

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

Minutes of Board of Directors Meeting

July 1, 2019

ACTIONS TAKEN

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1. The Board approved the minutes of the June 3, 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 approved the Operations and Maintenance Report presented by EDP.
  4. The Board approved Pay Estimate No. 2 from T&C Construction, Ltd. in the amount of \$55,260 for the lift station rehabilitation project.
  5. The Board approved a proposal from Patriot for replacement of three (3) gas detectors at \$945 each plus labor costs.
  6. The Board authorized Eby to coordinate pressure washing and painting of the gazebo at the park.
  7. The Board approved the Engineering Report presented by Eby Engineers, Inc.
  8. The Board approved the appropriation of \$3,000 in connection with the Water Conservation Meeting that will take place in conjunction with National Night Out on October 1, 2019.
  9. The Board approved the Bookkeeper's Report as presented by Claudia Redden & Associates, L.L.C., including the checks presented for payment, and renewal of Certificates of Deposit.
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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 July 1, 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, therefore constituting a quorum.

Also present were Sergeant Westmoreland and Deputy Wright 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"); Jeff Cotten of Environmental Development Partners, L.L.C. ("EDP"); Roshell Arterburn of Utility Tax Service, L.L.C. ("UTS"); and Kara Richardson 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 meeting held on June 3, 2019. After discussion, Director Campbell made a motion to approve the minutes of the June 3, 2019, Board of Directors meeting, as presented. Director Rhodes 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 a car burglary at HP and a credit card fraud purchase reported at the Springhill Suites.

The Board next considered the status of security monitoring services. Director Rhodes stated that the sides of the skatepark need to be repainted. The Board then discussed the installation of the spring-rider at the park and noted that it has not yet been installed. Mr. Eby stated that he is coordinating with a different company for the spring-rider and should have a proposal within the next couple of days. Mr. Cotten stated that EDP received a call from a resident in a nearby neighborhood complaining of trash in the park.

#### **DISCUSSION REGARDING GARBAGE COLLECTION SERVICES**

The Board next considered a discussion regarding garbage collection services from Residential Recycling & Refuse of Texas, Inc. ("RRRT"). Director Theriot stated that she has

received numerous complaints from residents that recycling is not being picked up and the collection times are running later in the day. Director Garner stated that he is continually having to clean up trash left behind following collection days. Director Theriot stated that Mr. Von Meier, the temporary regional manager of RRRT, has not been responsive to her concerns. Ms. Richardson reviewed the contract with the Board. Director Theriot stated that RRRT advised her that workers are suffering from heat exhaustion and not showing up to work. Director Theriot stated that she will continue to follow up regarding the complaints and will document same for the Board. The Board agreed to monitor the issue.

### **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 June 30, 2019. The Board reviewed the total receivables, the cash balance, disbursements, and checks as reflected in the report. Director Geaslen requested that Ms. Redden open an interest-bearing account for the deposit of tax money while waiting for the outcome of tax protests. 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 Rhodes seconded the motion, which carried unanimously.

### **OPERATIONS REPORT**

The Board next considered the Operations and Maintenance Report (**Exhibit C**). Mr. Cotten reported the following: 1) EDP installed a new check valve at the WWTP and replaced a check valve on the non-potable water pump no. 1, 2) EDP is soliciting bids to replace the step-up transformer, transfer switch and booster pump motors at Water Plant No. 1, 3) the pump replacement for lift pump no. 3 at lift station no. 2 is complete, and 4) EDP is in the process of completing the fire hydrant repairs and painting.

Director Geaslen asked Mr. Cotten about taking the WWTP out of service and cleaning the effluent basin. Mr. Cotten then discussed the process for cleaning the effluent basin.

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

### **IMPROVEMENTS AND FLOOD MITIGATION AT WATER PLANT NO. 1**

The Board next considered the review of bids and award of construction contract for improvements and flood mitigation at Water Plant No. 1. Mr. Eby reported that he anticipates advertising for bids on July 12, 2019. He stated that he continues to work on the plans and

specifications for the project. Mr. Eby stated that ground storage tank no. 1 at Water Plant No. 1 will be filled next week. Director Geaslen stated that he does not want the ground storage tank to be empty in the event there is a large building fire in the District. Mr. Eby agreed with Director Geaslen and advised that the ground storage tank will be filled soon. Director Rhodes asked whether both water wells will be used to fill the ground storage tank. Mr. Cotten stated that both wells will be used to fill the tank.

### **IMPROVEMENTS AND FLOOD MITIGATION AT THE WWTP**

The Board next considered the status of the construction contract with R&B Group Inc. ("R&B") for improvements and flood mitigation at the WWTP. Mr. Eby stated that the pre-construction meeting was held over a month ago and that R&B is preparing submittals but has not yet moved on site. He stated that R&B anticipates moving on site on September 1, 2019. Director Geaslen asked about the length of construction, and Mr. Eby stated that the contract time is three hundred and thirty (330) days. The Board then discussed the logistics of operations during construction. Mr. Eby stated that weekly meetings will likely be held on Wednesdays at 10:00 a.m. once R&B has moved on site. He also noted that he will have an inspector on site on a regular basis.

