

**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, Harris County, Texas on January 23, 2018. 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 Operator's report.

Also present were Chris Richardson of Strawn & Richardson, P.C.; Yvonne Luevano and Miranda Burke 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 Travis Benes 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 19, 2017 and December 19, 2017. It was moved by Director Kelley and seconded by Director Mosley that the minutes of the meetings of October 19, 2017 and December 19, 2017 be approved, which motion carried unanimously, 4-0.

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

4. **DIRECTOR'S REPORTS.** Director Goodie reviewed the General Manager's Agreement. He stated the Board will continue discussions of a possible increase in the General Manager's contract.

5. **JOINT OPERATIONS REPORT.** Director Givens reviewed the Joint Water Plant report for January.

6. **TAX ASSESSOR/COLLECTOR REPORT.** Yvonne Luevano presented the tax report for December, a copy of which is attached as Exhibit "A". The report reflected the District has collected 40.13% of its 2017 taxes and 98.87 of its 2016 taxes as of December 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 December be approved, which motion carried unanimously, 4-0.

7. **DELINQUENT TAX REPORT.** Ms. Luevano presented the Delinquent Tax Report, a copy of which is attached as Exhibit "B". She stated twenty accounts were sent water service termination letters, of which, eleven have paid in full and nine have entered into payment agreements. The delinquent tax attorney is requesting authorization to terminate water service to the remaining delinquent accounts.

Following further discussion, it was moved by Director Mosley and seconded by Director Kelley that the delinquent tax report be approved and to authorize terminating water service to the delinquent tax accounts indicated on the report, which motion carried unanimously, 4-0.

8. RESOLUTION AUTHORIZING DELINQUENT TAX PENALTY. Chris Richardson presented to the Board a Resolution Authorizing Delinquent Tax Penalty, a copy of which is attached as Exhibit "C". Mr. Richardson explained the Resolution allows the District to attach the collection penalty on personal property accounts April 1, and to real property accounts beginning July 1. Mr. Richardson stated delinquent taxpayers will be notified of the additional 20% penalty.

Following further discussion, it was moved by Director Kelley and seconded by Director Mosley that the Resolution Authorizing Delinquent Tax Penalty be approved, which motion carried unanimously, 4-0.

9. REVIEW OF DELINQUENT TAX COLLECTION CONTRACT. The Board tabled this item.

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". Mr. Hawthorne stated the next bond payment is due June 1, 2018.

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.

11. REVIEW OF BOOKKEEPING AGREEMENT. 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 946 active

connections in the District and no new taps. He also reviewed the preventative maintenance program and the call log. Mr. Dubiel reported there were two main breaks and several service line leaks.

Mr. Dubiel presented two accounts for write-off for a total amount of \$562.67. He also presented the delinquent list for approval.

Following further discussion, it was moved by Director Mosley, seconded by Director Kelley that the operator's report be approved, and that the write-off list and delinquent list be approved, which motion carried unanimously, 4-0.

Director Mattox entered the meeting at this time.

13. DETENTION POND MAINTENANCE REPORT. Travis Benes presented the Detention Pond Maintenance Report. Mr. Benes reported the rye grass is coming in nicely.

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

Mr. Atkinson reported the drainage channel adjacent to the First Industrial Warehouse was rehabilitated with new backslope drains and regrading.

Mr. Atkinson informed the Board the proposed water meter vault location is at the southeast corner of Bencrest and West Greens Road. He stated the total price from Tackle Construction is \$52,000. The water meter vault has not yet been installed.

Mr. Atkinson stated the property transfer agreements are pending on the surveyor work by First Industrial.

Mr. Atkinson next discussed the widening of Greens Bayou. He reported some deficiencies were noted during the inspection of the facilities and all noted deficiencies were corrected.

Mr. Atkinson informed the Board there is an area of the wetlands that must not be disturbed adjacent to Greens Bayou.

Following further discussion, a motion was made by Director Mosley, seconded by Director Kelley, and unanimously carried that the engineer's report be approved, 5-0.

15. REVIEW OF ENGINEERING AGREEMENT. The Board tabled this item.

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

17. GENERAL MANAGER'S REPORT. Director Givens presented the General Manager's Report. He informed the Board an instructional video has been added to the website, called "Water: What You Pay For".

Director Givens discussed the street lights on Greens Road. He informed the Board that CenterPoint provided a revised cost to install street lights in the amount of \$51,254.00 plus a monthly fee of \$1,185.00. Director Givens stated he is looking for a contribution from Greenfield Village HOA.

Director Givens next reviewed the customer reference surveys for both Story Architects and Purser Architectural.

Director Givens reported he attended the AWBD Parks Committee meeting. He reviewed the Park Funding options.

Following further discussion, it was moved by Director Mattox, seconded by Director Mosley, and unanimously carried that the General Manager's report be approved, 5-0.

18. PROPOSALS FOR THE DISTRICT BUILDING. The Board reviewed the proposals from Story Architects and Purser Architectural. Director Goodie discussed the Board's preferences. Director Givens discussed his preference.

