

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

Minutes of Board of Directors Meeting

June 3, 2019

ACTIONS TAKEN

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1. The Board approved the minutes of the May 6, 2019 meeting.
  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 the Delinquent Tax Collections Attorney to pursue the collection of delinquent taxes for 2018 and prior years.
  4. The Board authorized EDP to repair nineteen (19) fire hydrants for \$6,842.50 and to paint all fire hydrants for \$2,803.13.
  5. The Board approved the Operations and Maintenance Report presented by EDP.
  6. The Board approved Pay Estimate No. 1 from T&C Construction, Ltd. in the amount of \$31,500 for the lift station rehabilitation project.
  7. The Board authorized Director Campbell to act on behalf of the Board to approve the replacement of a spring-rider at the park at a cost not to exceed \$3,000.
  8. The Board approved the Engineering Report presented by Eby Engineers, Inc.
  9. The Board approved the Bookkeeper's Report as presented by Claudia Redden & Associates, L.L.C., including the checks presented for payment.
  10. The Board authorized the completion, execution and filing of the Voting System Annual Filing Form.
  11. The Board approved the request from the Records Management Officer to destroy notes of Board of Director's meeting from February, 2018 to February, 2019.
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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 June 3, 2019, 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, except Director Geaslen, therefore constituting a quorum.

Also present were Sergeant Gonzalez and Deputy Wright of the Harris County Constable's Office, Precinct No. 4; Kelly Trebing 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"); Roshell Arterburn of Utility Tax Service, L.L.C. ("UTS"); Hans Von Meier of Residential Recycling and Refuse of Texas, Inc. ("RRRT"); and Kara Richardson of Marks Richardson PC ("MRPC").

The Vice President called the meeting to order.

#### **APPROVAL OF MINUTES**

The Board first considered approval of the minutes of the Board of Directors meeting held on May 6, 2019. After discussion, Director Theriot made a motion to approve the minutes of the May 6, 2019, Board of Directors meeting, as presented. 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. Deputy Wright reviewed the report and discussed the activity within the District over the past month. He discussed an incident involving an Uber driver who had her purse stolen and an incident wherein a driver hit a deer in the road. Director Campbell next stated that she attempted to text Deputy Wright on Memorial Day to report motorcycle activity on the District trails, but that she did not receive a response. She noted that she then contacted the Constable's main number to report the issue and the dispatcher could not figure out where the park was located even though she provided the dispatcher with the park name and location. Sergeant Gonzalez stated that he would look into the matter. Sergeant Gonzales and Deputy Wright then exited the meeting.

The Board next considered the status of security monitoring services. Director Rhodes stated that all has been good at the park.

## **DEVELOPERS' REPORTS**

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

Mr. Von Meier of RRRT introduced himself to the Board and stated that he is filling in as a temporary regional manager until RRRT finds permanent replacement. Mr. Von Meier stated that RRRT has gone through a growth spurt recently which has led to some issues with the timing of pickups. Director Rhodes stated that the Board wants consistency with the timing of collections. He stated that RRRT is working to move collection times to earlier in the day in the District. He asked that the Board contact him if any issues come up and that he will do his best to make sure all issues are timely resolved. Mr. Von Meier exited the meeting at this time.

## **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 May 31, 2019. The Board reviewed the total receivables, the cash balance, disbursements, and checks as reflected in the report. After discussion of the report, Director Campbell made a motion to approve the Tax Assessor-Collector Report as presented and to approve the checks identified in the report for payment. Director Theriot seconded the motion, which carried unanimously.

Ms. Richardson next presented the attached list of delinquent accounts, dated June 3, 2019, as prepared by the District's delinquent tax attorney, Perdue, Brandon, Fielder, Collins & Mott, L.L.P. ("Perdue") (**Exhibit C**).

## **COLLECTION OF DELINQUENT TAXES**

The Board next considered authorizing Perdue to pursue the collection of delinquent taxes for 2018 and prior years, including the filing of lawsuits. After discussion, Director Theriot made a motion to authorize Perdue to proceed with the collection of the District's 2018 and prior years' delinquent tax accounts, as set out above. Director Campbell seconded the motion, which carried unanimously.

## **OPERATIONS REPORT**

The Board next considered the Operations and Maintenance Report (**Exhibit D**). Mr. Thiry reported that Gen Solutions completed repairs to the generator at Water Plant No. 2.

Mr. Thiry reported that he had nothing new to report regarding claims filed with the Federal Emergency Management Agency.

Mr. Thiry reported that the pump replacement for lift pump no. 3 at lift station no. 2 has been ordered.

