

**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 November 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 Mosley. Director Goodie entered the meeting during the District building discussion.

Also present were Chris Richardson of Strawn & Richardson, P.C.; Greg Dubiel of Municipal Operations & Consulting, Inc.; Yvonne Luevano of Wheeler & Associates; Darrell Hawthorne of Municipal Accounts & Consulting, L.P.; Robert Atkinson of Edminster Hinshaw Russ & Associates; Travis Benes of Environmental Allies; and Kevin Story of Story Architects.

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

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

2. **MINUTES OF MEETINGS.** The Board next considered approving the minutes of the meetings of the October 16, 2018 Joint Water Plant meeting, the October 16, 2018 District building meeting and October 23, 2018. It was moved by Director Givens and seconded by Director Kelley that the minutes of both meetings on October 16, 2018 and the minutes of the meeting of October 23, 2018 be approved, which motion carried unanimously, 3-0.

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

4. **DISTRICT BUILDING.** Director Givens discussed the increased cost of the District building. He reported Director Goodie met with Kevin Story of Story Architects to discuss reducing the scope and cost of the building. Kevin Story informed the Board they are reducing the square footage from 7,000 square feet to 4,000 square feet, but it is a costly project. He stated the site development alone is \$1.9 million. Director Givens stated the District only needs a meeting facility. Mr. Story stated there are many other cost saving options.

Director Goodie entered the meeting at this time.

Director Goodie stated learning the site preparation and elevation hard costs are approximately \$2 million was a reality check. Mr. Story asked the Board how it would like to proceed. The Board discussed moving forward with Phase II, as is Option 4, which is the design development specifically related to the site work.

Following further discussion, it was moved by Director Givens and seconded by Director Kelley to authorize Story Architects to proceed to Phase II, which motion carried unanimously, 4-0.

5. **QUALIFYING DIRECTORS AND ELECTION OF OFFICERS.** Chris Richardson stated after each Directors election, the candidates receive a Certificate of Election and execute their Statements of Elected Officer and the Oaths of Office, and consider the election of officers. Directors Goodie and Givens executed the Statements of Elected Officer

and Oaths of Office for the terms beginning November 6, 2018 and ending November 8, 2022. A motion was made by Director Kelley and seconded by Director Mattox that the Oaths of Office and Statements of Elected Officer be approved, and further that the current slate of officers be confirmed, which motion carried unanimously.

6. DIRECTOR'S REPORTS. Director Mattox reported the lighting has been added to the District building exterior.

Director Kelley informed the Board she is now a member of the Copper Creek CIA Board.

Director Goodie appointed Director Kelley to review the Tax Assessor-Collector Agreement and the Delinquent Tax Attorney Contract.

7. GENERAL MANAGER'S REPORT. Director Givens presented the General Manager's Report. He then presented the October website analytics for the Board's review.

Director Givens informed the Board the IRIS Alert System was used to remind customers of Election Day.

Director Givens stated the District has not received any further complaints regarding the garbage service.

Director Givens stated he emailed Kathryn Foss regarding the status of the revised EVO report.

Director Givens informed the Board he is following up with Texas Parks and Wildlife about how a sustainable development program might help the District.

Director Givens reported the AWBD Award submission was submitted and a confirmation receipt was received from Merry Leonard.

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

8. JOINT OPERATIONS REPORT. The Board reviewed the Joint Water Plant report for November 2018.

Director Goodie reviewed the Joint Wastewater Treatment Plant report for August 2018.

9. 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 99% of its 2017 taxes and 99.37% of its 2016 taxes as of October 31, 2018.

Following further discussion, it was moved by Director Kelley and seconded by Director Mattox that the tax assessor/collector's report for the month of October be approved, which motion carried unanimously, 4-0.

10. DELINQUENT TAX REPORT. A delinquent tax report was not presented at this time.

11. REVIEW OF TAX ASSESSOR/COLLECTOR AGREEMENT. The Board tabled this item.

12. 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".

The Board reviewed the cash flow forecast, which shows funds for the District building.

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, 4-0.

13. REVIEW OF BOOKKEEPER'S 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 "C". Mr. Dubiel reported there are 949 active connections in the District, 867 garbage accounts, and 23 accounts that are vacant. He also reported the water accountability is 86%. He stated 8 leaks were repaired.

Mr. Dubiel reviewed the preventative maintenance program and the call log.

Mr. Dubiel next presented the write-off list and delinquent list for approval.

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

15. DETENTION POND MAINTENANCE REPORT. Travis Benes presented the Detention Pond Maintenance Report. He stated the weather delayed work on the small detention pond, but it will be completed soon.

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.

16. ENGINEER'S REPORT. Robert Atkinson presented the engineer's report, a copy of which is attached as Exhibit "D". Mr. Atkinson discussed the Veterans Memorial Drive project. He stated they are coordinating with Harris County as the road is redesigned.

Mr. Atkinson reported there is construction at the shopping center located at 11315 Veterans Memorial. He stated they were contacted about requirements for the construction of a grocery store within the existing retail center. Mr. Atkinson further stated he will follow up with the developers to determine if any construction inspections are necessary.

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

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

18. **FIRST INDUSTRIAL TRACT EASEMENTS AND CONVEYANCES.** The Board considered approval of the easements and conveyances for the First Industrial Tract.

Following further discussion, it was moved by Director Kelley and seconded by Director Mattox that the easements and conveyances for the First Industrial Tract be approved, which motion carried unanimously, 4-0.

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

20. **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.

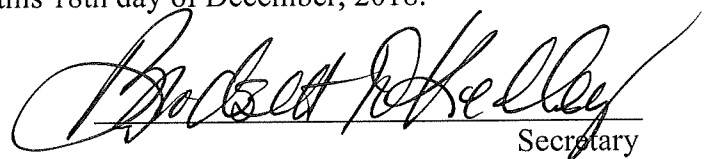
Following further discussion, it was moved by Director Mattox and seconded by Director Kelley to authorize the District's annual eminent domain filing, which motion carried unanimously, 4-0.

21. **2019 DISTRICT CALENDAR.** The Board considered approving the 2019 District Calendar. Following further discussion, it was moved by Director Mattox and seconded by Director Kelley that the 2019 District Calendar be approved, which motion carried unanimously, 4-0.

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

PASSED, ADOPTED and APPROVED this 18th day of December, 2018.




Secretary