

**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 December 18, 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 left the meeting after the review of the Investment Policy.

Also present were Chris Richardson of Strawn & Richardson, P.C.; Greg Dubiel of Municipal Operations & Consulting, Inc.; Yvonne Luevano of Wheeler & Associates; Arturo Cornejo of Municipal Accounts & Consulting, L.P.; Paul Anderson of Edminster Hinshaw Russ & Associates; Travis Benes of Environmental Allies; and Kevin Atkinson of Texas Pride.

*WHEREUPON*, the meeting was called to order by the 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 Goodie led those assembled in prayer.

**2. MINUTES OF MEETING.** The Board next considered approving the minutes of the meeting of the November 27, 2018. It was moved by Director Kelley and seconded by Director Mattox that the minutes of the meeting on November 27, 2018 be approved, which motion carried unanimously, 5-0.

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

**4. DISTRICT BUILDING.** Director Goodie informed the Board Story Architects has submitted an invoice with more designs options than requested. He stated the invoice should be based upon the amount budgeted for the building.

Director Givens presented the latest design provided by Story Architects for the Board's review. He suggested the Board wait to reconsider the invoice. Director Goodie recommended holding an architectural meeting next month. Director Givens stated once bids are received and a contractor is selected then the Board can do "value engineering". He informed the Board he will ask Kevin Story to attend the January building meeting.

**5. DIRECTOR'S REPORTS.** Director Mattox discussed the existing District building and the ongoing repairs and maintenance.

Director Kelley informed the Board Copper Creek CIA is a paying an individual for security. Director Goodie stated the attorney for Greenfield Village CIA sent insurance information for the security. He stated the idea is to engage a security company and not individuals. Director Goodie added that the District should hire a security company that has insurance. Director Givens stated if the idea was to save money, then note the cost in Greenfield Village went up.

**6. REVIEW OF LEGAL FEE AGREEMENT.** Director Mosley discussed his review of the Legal Fee Agreement.

Following further discussion, it was moved by Director Mosley and seconded by Director Mattox to retain Strawn & Richardson, P.C. as the District's attorney, which motion carried unanimously, 5-0.

**7. GENERAL MANAGER'S REPORT.** Kevin Atkinson, of Texas Pride, presented the garbage services report for the Board's review. He stated they have not had any issues in the District this month. Director Givens stated they have not received any complaints.

Director Givens presented the General Manager's Report. He then presented the November website analytics for the Board's review.

Director Givens informed the Board no IRIS alerts were sent in December.

Director Givens reported the operator mailed out 826 Emergency Contact Forms and they received 99 forms back and those accounts have been updated.

Director Givens stated he will review the updated EVO report.

Director Givens updated the Board on discussions with Story Architects regarding the District building. He also updated the Board on discussions concerning a sustainable development program with Texas Parks and Wildlife.

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

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

**9. TAX ASSESSOR/COLLECTOR REPORT.** Yvonne Luevano presented the tax report for November, a copy of which is attached as Exhibit "A". The report reflected the District has collected 3.17% of its 2018 taxes and 99.21% of its 2017 taxes as of November 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 November be approved, which motion carried unanimously, 5-0.

**10. REVIEW OF TAX ASSESSOR-COLLECTOR AGREEMENT.** Director Kelley discussed her review of the Tax Assessor-Collector Agreement.

Following further discussion, it was moved by Director Kelley and seconded by Director Givens to retain Wheeler & Associates, Inc. as the District's tax assessor-collector, which motion carried unanimously, 5-0.

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

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

Following further discussion, a motion was made by Director Kelley and seconded by Director Givens that the bookkeeper's report be approved, and that the checks listed therein be approved. Said motion carried unanimously, 5-0.

**13. REVIEW OF BOOKKEEPER'S AGREEMENT.** The Board tabled this item.

**14. ORDER REVIEWING & CONFIRMING INVESTMENT POLICY.** The Board next considered reviewing the Investment Policy. Chris Richardson explained that an annual review of the Investment Policy is required by the Public Funds Investment Act. Mr. Richardson stated the bookkeeper has forwarded an updated list of approved brokers which is attached to the Order Reviewing and Confirming Investment Policy, a copy of which is attached as Exhibit "C".

Following further discussion, it was moved by Director Mattox and seconded by Director Mosley to approve the Order Reviewing and Confirming Investment Policy and the updated brokers list, which motion carried unanimously, 5-0.

Director Mosley left the meeting at this time.

**15. 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 949 active connections in the District, 869 garbage accounts, and 20 accounts that are vacant. He also reported the water accountability is 83%.

Mr. Dubiel reported, according to the accountability numbers from the operator for the Joint Water Plant, the larger amount of water loss is on the District's side of the meter. He stated the meter has been checked. Mr. Dubiel recommended performing leak detection to locate the lost water in the system.

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

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

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

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

**17. ENGINEER'S REPORT.** Paul Anderson presented the engineer's report, a copy of which is attached as Exhibit "E". Mr. Anderson informed the Board the developers of the Tadano Facility are inquiring about the expansion of the site. He stated the project would

consist of expansion of the concrete parking and operations area. Mr. Anderson further stated he will review the drainage to determine if any more detention is required.

Mr. Anderson reported they are in the process of reviewing the plans for the District's building facility. He stated comments will be forwarded to Kevin Story.

Mr. Anderson informed the Board he has not been able to make contact with the developers of the facility at 11315 Veterans Memorial.

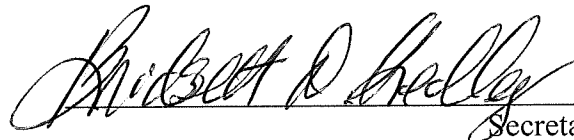
Mr. Anderson reported they are continuing to coordinate the utility location on Veterans Memorial Drive with Harris County. He stated one of the components of the project will be the addition of the missing continuous left turn lane north of Greens Road to FM 1960. He added that the traffic signals and intersections are currently under study.

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.

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

**19. 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 22nd day of January, 2019.

  
Secretary

