

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 286**

Minutes of Board of Directors Meeting  
December 3, 2018

**ACTIONS TAKEN**

---

1. The Board approved the minutes of the October 2, 2018, and November 5, 2018 meetings.
  2. The Board approved the Tax Assessor-Collector's Report as presented by Utility Tax Service L.L.C., including the checks presented for payment.
  3. The Board authorized EDP to replace the lift pump controller at lift station no. 2.
  4. The Board approved the Operations and Maintenance Report presented by EDP.
  5. The Board approved the Engineering Report presented by Eby Engineers, Inc.
  6. The Board authorized MRPC to draft correspondence to be sent by the District to the homeowner related to the landscaping company's unauthorized use of the District's storm sewer system.
  7. The Board approved joining the Cypress Creek Flood Control Coalition and authorized the payment of \$140 per month.
  8. The Board approved the Bookkeeper's Report as presented by Claudia Redden & Associates, L.L.C., including the checks presented for payment, and approved the renewal of funds in Texas Class and the investment of funds in Certificates of Deposit.
  9. The Board authorized MRPC to file the Designation of Local Government Records Management Officer with the Texas State Library.
-

The Board of Harris County Municipal Utility District No. 286 ("District") met in regular session at 12779 Jones Road, Houston, Harris County, Texas 77070 on December 3, 2018, in accordance with the duly posted notice of meeting, and the roll was called of the duly constituted officers and members of said Board of Directors, as follows:

David Geaslen, President  
Michael Rhodes, Vice President  
Steve Garner, Secretary  
Rosalind Theriot, Assistant Secretary  
Becky Campbell, Assistant Secretary

All of said persons were present, therefore constituting a quorum.

Also present were Sergeant Gonzalez and Deputy Singh of the Harris County Constable's Office, Precinct No. 4; Claudia Redden of Claudia Redden & Associates L.L.C.; Dennis Eby of Eby Engineers, Inc. ("Eby"); Eric Thiry and Jeff Cotten of Environmental Development Partners, L.L.C. ("EDP"); Rashelle Arterburn of Utility Tax Service, L.L.C. ("UTS"); and David Marks of Marks Richardson PC ("MRPC").

The President called the meeting to order.

#### **APPROVAL OF MINUTES**

The Board first considered approval of the minutes of the Board of Directors meetings held on October 2, 2018, and November 5, 2018. After discussion, Director Theriot made a motion to approve the minutes of the October 2, 2018, and November 5, 2018, Board of Directors meetings, as written. Director Campbell seconded the motion, which carried unanimously.

#### **SECURITY PATROL REPORT BY THE CONSTABLE'S OFFICE**

The Board next considered the Security Patrol Report, a copy of which is attached hereto as (**Exhibit A**), and the status of security monitoring services within the District. Sergeant Gonzalez reviewed the report and discussed the activity within the District over the past month.

Director Rhodes next reported regarding security monitoring services over the past month.

Sergeant Gonzalez exited the meeting.

#### **DEVELOPERS' REPORTS**

The Board next considered the status of development in the District. No one present had anything to report.

## **TAX ASSESSOR-COLLECTOR REPORT**

The Board next considered the Tax Assessor-Collector Report. Ms. Arterburn presented the attached Tax Assessor-Collector Report (**Exhibit B**) dated November 30, 2018. The Board reviewed the total receivables, the cash balance, disbursements, and checks as reflected in the report. After discussion of the report, Director Rhodes made a motion to approve the Tax Assessor-Collector Report as presented and to approve the checks identified in the report for payment. Director Campbell seconded the motion, which carried unanimously.

Mr. Marks next presented the attached list of delinquent accounts, dated December 3, 2018, as prepared by the District's delinquent tax attorney, Perdue, Brandon, Fielder, Collins & Mott, L.L.P. ("Perdue") (**Exhibit C**).

## **OPERATIONS REPORT**

The Board next considered the Operations and Maintenance Report (**Exhibit D**).

Mr. Thiry reported that the lift pump controller at lift station no. 2 needs to be replaced. He stated that EDP can replace the controller for approximately \$4,650. After discussion, the Board concurred that EDP be authorized to replace the lift pump controller at lift station no. 2 at a cost of approximately \$4,650 under its existing contract with the District.

Mr. Thiry reported that replacement of the probes on the pressure tanks at the Water Plant is now complete.

Mr. Thiry reported that the ground storage tank will be taken out of service for inspection and disinfection.

Mr. Thiry next reported on the status of the insurance claim related to Hurricane Harvey damages. He presented and reviewed with the Board a Federal Emergency Management Agency ("FEMA") Claim Summary (**Exhibit E**) which reflects the amounts pending and paid to the District. Mr. Thiry stated that the insurance company has currently paid \$175,000 to the District and anticipates an additional payment in the approximate amount of \$105,000. He stated that FEMA has paid the District \$38,236.09 for emergency response matters. Mr. Thiry stated that he will send an updated summary of costs to the Board for review.

