emails. The Board did not take any action at this time.

Director Givens informed the Board he is waiting to hear back from Origin Architects to schedule a meeting to discuss the design of the District building.

Director Givens reported the tour of the Greens Bayou Federal Project is scheduled for April 8, 2017 at 9:00 a.m.

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

8. JOINT OPERATIONS REPORT. The Board reviewed the Joint Water Plant report and the Joint Wastewater Treatment Plant report. Director Givens noted the Joint Water Plant report indicates the water accountability has decreased. Greg Dubiel stated the decrease is likely due to interconnect usage.

9. TAX ASSESSOR/COLLECTOR REPORT. Yvonne Luevano presented the tax report for February, a copy of which is attached as Exhibit "A". The report reflected the District has collected 91.62% of its 2016 taxes and 95% of its 2015 taxes as of February 28, 2017.

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 February be approved, which motion carried unanimously.

10. DELINQUENT TAX REPORT. Ms. Luevano presented the delinquent tax report, a copy of which is attached as Exhibit "B". The delinquent tax attorney has requested authorization to terminate water service on the accounts indicated in the report.

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 termination of water service to the accounts indicated in the report, which motion carried unanimously.

11. 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 Kelley and seconded by Director Mattox that the bookkeeper's report be approved, and that the checks listed therein be approved. Said motion carried unanimously.

12. ANNUAL BUDGET AND JOINT WATER PLANT BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2018. Mr. Hawthorne presented for approval the annual budget for fiscal year ending March 31, 2018, a copy of which is attached as Exhibit "D".

Director Givens discussed the revision to the budget due to an increase in costs for the District website.

The Board noted it has not yet received the Joint Water Plant Budget for fiscal year ending March 31, 2018. The Board tabled this item.

Following further discussion, it was moved by Director Mosley and seconded by Director Mattox that the annual budget for fiscal year ending March 31, 2018 be approved, which said motion carried unanimously.

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

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

Following further discussion, it was moved by Director Mosley, 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.

14. 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 Mattox and seconded by Director Kelley that the Detention Pond Maintenance Report be approved, 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 informed the Board the engineer for Harris County MUD No. 33 is working on the renewal of the Waste Discharge Permit.

Mr. Atkinson reported the wetlands on the future meeting facility property will likely not need to be mitigated. He stated the environmental wetlands permit has been submitted to the Corps of Engineers.

Mr. Atkinson stated Harris County will need to purchase a portion of the District's future meeting facility property adjacent to Greens Bayou Detention. The County has not yet responded to the District's concerns about the sanitary sewer force main that is located in the proposed purchase property.

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

16. AMENDMENT OF ENGINEERING CONTRACT. Robert Atkinson presented an amendment to the rate schedule of the engineering contract for the Board's approval, a copy of which is attached as Exhibit "G". He also presented a rate comparison sheet for the Board's review.

Following further discussion, it was moved by Director Mattox and seconded by Director Mosley that amendment to the rate schedule of the engineering contract be approved, which motion carried unanimously.

17. REVIEW OF ETHICS POLICY. The Board next considered the Resolution Adopting an Amended Ethics Policy, a copy of which is attached as Exhibit "H". The Resolution amends the Fees and Expenses Policy to provide for the reimbursement of expenses to directors who attend professional association conferences and meetings

Following further discussion, it was moved by Director Mattox and seconded by Director Mosley that the Resolution Adopting and Amended Ethics Policy be approved, which motion carried unanimously.

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

PASSED, ADOPTED and APPROVED this 25th day of April, 2017.


Secretary