Mr. Thiry reported that EDP performed the annual fire hydrant inspection. He then reviewed the attached report and stated that EDP is requesting authorization to repair nineteen (19) hydrants at a cost of \$6,842.50. He also recommended painting the fire hydrants and stated that the quote for painting is \$2,803.13. He noted that the hydrants were last painted in 2014. After discussion, Director Garner made a motion to authorize EDP to repair nineteen (19) fire hydrants for \$6,842.50 and paint all fire hydrants for \$2,803.13. Director Campbell seconded the motion, which unanimously carried.

Mr. Thiry reported that the water accountability was 94.5% for the month of April.

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

### **ENGINEERING REPORT**

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

Mr. Eby reported on the status of the lift station rehabilitation project. He stated that the contractor is on site and has commenced work on the project. Mr. Eby presented Pay Application No. 1 in the amount of \$31,500.00 and recommended that the Board approve payment of same. After discussion, Director Garner made a motion to approve payment of Pay Application No. 1, as set out above. Director Theriot seconded the motion, which carried unanimously.

Mr. Eby next reported on the status of the construction contract with R&B Group Inc. ("R&B") for improvements and flood mitigation at the WWTP. He stated that he received the executed construction contracts from R&B and that they are now ready to be signed by the Board. He stated that the pre-construction meeting will be held in the next couple of weeks with R&B and EDP. He noted that R&B will likely move on site in July. Mr. Eby also stated that the Board needs to decide if they want a SCADA system prior to the end of construction so that the contractor can install that under the contract.

The Board next considered the approval of plans and specifications and authorizing advertisement for bids for painting and re-coating of ground storage tank no. 1 at Water Plant No. 1. He stated that Eby has begun preparation of the plans and specifications for the project.

Mr. Eby reported on the monthly inspection and maintenance of the flare by Patriot Production ("Patriot"). He stated that Patriot is back on schedule with reports and invoicing.

Mr. Eby stated that he received a proposal for \$72.01 from Playground Solutions of Texas, Inc. for the replacement of the chains on the swing set at the park and approved same following last month's meeting.

Mr. Eby stated that one of the spring-riders is missing at the park. Director Campbell stated that she reviewed options online and that most are in the \$2,500 range. After discussion, Director Garner made a motion to authorize Director Campbell to act on behalf of the District to approve

the replacement of the spring-rider at a cost not to exceed \$3,000. Director Theriot seconded the motion, which unanimously carried.

Mr. Eby stated that there was a reported chemical spill at Lone Star College last week and that he spoke with a representative of Lone Star College who advised him that nothing harmful was discharged and that it would not have any impact on the District's system.

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

### **STATUS OF CYPRESS CREEK FLOOD CONTROL COALITION**

The Board next deferred consideration of the status of the Cypress Creek Flood Control Coalition. No one present had anything new to report.

### **BOOKKEEPING REPORT**

The Board next considered the Bookkeeper's Report. Ms. Trebing reviewed the Bookkeeping Report (**Exhibit F**), including the checks presented for payment. After discussion, Director Garner made a motion to approve the Bookkeeper's Report, including the checks presented for payment. Director Theriot seconded the motion, which carried unanimously.

### **VOTING SYSTEM ANNUAL FILING FORM**

Ms. Richardson next discussed a Voting System Annual Filing Form ("Form") from the Secretary of State's Office. She advised that pursuant to Section 123.061 of the Texas Election Code, each political subdivision in the State of Texas is required to complete and file the Form with the Secretary of State's Office. After discussion, Director Theriot made a motion to approve the Form and authorize MRPC to file same with the Secretary of State's Office. Director Campbell seconded the motion, which carried unanimously.

### **RECORDS DESTRUCTION REQUEST**


The Board next considered a request from the Records Management Officer to destroy notes of Board of Directors meetings from February 2018 to February 2019, in accordance with the Records Retention Schedule for General Records. Ms. Richardson presented the attached request of the Records Management Officer with the attached list of records (**Exhibit G**) and advised that the time limitations for retention had passed for all records listed, that, to the best of her knowledge and belief, none of the records' subject matter was pertinent to a pending lawsuit, and that there were no open records requests pending with respect to any of the records. After discussion, Director Theriot made a motion to authorize the destruction of the notes, as requested in accordance with the provisions of the District's Records Management Program and the Schedule. Director Campbell seconded the motion, which carried unanimously.

**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**

June 3, 2019

- Exhibit A. Patrol Report
- Exhibit B Tax Assessor-Collector's Report
- Exhibit C Delinquent Tax Report
- Exhibit D Operations and Maintenance Report
- Exhibit E Engineering Report
- Exhibit F Bookkeeping Report
- Exhibit G Records Request Letter