

**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 November 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 except Director Mattox.

Also present were Chris Richardson of Strawn & Richardson, P.C.; Yvonne Luevano of Wheeler & Associates, Inc.; Greg Dubiel of Municipal Operations & Consulting, Inc.; Arturo Cornejo of Municipal Accounts & Consulting, L.P.; Robert Atkinson of Edminster Hinshaw Russ & Associate; and Joe Valle 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 MEETINGS.** The Board next considered approving the minutes of the meetings of October 17, 2017, October 19, 2017 and October 24, 2017. It was moved by

Director Mosley and seconded by Director Kelley that the minutes of the meetings of October 17, 2017 and October 24, 2017 be approved, which motion carried unanimously, 4-0.

The Board tabled approval of the minutes of the meeting of October 19, 2017.

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

**4. DIRECTOR'S REPORTS.** Director Kelley discussed the Director Mattox's recommendations regarding the District building. Director Kelley reported the alarm sensors are damaged and need to be replaced, also add burglar bars to the windows, remove leaves from the gutters and possibly fence the land next to the District building. The Board discussed the recommendations.

Director Goodie appointed Directors Kelley and Mosley to review the Delinquent Tax Collection Contract.

**5. GENERAL MANAGER'S REPORT.**

**CLOSED SESSION.** The Board held a closed session to discuss a personnel matter with its attorney. The closed session began at 6:15 p.m. and ended at 6:45 p.m.

Director Givens presented the General Manager's Report. He informed the Board the tax rate history table has been updated on the District's website to include the adopted 2017 tax rate, and the October analytics have been included.

Director Givens discussed his meeting with a customer over a high water bill. He stated the customer has since submitted a repair receipt for the replacement of the toilet flapper, which resulted in an adjustment to a water bill.

Director Givens next discussed the street lights on Greens Road. The Board considered the construction and installation of street lights by CenterPoint, which will cost \$65,399.00 plus

a monthly fee of \$1,185.00. Director Givens stated he will request an estimate for a smaller section of Greens Road.

Director Givens informed the Board a resident contacted a representative of Commissioner Cagle's office at the Town Hall meeting regarding storm debris removal. He stated the County is unable to remove the trees because they were not put out in time. Director Givens added that he requested an estimate from Waste Management for removal of the trees. He stated Waste Management does not have the necessary equipment to remove the trees.

Director Givens discussed the transfer of GIS files to the engineer's office. He stated the engineer will present a proposal for GIS services to the Board for consideration.

Following further discussion, it was moved by Director Kelley, seconded by Director Mosley, and unanimously carried that the General Manager's report be approved, 4-0.

**6. PROPOSAL FROM VENTURE LANDSCAPE SYSTEMS.** The Board considered the proposal for a service charge increase from Venture Landscape Systems, LLC. Director Givens stated Venture Landscape Systems is requesting a three percent service charge increase from their previous contract.

Following further discussion, it was moved by Director Givens and seconded by Director Mosley that the proposal from Venture Landscape Systems be approved, which motion carried unanimously.

**7. JOINT OPERATIONS REPORT.** The Board reviewed the Joint Water Plant and Joint Wastewater Treatment Plant reports for November.

**8. TAX ASSESSOR/COLLECTOR REPORT.** Yvonne Luevano presented the tax report for October, a copy of which is attached as Exhibit "A". The report reflected the District has collected 98.57% of its 2016 taxes as of October 31, 2017.

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 October be approved, which motion carried unanimously, 4-0.

**9. RESOLUTION CASTING BALLOT FOR ELECTION OF PERSON TO BOARD OF DIRECTORS OF HCAD.** The Board next considered electing a member of the Board of Directors for the Harris County Appraisal District. Ms. Luevano stated Glenn Peters is the incumbent. Following further discussion, it was moved by Director Kelley and seconded by Director Mosley to vote for Glenn Peters for the Harris County Appraisal District Board of Directors, which motion carried unanimously.

