

**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 special session, open to the public, at its meeting place inside the boundaries of the District, at 4127 Breckenridge, Harris County, Texas on April 25, 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 before 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; Travis Benes of Environmental Allies; Kathryn Foss of Municipal Financial Services, LLC; and Denise Smith, District resident.

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 March 20, 2018 and March 27, 2018. It was moved by Director Kelley and seconded by Director Mosley that the minutes of the meetings of March 20, 2018 and March 27, 2018 be approved, which motion carried unanimously, 4-0.

3. PUBLIC COMMENTS. Denise Smith thanked the Board for repairing the water leak.

Director Mattox entered the meeting at this time.

4. DIRECTOR'S REPORTS. Director Mattox reported he met with Marcia at New Destiny Church regarding the agreement for use of the church's parking lot for the Customer Appreciation Barbeque Event. Director Mattox presented the agreement with New Destiny Church for use of the church parking lot. Director Mattox stated he will talk to Waste Management regarding a dumpster for the Event.

Director Kelley presented the flyer for the Customer Appreciation Barbeque Event. She also discussed the parking capacity at the future District Administration Building.

Director Goodie thanked Director Kelley and the consultants for their contributions.

5. CONSIDER TERMINATION OF FINANCIAL ADVISOR CONTRACT WITH HILLTOP SECURITIES. The Board tabled this item.

6. PRESENTATION OF EVO REGARDING DISTRICT ANALYSIS AND METRICS REPORT. Kathryn Foss, of Municipal Financial Services, LLC, presented information for comparative analysis of district data. She explained the EVO metrics report captures financial information and tax data for the District to compare with neighboring districts and similar districts based upon size, age and number of connections. She stated they would

begin work after the audit year end and use the audited financials to complete the annual report.

Ms. Foss presented a proposed contract for the Board's consideration.

The Board did not take any action.

7. STRATEGIC PARTNERSHIP AGREEMENT AUDIT REPORT. Yvonne Luevano presented the Strategic Partnership Audit Report. She stated Ryan Fortner was unable to attend the meeting. The Board asked that Mr. Fortner attend next month's meeting. The Board did not take any action.

8. GENERAL MANAGER'S REPORT. Director Givens presented the General Manager's Report. He discussed the District website enhancements. He then presented the March analytics for the Board's review.

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 informed the Board that Harris County will not pay for the street lights. The Board did not take any action.

Director Givens discussed the District Administration building. He stated the Board will hold monthly construction meetings on the third Tuesday of each month at 6:00 p.m. Director Givens informed the Board that Story Architects indicated the site must be elevated by six feet above the 50-year flood plain.

Director Givens presented for approval the Agreement between the District and the Northwest Hispanic Professional Organization for use of the meeting facility, a copy of which is attached as Exhibit "A". He stated they will meet on the second Wednesday of each month from 7:00 p.m. to 9:00 p.m.

Director Givens reported Mr. Herron, of Harris County, received a records request from a person regarding the lift station in the District. He stated they discussed that the lift station within the boundaries of the District is not owned by Harris County. Mr. Herron indicated he will advise the person making the records request to contact the District with the request.

Director Givens discussed the AWBD Parks Committee meeting he attended. He recommended the Board begin discussions on how to fund the planned enhancements.

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

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

Director Givens reported the meeting held at Joint Water Plant facility went well. He stated he will share the information regarding SCADA with Harris County UD No. 14.

10. TAX ASSESSOR/COLLECTOR REPORT. Yvonne Luevano presented the tax report for March, a copy of which is attached as Exhibit "B". The report reflected the District has collected 95.50% of its 2017 taxes and 99.26 of its 2016 taxes as of March 31, 2018.

Ms. Luevano informed the Board the District did not have any unclaimed property to report to the Texas Comptroller's Office.

Following further discussion, it was moved by Director Mattox and seconded by Director Mosley that the tax assessor/collector's report for the month of March be approved, which motion carried unanimously, 5-0.

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, 5-0.

12. JOINT WATER PLANT BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2019. The Board reviewed the Joint Water Plant budget for fiscal year ending March 31, 2019.

Following further discussion, it was moved by Director Mosley and seconded by Director Kelley to adopt the Joint Water Plant budget for fiscal year ending March 31, 2019 with changes, as discussed, which motion carried unanimously, 5-0.