### **ENGINEERING REPORT**

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

Mr. Eby reported on the status of the lift station rehabilitation project. He stated that the project is twenty-five percent (25%) complete. Mr. Eby presented Pay Application No. 2 in the amount of \$55,260.00 and recommended that the Board approve payment of same. After discussion, Director Rhodes made a motion to approve payment of Pay Application No. 2, as set out above. Director Theriot seconded the motion, which carried unanimously.

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 is working on the bid package for the project.

Mr. Eby reported on the monthly inspection and maintenance of the flare by Patriot Production ("Patriot"). He then reviewed a proposal from Patriot for the replacement of three (3) gas detectors at \$945 each plus the cost of labor at \$180 per hour. After discussion, Director Rhodes made a motion to approve the proposal from Patriot for replacement of three (3) gas detectors at \$945 each plus labor costs. Director Campbell seconded the motion, which unanimously carried.

Mr. Eby stated that he received an invoice for \$72.09 from Playground Solutions of Texas, Inc. for the replacement of the chains on the swing set at the park and recommends payment of same. He stated that the chains on the swing set have been replaced.

Mr. Eby stated that he spoke with representatives of HP who are requesting to review a District map. He stated that HP may be selling some of the property and may need to extend

District utility lines to provide fire protection if ownership of the buildings is separated. Mr. Eby stated that Mr. Ed Jones of HP may attend a future meeting to discuss the issue with the Board.

Director Geaslen next requested that Mr. Eby contact Brian Gardens to request that the trail around the lift station be trimmed.

Director Theriot next recommended that the gazebo at the park be pressure washed. Mr. Eby asked whether the Board would like for the gazebo to be stained as well. The Board agreed to have the gazebo pressure washed and stained and requested that same be completed by October.

Mr. Eby stated that he will research having the skate park painted.

Director Theriot next asked Mr. Eby to inspect the ceiling fans at the park to ensure they are functioning properly.

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 considered the status of the Cypress Creek Flood Control Coalition. Director Garner stated that there are a large number of fallen trees in Cypress Creek. Director Theriot stated that she sent pictures of a tree that had fallen in the creek to Harris County. She stated that there is also a lot of erosion along the creek. The Board then discussed the fact that it does not appear that Harris County has plans to do much with Cypress Creek in the way of flood mitigation or prevention.

#### **WATER CONSERVATION MEETING**

The Board next discussed the annual Water Conservation Meeting. Director Theriot asked the Board if they would like to hold the meeting in conjunction with National Night Out on October 1, 2019. She stated that she is willing to organize the event again this year and will attempt to get the water conservation trailer again. After discussion, Director Rhodes made a motion to hold the meeting in conjunction with National Night Out on October 1, 2019, and authorize the appropriation of \$3,000 for the event. Director Theriot seconded the motion, which carried unanimously.

#### **BOOKKEEPING REPORT**

The Board next considered the Bookkeeper's Report. Ms. Redden reviewed the Bookkeeping Report (**Exhibit E**), including the checks presented for payment. Director Geaslen asked Mr. Cotten to ensure that EDP has accounted for the increase in the North Harris County Regional Water Authority fee that is passed on to commercial accounts. Ms. Redden stated that the District has several Certificate of Deposits that will be up for renewal soon. The Board agreed that Ms. Redden should renew the CDs upon maturity. The Board then discussed the large amount of money currently on deposit with TexasClass and instructed Ms. Redden to move half of the

funds on deposit with TexasClass to TexPool to provide for a bit more diversification. Ms. Redden noted that she updated the capital expenditure spreadsheet to reflect EDP's expenses attributable to capital repairs and expenses. After discussion, Director Garner made a motion to approve the Bookkeeper's Report, including the checks presented for payment, approve renewal of the Certificates of Deposit and to move half of the funds currently on deposit with TexasClass to TexPool. Director Rhodes seconded the motion, which carried unanimously.

#### **UPDATE OF 86TH TEXAS LEGISLATURE**

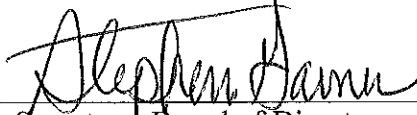
The Board next considered an update of the 86th Texas Legislature. Ms. Richardson presented the attached Memorandum from MRPC (**Exhibit F**) and reviewed same with the Board.

#### **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**

July 1, 2019

- Exhibit A. Patrol Report
- Exhibit B Tax Assessor-Collector's Report
- Exhibit C Operations and Maintenance Report
- Exhibit D Engineering Report
- Exhibit E Bookkeeping Report
- Exhibit F Memorandum for Update of 86th Texas Legislature