

**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 June 25, 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, with Director Mattox arriving late.

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; and Travis Benes and Ben Childress of Environmental Allies.

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 May 21, 2019 and May 28, 2019. It was moved by Director Mosley and

seconded by Director Kelley that the minutes of the meetings on May 21, 2019, and May 28, 2019 be approved, which motion carried unanimously, 4-0.

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

4. MAINTENANCE CONTRACT WITH LANDSCAPE IMAGES OF TEXAS.

The Board next considered approval of the maintenance contract with Landscape Images of Texas for mowing district facilities, a copy of which is attached as Exhibit "A".

Following further discussion, it was moved by Director Givens and seconded by Director Mosley to approve the maintenance contract with Landscape Images of Texas, which motion carried unanimously, 4-0.

Director Mattox entered the meeting at this time.

5. DIRECTOR'S REPORTS. Director Goodie described the attendance at the AWBD Conference. He stated Verizon presented a "smarter city" exhibit.

Director Goodie appointed Director Mattox to review the Garbage Contract. Director Goodie stated he will review the Engineering Agreement

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

Director Givens stated he and Lisa Journagen, of Connect the Dots, discussed the list of observations from the Customer Appreciation Barbeque. Ms. Journagen will prepare a report and proposal for the Board's consideration.

Director Givens informed the Board additional alerts for June were sent regarding water saving tips.

Director Givens reported he has not received any garbage complaints this month.

Director Givens informed the Board he requested consideration from Commissioner Cagle's office of a variance to the permit requirement regarding elevation of the proposed

District Building. He was instructed on how to apply for a variance by Harris County Permit officials. Director Givens stated he and the engineer are in the process of submitting the variance request. He added that Kevin Story indicated the additional cost of the elevated slab is approximately \$450,000.

Director Givens presented for approval an amended contract with Off Cinco, for the District's website, a copy of which is attached as Exhibit "B". Following further discussion, it was moved by Director Mattox and seconded by Director Mosley that the amended contract with Off Cinco be approved, which motion carried unanimously, 5-0.

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.

7. PROPOSALS FOR DISTRICT BUILDING CONSTRUCTION PROJECT.

The Board reviewed a revised proposal from Brookstone for the construction of the District building. Director Goodie recommended the Board table the item until references are received.

8. PROPOSALS FOR PROJECT MANAGER OF THE DISTRICT BUILDING CONSTRUCTION PROJECT. The Board next considered proposals for a project manager of the District Building construction project. Director Givens stated he sent requests for proposals to ten people and received three responses. The Board reviewed the proposals. The Board tabled this item.

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

10. TAX ASSESSOR/COLLECTOR REPORT. Yvonne Luevano presented the tax report for May, a copy of which is attached as Exhibit "C". The report reflected the District has collected 97.51% of its 2018 taxes and 99.39% of its 2017 taxes as of May 31, 2019.

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

11. DELINQUENT TAX REPORT. The Delinquent Tax Report was not presented at this time.

12. REVIEW OF DELINQUENT TAX COLLECTION CONTRACT. Director Mosley reported he met with Greg East with Perdue Brandon Fielder Collins & Mott, LLP to review the delinquent tax collection contract.

Following further discussion, it was moved by Director Mosley and seconded by Director Kelley to retain Perdue Brandon Fielder Collins & Mott, LLP as the District's delinquent tax attorney, which motion carried unanimously, 5-0.

13. BOOKKEEPER'S REPORT, INVESTMENT REPORT AND PAYMENT OF BILLS. Darrell Hawthorne presented the bookkeeper's report, a copy of which is attached as Exhibit "D". 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.

Mr. Hawthorne next presented the unclaimed property report of monies which must be escheated to the State.

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

14. 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, 871 garbage accounts, and 20 accounts that are vacant. He also reported the water accountability is 93%.

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

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

Following further discussion, it was moved by Director Kelley, seconded by Director Mattox that the operator's report be approved, and that the write-off list and delinquent list be approved, which motion carried unanimously, 5-0.

15. DETENTION POND MAINTENANCE REPORT. Travis Benes introduced Ben Childress. Mr. Benes presented the Detention Pond Maintenance Report.

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

16. ENGINEER'S REPORT. Robert Atkinson presented the engineer's report, a copy of which is attached as Exhibit "F". He reported the Class II Meeting Facility plat has been submitted to the City of Houston Planning and Development Department. Mr. Atkinson stated an Unobstructed Visibility Easement must be granted to the public prior to recording the plat.

Mr. Atkinson informed the Board his office can perform a drainage evaluation and possibly construct the meeting facility building foundation on elevated soil instead of piers. He explained the variance request will require no impact on the Greens Bayou 100-year flood plain elevation. He added that a significant amount of soil would be displaced on the property to provide for the conveyance. Mr. Atkinson stated the total cost would be at least \$500,000. Director Givens stated he will find out about the variance before Mr. Atkinson begins his analysis.

Mr. Atkinson reported the connection count was updated with the engineer for the Lincoln Green Regional Wastewater Treatment Plant.

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

17. UNOBSTRUCTED VISIBILITY EASEMENT. The Board next considered approval of an Unobstructed Visibility Easement in connection with the District building. Mr. Atkinson explained the easement will protect the visibility for vehicles turning North onto Antoine Drive.

Following further discussion, it was moved by Director Mattox and seconded by Director Kelley that the Unobstructed Visibility Easement be approved, which motion carried unanimously, 5-0.

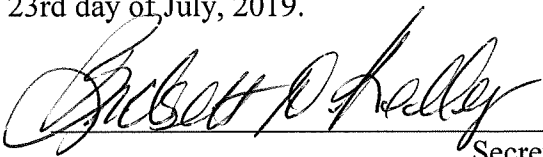
18. REVIEW ETHICS POLICY. The Board next reviewed and considered approval of the District's existing Ethics Policy.

Following further discussion, it was moved by Director Givens and seconded by Director Mattox to approve the District's Ethics 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 23rd day of July, 2019.




Secretary