

**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 July 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 except Director Goodie.

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.; Paul Anderson of Edminster Hinshaw Russ & Associates; Travis Benes of Environmental Allies; Tim Applewhite of McCall Gibson Swedlund Barfoot PLLC; Kevin Story of Story Architects; and Clyde Lemon of Klein Village PUD.

*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 on June 4, 2019 and June 25, 2019. It was moved by Director Kelley and seconded by Director Mosley that the minutes of the meetings on June 4, 2019 and June 25, 2019 be approved, which motion carried unanimously, 4-0.

3. **PUBLIC COMMENTS.** The Board discussed holding a special meeting on Tuesday, August 6, 2019 at 6:00 p.m. to consider the contractor for the new meeting facility.

4. **APPROVAL OF ANNUAL AUDIT FOR FISCAL YEAR ENDED MARCH 31, 2019.** Tim Applewhite presented to the Board the Annual Audit Report for the fiscal year ended March 31, 2019. He also reviewed the representation letter.

Following further discussion, a motion by Director Mosley, seconded by Director Kelley and unanimously carried, to approve the Annual Audit Report for the fiscal year ended March 31, 2019.

5. **DIRECTOR'S REPORTS.** The Board tabled this item.

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

Director Givens stated Lisa Journagen of Connect the Dots will have a draft proposal for the Board's consideration at the August meeting relating to the discussed observations from the Customer Appreciation Barbeque.

Director Givens reported he has not received any garbage complaints for the month of July.

Director Givens reported the variance request for the permit requirement regarding elevation of the proposed District Building was denied. He stated it can be appealed to the

Commissioner's Court. Director Givens added it is also possible to flood proof the building and comply. Kevin Story stated that can be costly.

Following further discussion, it was moved by Director Kelley, seconded by Director Mosley, and unanimously carried that the General Manager's report be approved, and to approve appealing to the Commissioner's Court concerning the variance request, 4-0.

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

8. **TAX ASSESSOR/COLLECTOR REPORT.** Yvonne Luevano presented the tax report for June, a copy of which is attached as Exhibit "A". The report reflected the District has collected 97.83% of its 2018 taxes and 99.44% of its 2017 taxes as of June 30, 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 June be approved, which motion carried unanimously, 4-0.

9. **DELINQUENT TAX REPORT.** The Board reviewed the Delinquent Tax Report. The Board did not take any action.

10. **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". 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.

Director Kelley noted two checks for approval for the August 5, 2019 event for the resignation of Georgeanne Francis, President of Harris County UD No. 14 ("UD14"). Director Kelley stated all costs will be evenly split between the District and UD14.

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, including the two checks for the August 5, 2019 event. Said motion carried unanimously, 4-0.

**11. 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, 873 garbage accounts, and 18 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 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.

**12. DETENTION POND MAINTENANCE REPORT.** Travis Benes presented the Detention Pond Maintenance Report. He stated all of the ponds are doing well.

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, 4-0.

**13. ENGINEER'S REPORT.** Paul Anderson presented the engineer's report, a copy of which is attached as Exhibit "D". He reported the Class II Meeting Facility plat has been approved by the City of Houston Planning and Development Department. He stated it is ready for recordation with Harris County.

Mr. Anderson stated his office will assist in the review and guidance for the drainage of the building facility.

Mr. Anderson reported they are continuing to coordinate the utility location for Veterans Memorial Drive with Harris County. He stated the traffic signals and intersection are nearing completion.

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

**14. REVIEW ENGINEERING AGREEMENT.** The Board tabled this item.

**15. 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 reviewed the survey of responses for the project manager contract. He discussed the three proposals that were presented to the Board. Director Givens recommended approving the proposal from Taylor Construction.

Following further discussion, it was moved by Director Givens and seconded by Director Kelley to award the contract for the project manager of the District Building construction to Taylor Construction, which motion carried unanimously, 4-0.

**16. PROPOSALS FOR DISTRICT BUILDING CONSTRUCTION PROJECT.**  
The Board tabled this item.

**17. REVIEW GARBAGE CONTRACT.** The Board tabled this item.

**18. 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, 4-0.

PASSED, ADOPTED and APPROVED this 27th day of August, 2019.



*Bridgett Kelley*  
Secretary

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