

**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 March 27, 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 except Director Goodie. Director Mattox entered the meeting before the General Manager's report.

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 Travis Benes of Environmental Allies.

*WHEREUPON*, the meeting was called to order, and evidence was presented that public notice of the meeting had been given in compliance with the law.

- 1. OPENING PRAYER.** Director Givens led those assembled in prayer.

2. **MINUTES OF MEETING.** The Board next considered approving the minutes of the meeting of February 27, 2018. It was moved by Director Kelley and seconded by Director Givens that the minutes of the meeting of February 27, 2018 be approved, which motion carried unanimously, 3-0.

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

4. **DIRECTOR'S REPORTS.** Director Kelley discussed the Customer Appreciation Barbeque event. Greg Dubiel stated the invitations to the event will be sent with the water bills. Director Givens stated IRIS alerts have been sent regarding the event.

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

Director Mattox entered the meeting at this time.

6. **GENERAL MANAGER'S REPORT.** Director Givens presented the General Manager's Report. He discussed the District website enhancements. He then presented the February analytics for the Board's review. Director Givens stated Waste Management has provided the Vanity URL for the Board's review and for placement on the District's website, the operator's website, IRIS Alert and/or the monthly water bill. The Board deferred this item until the next Board meeting.

Director Givens discussed the street lights on Greens Road. He stated CenterPoint Energy provided a revised cost to install 29 street lights at a cost of \$51,254.00, plus a monthly fee of \$1,185.00 and any related electrical cost. Director Givens added that the Greenfield Village HOA indicated it cannot afford to participate in the cost.

Director Givens informed the Board the District paid its first invoice to Story Architects for the District Administration building in the amount \$3,000. He stated the fees include

\$158,550.00 for the design plus \$68,500.00 of additional fees and \$27,200.00 of reimbursable expenses. Director Givens recommended the Board adopt a \$1 million construction budget, establish a separate construction bank account, hire a separate inspection firm and hold monthly construction meetings. The Board agreed to hold a special meeting on April 19, 2018 at 6:00 p.m.

Director Givens next discussed the Financial Summary Report and the Asset Inventory Report.

Director Givens informed the Board the District received a request from the Northwest Hispanic Professional Organization to use the meeting facility on the second Wednesday of each month from 7:00 p.m. to 9:00 p.m. Following further discussion, it was moved by Director Givens and seconded by Director Mattox to authorize the use of the District meeting facility to the Northwest Hispanic Professional Organization, which motion carried unanimously, 4-0.

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.

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

Director Mattox reported the Joint Water Plant meeting was held last week. He stated the water pump will be changed.

**8. 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 95.84% of its 2017 taxes and 99.01 of its 2016 taxes as of February 28, 2018.

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, 4-0.

**9. DELINQUENT TAX REPORT.** Ms. Luevano presented the delinquent tax report, a copy of which is attached as Exhibit "B".

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

**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 "C".

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. ANNUAL BUDGET AND JOINT WATER PLANT BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2019.** The Board reviewed and discussed changes to the general District budget for fiscal year ending March 31, 2019. Director Givens requested the bookkeeper add an architect line item for the District Administration Building. A copy of the general District budget is attached as Exhibit "D".

Following further discussion, it was moved by Director Mosley and seconded by Director Kelley to adopt the budget for fiscal year ending March 31, 2019 with changes, as discussed, which motion carried unanimously, 4-0.

The Board did not take any action on the Joint Water Plant Budget for fiscal year ending March 31, 2019.

**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 948 active connections in the District, 866 garbage accounts, and 23 accounts that are vacant. He also reviewed the preventative maintenance program and the call log.

Mr. Dubiel next reviewed the report on the Beacon Electronic Meter System.

Mr. Dubiel presented two accounts for write-off, which total \$344. He also presented the delinquent list for approval.

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

**13. DETENTION POND MAINTENANCE REPORT.** Travis Benes presented the Detention Pond Maintenance Report. He reported the fertilization and overseeding of the detention ponds is complete.

Following further discussion, it was moved by Director Mattox and seconded by Director Kelley to approve the Detention Pond Maintenance Report, which motion carried unanimously, 4-0.

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

Mr. Atkinson reported an engineer with Harris County has requested information regarding improvements that the District owns in the right-of-way on Veterans Memorial Drive. He stated he will provide Harris County with information on the District facilities in the right-of-way.

Mr. Atkinson informed the Board the Joint Water Plant was inspected on March 19, 2018 and it was discovered that one isolation valve was in inoperable and the other valve was difficult to operate. He stated the Joint Water Plant Committee decided to replace both valves. Mr. Atkinson also reported the well motor had a power surge and shorted to ground making it inoperable. He stated it would cost approximately \$36,000 to repair the motor and \$50,000 to replace the motor. Mr. Atkinson added it was recommended that a new motor be purchased. Next, Mr. Atkinson informed the Board that the water plant meter and vault were installed.

Mr. Atkinson reported that Harris County MUD No. 150 (“MUD 150”) had requested to be on interconnect with Harris County UD Nos. 14 and 15, but it went on interconnect with Harris County MUD No. 180 instead.

Mr. Atkinson reported a plat was not included in the proposal for the District facility. He explained a plat is required for any property that is served by the District’s water and sewer utilities. He recommended asking Story Architects to prepare a plat, which will cost between \$15,000 and \$20,000.

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

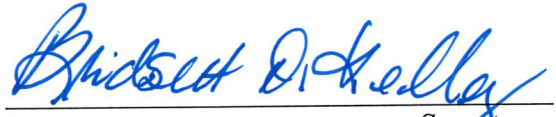
**15. REVIEW OF ENGINEERING AGREEMENT.** The Board tabled this item.

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

**17. MINUTES OF MEETING OF FEBRUARY 1, 2018.** The Board next considered approving the minutes of the meeting of February 1, 2018. It was moved by Director Mosley and seconded by Director Kelley that the minutes of the meeting of February 1, 2018 be approved, which motion carried unanimously, 4-0.

18. **ADJOURNMENT.** There being no further business to come before the Board, it was moved by Director Kelley, seconded by Director Mosley that the Board meeting be adjourned, which motion carried unanimously, 4-0.

*PASSED, ADOPTED and APPROVED* this 25th day of April, 2018.

  
Secretary

