

**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 April 25, 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 Mattox entered the meeting after the Directors' 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 & Associate; and Guillermo Sahagun, architect.

*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 meetings of January 17, 2017 and March 28, 2017. It was moved by Director Kelley and seconded by Director Mosley that the minutes of the meeting of January 17, 2017 be approved and the minutes of the meeting of March 28, 2017 be approved, with revisions, which motion carried unanimously.

3. **PUBLIC COMMENTS.** Denise Smith asked if the District pays for security. Director Goodie explained the District's agreement is to share 50% of the cost of coverage with the HOA not to exceed \$3,500.00 per month.

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

5. **DIRECTOR'S REPORTS.** Director Kelley introduced Guillermo Sahagun, an architect, whom she invited to address the Board. Mr. Sahagun made his presentation to the Board regarding the proposed District meeting facility. Director Goodie suggested holding a special meeting to further discuss the issue.

Director Goodie reported he has been gathering information for The Flow newsletter.

Director Mattox entered the meeting at this time.

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

Director Givens discussed the Customer Appreciation Barbeque announcement that was sent through IRIS. Director Mattox stated he has received positive feedback regarding the Spanish translation of the message.

Director Givens discussed the tour of the Greens Bayou Federal Project on April 8, 2017.

Director Givens informed the Board he met David Huynh to discuss the proposed development and annexation of a strip shopping center on the Northeast corner of Veterans Memorial and West Greens Road. Mr. Huynh indicated he is not interested in drilling a private well or installing a septic system. Director Givens stated informed Mr. Huynh of the general requirements and provided him the contact information of the District's engineer. He added that he also provided Mr. Atkinson the contact information for Mr. Huynh.

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

**7. JOINT OPERATIONS REPORT.** The Board reviewed the Joint Water Plant report and the Joint Wastewater Treatment Plant report. Director Goodie noted the Joint Water Plant report indicates the water accountability has increased.

Director Goodie discussed the Joint Water Plant meeting and the ongoing issues of the interconnection with Harris County UD No. 14.

**8. TAX ASSESSOR/COLLECTOR REPORT.** Yvonne Luevano presented the tax report for March, a copy of which is attached as Exhibit "A". The report reflected the District has collected 93.26% of its 2016 taxes and 95.10% of its 2015 taxes as of March 31, 2017.

Ms. Luevano informed the Board Cyclone Steel is current on its payment agreement.

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

**9. BOOKKEEPER'S REPORT, INVESTMENT REPORT AND PAYMENT OF BILLS.** Darrell Hawthorne presented the bookkeeper's report, a copy of which is attached as Exhibit "B".

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

**10. JOINT WATER PLANT BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2018.** The Board noted it has not yet received the Joint Water Plant Budget for fiscal year ending March 31, 2018. Director Goodie stated the budget was being finalized at the Joint Water Plant meeting.

**11. OPERATOR'S REPORT.** Greg Dubiel presented the monthly operator's report, a copy of which is attached as Exhibit "C". 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 reported the smart meters are showing 99.5% of endpoints with a good status.

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.

**12. IDENTITY THEFT PREVENTION PROGRAM.** The Board next reviewed the Identity Theft Prevention Program. Mr. Richardson presented the Order Reviewing and Confirming Identity Theft Prevention Program for the Board's approval, a copy of which is

attached as Exhibit "D". Mr. Dubiel stated he does not recommend any changes to the program at this time.

Following further discussion, it was moved by Director Mattox and seconded by Director Mosley that the Order Reviewing and Confirming Identity Theft Prevention Program be approved, which motion carried unanimously.

**13. EMERGENCY PREPAREDNESS PLAN.** The Board reviewed the Emergency Preparedness Plan. Mr. Richardson presented for approval the Order Reviewing Emergency Preparedness Plan and Authorizing Submittal of Critical Load Information, a copy of which is attached as Exhibit "E". Mr. Richardson recommended the Board authorize the operator to update the critical load information with its electrical transmission and retail providers.

Following further discussion, it was moved by Director Kelley, seconded by Director Mattox and unanimously carried that the Order Reviewing Emergency Preparedness Plan and Authorizing Submittal of Critical Load Information be approved, and to authorize the operator to update the critical load information with its electrical transmission and retail providers.

**14. DETENTION POND MAINTENANCE REPORT.** The Board reviewed the Detention Pond Maintenance Report. 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.

**15. RENEWAL OF STORM WATER QUALITY PERMIT APPLICATION.** The Board considered authorizing the Storm Water Quality Permit Renewal Application for West Greens Business Park Detention Basin. Robert Atkinson stated Environmental Allies will renew the application closer to the June 16, 2017 renewal deadline.

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

Mr. Atkinson reported the environmental wetlands permit has been submitted to the Corps of Engineers. He stated additional information was requested from the Corps of Engineers which was provided by Bio-West.

Mr. Atkinson informed the Board Harris County will be relocating the force main for the Joint Lift Station between the District and Harris County Utility District No. 14. He explained during certain portions of the construction the Lift Station will be placed in standby mode. Mr. Atkinson added that Harris County's contractor will need approximately six hours to make a connection to the force main.

Mr. Atkinson reported the developer of the hotel project on Veterans Memorial has discovered that the entirety of the tract might possibly be classified as wetlands. He stated additional investigation will be required.

Mr. Atkinson stated he has provided contact information to Mr. Huynh regarding the potential annexation of his property into the District.

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

**17. FIRST INDUSTRIAL TRACT EASEMENTS AND CONVEYANCES.** The Board tabled this item.

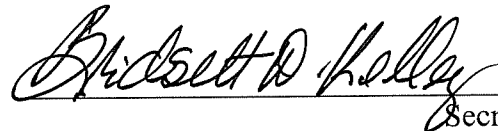
**18. RATIFY ETHICS POLICY.** Chris Richardson recommended the Board ratify the Resolution Adopting an Amended Ethics Policy which was approved at the last meeting.

Following further discussion, it was moved by Director Mattox and seconded by Director Mosley to ratify the approval of the Resolution Adopting and Amended Ethics Policy approved at the March 28, 2017 meeting, which motion carried unanimously.

**19. DISTRICT RECORD RETENTION POLICY.** The Board tabled this item.

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

*PASSED, ADOPTED and APPROVED* this 23rd day of May, 2017.

  
Secretary

