

**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 26, 2019. 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.

Also present were Chris Richardson of Strawn & Richardson, P.C.; Greg Dubiel of Municipal Operations & Consulting, Inc.; Yvonne Luevano of Wheeler & Associates; Cory Burton of Municipal Accounts & Consulting, L.P.; Robert Atkinson of Edminster Hinshaw Russ & Associates; Travis Benes of Environmental Allies; and Derek Michael of Sales Revenue Inc.

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 MEETINGS.** The Board next considered approving the minutes of the meetings of the February 19, 2019 and February 26, 2019. It was moved by Director

Givens and seconded by Director Kelley that the minutes of the meetings on February 19, 2019, and February 26, 2019 be approved, which motion carried unanimously, 5-0.

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

4. **DIRECTOR'S REPORTS.** The Directors did not have anything to report at this time.

5. **AGREEMENT WITH CONNECT THE DOTS.** The Board considered approval of the Agreement with Connect the Dots in connection with the Customer Appreciation Barbeque.

Following further discussion, it was moved by Director Kelley and seconded by Director Mosley that the Agreement with Connect the Dots be approved, which motion carried unanimously, 5-0.

6. **PRESENTATION FROM TEXAS PRIDE.** The Board tabled this item.

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

Director Givens stated he has informed Connect the Dots to coordinate with Director Mattox concerning the Customer Appreciation Barbeque.

Director Givens informed the Board a customer, at 4714 Conward Drive, indicated he left a couple of bags of leaves inside his trash can. The customer's trash was collected but the bags of leaves were left behind. Director Givens stated he has requested Kevin Atkinson attend the Board meeting to address the service issues. He added that he contacted the customer and left a voicemail message.

Director Givens reported he has forwarded information, provided by Kelly Norrid, to Story Architects regarding substantial information and guidance relating to inclusion of sustainable development strategies and ideas.

Following further discussion, it was moved by Director Mosley, seconded by Director Mattox, 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.

9. 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 95.25% of its 2018 taxes and 99.26% of its 2017 taxes as of February 28, 2019.

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 February be approved, which motion carried unanimously, 5-0.

10. DELINQUENT TAX REPORT. Ms. Luevano next presented the delinquent tax report for the Board's review, a copy of which is attached as Exhibit "B". She stated there is no action required.

11. SPA AUDIT REPORT. Derek Michael, of Sales Revenue Inc, presented the Strategic Partnership Agreement Audit Report for the Board's review.

Following further discussion, it was moved by Director Mosley and seconded by Director Mattox that the Strategic Partnership Agreement Audit Report be approved, which motion carried unanimously, 5-0.

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

13. BOOKKEEPER'S REPORT, INVESTMENT REPORT AND PAYMENT OF BILLS. Cory Burton 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 Mattox that the bookkeeper's report be approved, and that the checks listed therein be approved. Said motion carried unanimously, 5-0.

14. ANNUAL BUDGET AND JOINT WATER PLANT BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2020. Mr. Burton presented for review and approval the general District budget for fiscal year ending March 31, 2020. The Board discussed changes. 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 Mattox to adopt the budget for fiscal year ending March 31, 2020 with changes, as discussed, which motion carried unanimously, 5-0.

The Board did not take any action on the Joint Water Plant Budget for fiscal year ending March 31, 2020.

15. REVIEW OF BOOKKEEPER'S AGREEMENT. Director Mosley discussed his review the Bookkeeper's Agreement. He recommended retaining Municipal Accounts & Consulting, L.P. as the District's bookkeeper.

Following further discussion, it was moved by Director Mosley and seconded by Director Mattox to retain Municipal Accounts & Consulting, L.P. as the District's bookkeeper, which motion carried unanimously, 5-0.

16. 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 949 active connections in the District, 872 garbage accounts, and 24 accounts that are vacant. He also reported the water accountability is 84%.

Mr. Dubiel reviewed the preventative maintenance program and the call log. He also reviewed the Beacon Electronic Meter System Log. He reported there were 10 leaks, one of which was a major leak.

Mr. Dubiel presented four accounts for write-off for a total amount of \$666.29. He also presented the delinquent list for approval.

Following further discussion, it was moved by Director Mattox, 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, 5-0.

17. DETENTION POND MAINTENANCE REPORT. Travis Benes presented the Detention Pond Maintenance Report. He requested authorization to submit the Storm Water Quality Permit Renewal.

Following further discussion, it was moved by Director Mosley and seconded by Director Mattox to approve the Detention Pond Maintenance Report, and to authorize submission of the Storm Water Quality Permit Renewal, 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 "F". He reported his office has located drainage information for use by the developers of the Tadano facility for their expansion.

Mr. Atkinson informed the Board the owner of El Rancho has provided plans for review and comment. He stated a new grease trap and sampling well was constructed with the project. Mr. Atkinson added that the operator will perform a customer service inspection.

Mr. Atkinson reported the detention basin has security access. He stated the owner of the facility has provided a contact name at Cameron to obtain access to the detention pond.

Mr. Atkinson next requested permission to prepare a building plat for the District building.

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

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

20. **OTHER ITEMS.** Director Goodie stated the bidding on the District building may begin next month. He discussed possibly hiring a project manager.

21. **ADJOURNMENT.** There being no further business to come before the Board, it was moved by Director Mosley, seconded by Director Mattox that the Board meeting be adjourned, which motion carried unanimously, 5-0.

PASSED, ADOPTED and APPROVED this 23rd day of April, 2019.



Burton D. Kelley
Secretary

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