

HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 132
MINUTES OF MEETING

June 17, 2019

STATE OF TEXAS §
COUNTY OF HARRIS §

The Board of Directors (the "Board") of Harris County Water Control and Improvement District No. 132 (the "District") met in regular session at the designated meeting place of the Board inside the boundaries of the District, 4107 Evening Trail, Spring, Texas 77388, on June 17, 2019, at 5:30 p.m. The roll was called of the duly constituted officers and members of the Board, to-wit:

Mary Bonetati	President
Peggy Batson	Vice President
Terry Williams	Secretary
Pre Moss	Assistant Secretary
William R. Papp	Assistant Secretary

All members of the Board were present, thus constituting a quorum.

Also present were Mark Inman, representing the Cypresswood Homeowners Association ("HOA"); Michael Murr with Murr Incorporated, Landscape Architect for the District; Rene Anandel of Wheeler & Associates, Inc., the District's Tax Assessor/Collector ("Tax Assessor-Collector"); Ryan LaRue and Maria Salinas Parker of Sanford Kuhl Hagan Kugle Parker Kahn, LLP, ("SKLaw") the District's Attorney ("Attorney"); Tom Matkin of AEI Engineering, LLC, ("AEI") the District's Engineer ("Engineer"); Andrew Phelps and Johnson Ashcroft with Environmental Development Partners ("EDP"), the District's Operator ("Operator"); and Cindy Schmidt with L&S District Services, LLC, the District's Bookkeeper ("Bookkeeper").

The meeting was called to order, and the following business was transacted.

PEACE OFFICERS

The Board recognized Mr. Inman, who addressed the Board concerning the peace officers engaged by the HOA. He noted that a neighboring water district contracts with Harris County for the services of four (4) peace officers.

TAX ASSESSOR/COLLECTOR'S REPORT

The Board recognized Ms. Anandel, who presented the Tax Assessor/Collector's Report, a copy of which is on file in the official records of the District. She presented checks from the tax account for approval by the Board. It was noted that the District has collected 98.66% of its 2018 taxes.

Upon motion duly made, and seconded, the Board unanimously approved the Tax Assessor/Collector's Report as presented, and the checks presented for payment.

DELINQUENT TAX REPORT

The Board recognized Ms. Andel, who reviewed with the Board the Delinquent Tax Report as submitted by Perdue Brandon Fielder Collins & Mott LLP (“PB”), a copy of which is on file in the official records of the District.

Upon motion duly made and seconded, the Board voted unanimously to approve the PB Delinquent Tax Report.

LANDSCAPE ARCHITECT REPORT/PARK REPORT

The Board recognized Mr. Murr, who presented the Park Report. Mr. Murr updated the Board on projects in progress in the Park and ongoing maintenance. Mr. Murr presented the following items for maintenance:

1. raise flagstones,
2. plant variegated ginger plants around the front door,
3. formalize long strip along parking lot,
4. place two boulders at the front door.
5. plant holly ferns,
6. plant wildflowers in cinder block planter, and
7. clean sheds.

Upon motion duly made and seconded, the Board voted unanimously to approve the Landscape Architect’s Report, and to authorize Mr. Murr to proceed with items 1 through 7 above.

BOOKKEEPER’S REPORT

The Board recognized Ms. Schmidt, who submitted to and reviewed with the Board the Bookkeeper’s Report. The Board noted the balances in each of the District’s accounts and noted investments in each account. The Board then reviewed the activity in each account. The Board also reviewed the checks prepared in payment thereof.

The Directors then reviewed: (1) the Cash Flow Report for the District’s Operating Fund; (2) Investment Report, and (3) the Budget Comparison, copies of which are included with and/or attached to the Bookkeeper’s Report.

After consideration and upon motion made and seconded, the Board unanimously approved the Bookkeeper’s Report, Investment Report, and the checks presented for payment.

APPROVAL OF MINUTES

Proposed minutes of the meeting of May 20, 2019, previously distributed to the Board were presented for consideration and approval.

Upon motion duly made and seconded, the Board voted unanimously to approve the minutes of the meeting of May 20, 2019, as submitted.