After discussion, Director Theriot made a motion to approve the Operations and Maintenance Report, as presented. Director Rhodes seconded the motion, which carried unanimously.

## **ENGINEERING REPORT**

The Board next considered the Engineering Report (**Exhibit F**).

Mr. Eby reported on the status of the lift station rehabilitation project. He stated that Eby will be advertising the project for bids on December 7, 2018.

Mr. Eby next reported on the electrical improvements at the WWTP. He stated that the design plans are 95% complete and are currently in the review process by Harris County. Mr. Eby stated that once he receives approval from Harris County, he will move forward with bidding the project.

Mr. Eby reported on the monthly inspection and maintenance of the flare by Patriot Production ("Patriot"). He stated that Eby has not received a report or invoice from Patriot for the past month.

Mr. Eby reported that the signs for the hike and bike trail have been ordered and that the new slide for the park has been ordered.

Director Geaslen reported that he exchanged email correspondence with Harris County regarding the hike and bike trail along Cypress Creek from Jones Road to Cypresswood Drive. He stated that Harris County advised him that once the area is dry they will commence construction on the trail.

After discussion, Director Theriot made a motion to approve the Engineering Report. Director Garner seconded the motion, which carried unanimously.

#### **DISCUSS UNAUTHORIZED USE OF DISTRICT'S STORM SEWER SYSTEM**

The Board next discussed the unauthorized use of the District's storm sewer system. Director Theriot stated that she received a report of a landscaping company blowing leaves into the storm sewer system. The Board then determined that if someone witnesses the landscaping company blowing the leaves into the storm sewer again, the District be authorized to send correspondence to the homeowner regarding the matter. Director Theriot stated that she will send the necessary information to MRPC to prepare the form of correspondence to the homeowner.

#### **APPROVAL OF MEMBERSHIP IN CYPRESS CREEK FLOOD CONTROL COALITION**

The Board next considered the approval of membership in the Cypress Creek Flood Control Coalition (the "Coalition"). Director Theriot stated that she attended the Coalition's Board of Directors meeting and that they are very active in promoting their projects. She stated that she recommends joining the Coalition. She stated that there is no fee to join, and that the Coalition generates revenue by asking its members to include a voluntary donation line item on its water bills. The Board then discussed the Cypress Creek recovery project. Director Geaslen noted that a monthly donation line item with 100% participation would generate \$140, and he recommended that the District pay the \$140 per month without adding a line item to the monthly bill. After discussion, Director Theriot made a motion to approve membership in the Coalition, and authorize payment to the Coalition of \$140 per month. Director Rhodes seconded the motion, which unanimously carried. Director Rhodes stated that he will coordinate with the President of the Coalition to advise them of the District's decision to join the Coalition.

## **BOOKKEEPING REPORT**

The Board next considered the Bookkeeper's Report. Ms. Redden reviewed the Bookkeeping Report (**Exhibit G**), including the checks presented for payment. She requested to renew a portion of the District's funds in Texas Class and invest a portion into Certificates of Deposit to achieve investment diversity. After discussion, Director Theriot made a motion to approve the Bookkeeper's Report, including the checks presented for payment, and approve the renewal of a portion of funds in Texas Class and the investment of a portion of funds in Certificates of Deposit. Director Rhodes seconded the motion, which carried unanimously.

## **ADOPT ORDER DESIGNATING RECORDS MANAGEMENT OFFICER**

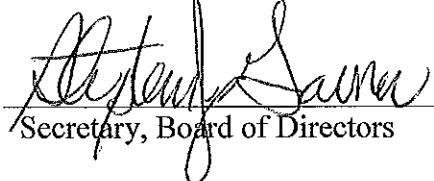
Mr. Marks advised the Board that the District needs to update the address of its Records Management Officer with the Texas State Library to reflect MRPC's address. After discussion, Director Theriot made a motion to authorize MRPC to file the form with the Texas State Library. Director Campbell seconded the motion, which unanimously carried.

## **ITEMS FOR FUTURE AGENDAS**

The Board next considered matters for possible placement on future agendas.

## **ADJOURNMENT OF BOARD MEETING**

There being no further business to come before the meeting, it was adjourned.

  
Secretary, Board of Directors

**LIST OF EXHIBITS**

December 3, 2018

- Exhibit A. Patrol Report
- Exhibit B Tax Assessor-Collector's Report
- Exhibit C Delinquent Tax Report
- Exhibit D Operations and Maintenance Report
- Exhibit E FEMA Claim Summary
- Exhibit F Engineering Report
- Exhibit G Bookkeeping Report