

**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 April 23, 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. Director Mattox entered the meeting after the operator's report.

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

seconded by Director Mosley that the minutes of the meetings on March 19, 2019, and March 26, 2019 be approved, which motion carried unanimously, 4-0.

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

4. PRESENTATION FROM TEXAS PRIDE. Kevin Atkinson presented the Solid Waste Report. Director Givens asked about the issue concerning the resident with the recycling container. Mr. Atkinson stated he will follow up on the issue. Director Kelley asked about the issue concerning the over-filled trash cans not being picked up. Mr. Atkinson stated the trash cans should be tagged if they are over-filled. He added that he will follow up on the issue.

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

5. JOINT OPERATIONS REPORT. The Board reviewed the Joint Water Plant report.

6. TAX ASSESSOR/COLLECTOR REPORT. Yvonne Luevano presented the tax report for March, a copy of which is attached as Exhibit "A". The report reflected the District has collected 96.51% of its 2018 taxes and 99.26% of its 2017 taxes as of March 31, 2019.

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

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

8. BOOKKEEPER'S REPORT, INVESTMENT REPORT AND PAYMENT OF BILLS. Cory Burton presented the bookkeeper's report, a copy of which is attached as Exhibit

“B”. He presented the checks for approval. He reviewed the capital projects fund breakdown, the FDIC insurance and pledged securities, the budget comparison and the debt service requirements.

The Board discussed asking TCEQ to approve the use of surplus funds for the District building.

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.

9. 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, 869 garbage accounts, and 23 accounts that are vacant. He also reported the water accountability is 95%.

Mr. Dubiel reviewed the preventative maintenance program and the call log. He also reviewed the Beacon Electronic Meter System Log.

Mr. Dubiel presented one account to be written-off. He also presented the delinquent list for approval.

Following further discussion, it was moved by Director Mosley, 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, 4-0.

Director Mattox entered the meeting at this time.

10. 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 "D". 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.

11. 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 "E". 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 Mattox, seconded by Director Kelley 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.

12. DROUGHT CONTINGENCY AND WATER CONSERVATION PLANS. The Board reviewed the District's Drought Contingency and Water Conservation Plans. Mr. Richardson explained the Texas Administration Code requires five year updates so the District will need to review and confirm the Plans by May 1, 2019. On motion by Director Mattox, seconded by Director Kelley, and unanimously carried, the Board reviewed and confirmed the Drought Contingency and Water Conservation Plans. Copies of the Resolutions Reviewing and Confirming the Drought Contingency and Water Conservation Plans are attached as Exhibits "F" & "G", respectively.

13. 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, 5-0.

14. ENGINEER'S REPORT. Robert Atkinson presented the engineer's report, a copy of which is attached as Exhibit "H". He reported Environmental Allies will renew the Storm Water Quality Permit for West Greens Business Park, which will expire on June 16, 2019.

Mr. Atkinson discussed El Rancho. He stated a new grease trap and sampling well was constructed with the project and the operator will perform a customer service inspection.

Mr. Atkinson next discussed the meeting facility plat. He informed the Board they have resolved the boundary discrepancies with the previous survey. He anticipates the Class II plat will be submitted in late April or early May to the City of Houston Planning and Development Department.

Mr. Atkinson reported they met with Kevin Story regarding the bid documents for the meeting facility building. He stated bonds and insurance requirements were discussed and templates were provided. He further stated the pre-bid conference is May 7, 2019 and the bid opening is May 21, 2019.

Mr. Atkinson informed the Board they are continuing to coordinate the utility locations for Veterans Memorial Drive with Harris County. He stated the traffic signals and intersections are nearing completion.

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

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

16. DIRECTOR'S REPORTS. Director Mattox updated the Board on the preparations for the Customer Appreciation Barbeque.

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

Director Givens stated the flyer for the Customer Appreciation Barbeque will be distributed via the IRIS alert along with reminder alerts.

Director Givens noted customers continue to have problems reaching the Texas Pride customer service department.

Director Givens informed the Board the District has not received any new communication related to water bill volunteer payments concerning Greens Bayou Coalition.

Director Givens reported the engineer and attorney have received draft copies of the bid form and invitation to bidders for the District Administration Facility for review.

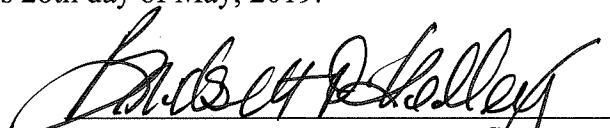
Following further discussion, it was moved by Director Mattox, seconded by Director Kelley, and unanimously carried that the General Manager's report be approved, 5-0.

18. REVIEW DISTRICT'S RECORD RETENTION POLICY. The Board discussed the District's Record Retention Policy. There were no changes made. Following further discussion, it was moved by Director Kelley and seconded by Director Mattox to confirm the District Record Retention Policy, which motion carried unanimously, 5-0.

19. 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 28th day of May, 2019.




Secretary