Mr. Richardson presented a Resolution of the District casting its ballot for the HCAD Board of Directors Election for the Board's signature, a copy of which is attached as Exhibit "B".

**10. REVIEW OF TAX ASSESSOR-COLLECTOR AGREEMENT.** The Board tabled this item.

**11. BOOKKEEPER'S REPORT, INVESTMENT REPORT AND PAYMENT OF BILLS.** Arturo Cornejo presented the bookkeeper's report, a copy of which is attached as Exhibit "C".

Directors Kelley and Mosley requested advances for expenses for the AWBD Mid-Winter Conference.

The Board discussed amending the budget.

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, 4-0.

**12. RESOLUTION AUTHORIZING SURPLUS FUNDS.** Mr. Richardson presented for approval the Resolution Authorizing Use of Surplus Funds, a copy of which is attached as Exhibit "D". He explained the Resolution authorizes using surplus funds in the amount of \$14,099.50, to pay for the replacement of the 16-Inch Valves on the Second Ground Storage Tank at the Joint Water Plant.

Following further discussion, it was moved by Director Mosley and seconded by Director Kelley that the Resolution Authorizing Use of Surplus Funds be approved, which motion carried unanimously.

**13. REVIEW OF BOOKKEEPING AGREEMENT.** The Board tabled this item.

**14. 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 946 active connections in the District and no new taps. He also reviewed the preventative maintenance program and the call log. He presented the delinquent list for approval.

Mr. Dubiel informed the Board there was a leak at the Lift Station which has since been repaired.

Mr. Dubiel requested authorization to construct the fence around the Greens Bayou valve pit, which will cost approximately \$1,600.

Following further discussion, it was moved by Director Kelley, seconded by Director Mosley that the operator's report be approved, that the delinquent list be approved, and to authorize the operator to construct a fence around the Greens Bayou valve pit, which motion carried unanimously, 4-0.

**15. DETENTION POND MAINTENANCE REPORT.** Joe Valle presented the Detention Pond Maintenance Report.

Following further discussion, it was moved by Director Mosley and seconded by Director Kelley that the 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 "F".

Mr. Atkinson reported the proposed water meter vault location is at the southeast corner of Bencrest and West Greens Road. He stated Harris County UD No. 14's ("UD14") engineer was able to obtain permission to locate the vault in the right-of-way. Mr. Atkinson added that UD14's operator obtained a proposal for \$52,000 from Tackle Construction.

Mr. Atkinson discussed the widening of Greens Bayou. He reported the force main has been relocated.

Following further discussion, a motion was made by Director Kelley, seconded by Director Mosley, and unanimously carried that the engineer's report be approved, 4-0.

**17. INTERCONNECT WATER METER INSTALLATION.** The Board tabled this item.

**18. REVIEW OF ENGINEERING AGREEMENT.** The Board tabled this item.

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

**20. REVIEW OF LEGAL FEE AGREEMENT.** The Board tabled this item.

**21. ANNUAL EMINENT DOMAIN FILING.** The Board considered authorizing the annual eminent domain filing. Mr. Richardson explained the legislation requiring an annual filing regarding eminent domain.

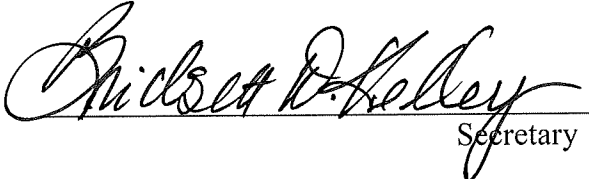
Following further discussion, it was moved by Director Kelley and seconded by Director Mosley to authorize the District's annual eminent domain filing, which motion carried unanimously.

**22. OTHER ITEMS.** Chris Richardson presented paperwork granting Acclaim Energy authorization to request the District's historical energy information.

Following further discussion, it was moved by Director Kelley and seconded by Director Mosley to execute the paperwork granting Acclaim Energy said authorization, which motion carried unanimously.

**23. 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, 4-0.

*PASSED, ADOPTED and APPROVED* this 19th day of December, 2017.

  
Secretary