13. OPERATOR'S REPORT. Greg Dubiel presented the monthly operator's report, a copy of which is attached as Exhibit "D". Mr. Dubiel reported there are 948 active connections in the District, 870 garbage accounts, and 21 accounts that are vacant. He also reviewed the preventative maintenance program and the call log.

Mr. Dubiel presented one account for write-off. He also presented the delinquent list for approval.

Mr. Dubiel discussed the fire hydrant survey.

Mr. Dubiel next discussed the interconnect meter. He informed the Board the meter can be on the Beacon Electronic Meter System, which will cost approximately \$950.

Following further discussion, it was moved by Director Mattox, seconded by Director Mosley that the operator's report be approved, that the write-off list and delinquent list be

approved, and to include the interconnect meter on the Beacon Electronic Meter System, which motion carried unanimously, 5-0.

14. 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 "E". Mr. Dubiel stated he does not recommend any changes to the program at this time.

Following further discussion, it was moved by Director Mosley and seconded by Director Mattox that the Order Reviewing and Confirming Identity Theft Prevention Program be approved, which motion carried unanimously, 5-0.

15. 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 "F". 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 Mosley 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, 5-0.

16. DETENTION POND MAINTENANCE REPORT. Travis Benes presented the Detention Pond Maintenance Report.

Following further discussion, it was moved by Director Mosley and seconded by Director Mattox to approve the Detention Pond Maintenance Report, which motion carried unanimously, 5-0.

17. AUTHORIZATION OF RENEWAL OF STORM WATER QUALITY PERMIT FOR WEST GREENS BUSINESS PARK DETENTION BASIN. Robert

Atkinson informed the Board notice was received that the Storm Water Quality Permit for the detention basin will expire June 16, 2018. He stated they will provide any required assistance with Environmental Allies for the permit renewal.

Following further discussion, it was moved by Director Mosley and seconded by Director Mattox to authorize the renewal of the Storm Water Quality Permit for West Greens Business Park Detention Basin, which motion carried unanimously, 5-0.

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

Mr. Atkinson reported he spoke with a representative for the First Industrial Development and discussed the transfer of the detention basin and related real property. He stated Chad Parish is no longer with the company and his replacement will provide the legal descriptions and exhibits to complete the property transfer.

Mr. Atkinson discussed Veterans Memorial Drive. He informed the Board they are coordinating the utility location and preparation of the conflict table with Harris County. Mr. Atkinson explained utility conflict tables are being generated so that the process of relocation can be initiated in advance.

Mr. Atkinson reported all plans for the Veterans Memorial Hotel were approved and processed with Harris County. He stated the plat has been recorded and all utilities constructed to serve the property.

Mr. Atkinson discussed the District facility. He stated it is not necessary to stake the wetlands at this time. Mr. Atkinson also stated the preliminary plan for the construction will be reviewed with the architect to determine the necessity to delineate the wetlands.

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

19. REVIEW OF ENGINEERING AGREEMENT. Director Goodie discussed his review of the Engineering Agreement with Edminster Hinshaw Russ & Associates. He recommended the Board retain Edminster Hinshaw Russ & Associates as the District's engineer.

Following further discussion, it was moved by Director Mattox and seconded by Director Kelley that the Board retain Edminster Hinshaw Russ & Associates as the District's engineer, which motion carried unanimously, 5-0.

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

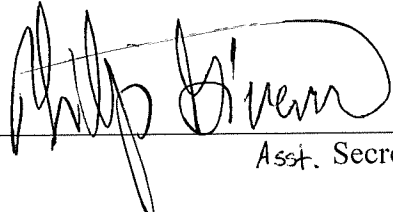
21. REVIEW DISTRICT'S RECORD RETENTION POLICY. The Board discussed the District's Record Retention Policy. There were no changes made. The Board did not take any action.

22. OTHER ITEMS. Director Givens discussed changes to the District's annual calendar to reflect the additional Board meetings for the District Building.

Following further discussion, it was moved by Director Givens and seconded by Director Mattox to adopt the changes to the District's annual calendar, which motion carried unanimously, 5-0.

23. 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, 5-0.

PASSED, ADOPTED and APPROVED this 22nd day of May, 2018.



Asst. Secretary