OPERATIONS REPORT

The Board recognized Mr. Phelps, who submitted to and reviewed with the Board the Operations Report, a copy of which is attached hereto. Mr. Phelps reported as hereinafter noted.

- The District has a total connection count of 668.
- The water accountability for the prior month was 98%.
- There are 32 accounts on the delinquent list.
- There were no delinquent uncollectable accounts presented for “write off” and release to a collection agency.
- The valve replacement project is complete. EDP will update the valve locations and assist AEI with updating the District maps.
- Total awards from FEMA for damage caused by Hurricane Harvey total \$316,815.58 Federal share and \$35,201.73 local share.
- EDP will submit a new EDP fee schedule to the President to review with the President of CUD.
- The 700 gallons per minute booster pump will be installed later in the week. The estimated cost is \$33,000.00.
- The semi-annual tests of the District’s water well as well as CUD’s water well were reviewed.

Upon motion duly made and seconded, the Board voted unanimously to (1) approve the Operation’s Report; (2) approve turning over the accounts finalized with a balance in excess of twenty-five dollars, for collection, if any, and (3) approve the write off of the delinquent uncollectable service accounts finalized with a balance of less than twenty-five dollars, if any.

TERMINATION OF WATER SERVICE

Consideration was then given to the termination of water service to certain delinquent accounts. At this time, the Operator presented to the Board a list of terminations. The Board noted that there were no persons present at the meeting to protest their utility bills and/or the termination of water service to their property.

Upon motion duly made and seconded, the Board voted unanimously to authorize termination of water service with the assistance of a peace officer, if necessary, to the accounts listed in the termination report, a copy of which is attached hereto.

ENGINEER’S REPORT

The Board recognized Mr. Matkin, who presented the Engineer’s Report, a copy of which is on file in the official records of the District.

Lift Station Generator

At the meeting on March 28, 2018, the Board accepted the bid from W.W. Payton (“Payton”) in the amount of \$480,000 for the lift station generator. This project is in progress. Mr. Sarman updated the Board on this project. The electrical engineer is scheduled to visit the site on June 18, 2019.

Sanitary Sewer Rehabilitation Evening Trail

The one-year warranty was conducted with IPR South Central (“IPR”) for the sanitary sewer rehabilitation on Evening Trail. AEI requested the one-year warranty videos for review.

Escrow Release

Mr. Sarman stated that application for release of escrowed funds was submitted to the Texas Commission on Environmental Quality (“TCEQ”) for approval. The funds are for painting the exterior and interior of the elevated storage tanks and replacement of the lift station pumps. The TCEQ has approved the escrow release application. AEI is working with EDP to gather information on the lift stations.

Capacity Request A1 Texas Realty (“A1”)

AEI submitted the Feasibility Study to A1 for review. Mr. Sarman reminded the Board that preliminary findings indicate that the District has sufficient water and wastewater capacity to serve the A1 Tract which is located outside the District’s boundaries. It will be necessary for A1 to (1) extend the District’s water lines in order to obtain water service, and (2) construct a lift station and force main to transport waste from the A1 tract to the District collection system. A1 is evaluating its options.

Building Fire Line 4290 Cypress Hill Drive

Harris County is expected to approve the easement for the meter vault later this month.

Ground Storage Tank Hatch Inspection

Both 210,000-gallon ground storage tanks were inspected on May 23, 2019. Mr. Matkin then reviewed with the Board the results of the inspection.

Booster Pump

The booster pump needs to be replaced with a 700 gpm pump. AEI received the specifications from EDP. AEI will notify the TCEQ of the change in pump size.

District Utility Map

AEI is updating the utility map to correct location of valves and fire hydrants.

AEI Fees

AEI’s engineering and cost summary is attached to the Engineer’s Report.

Upon motion duly made and seconded, the Board voted unanimously to approve the Engineer’s Report, and Pay Estimate 3 to IPR.

ATTORNEY’S REPORT

The Board recognized Ms. Parker, who presented the Attorney’s Report.

Rate Order

No action was taken on the Rate Order.

Legislative Update

Mr. LaRue then updated the Board on legislative matters.

Joint Facilities Contract

Director Papp stated that he is reviewing the Joint Facilities Contract, and the ratios for cost sharing.

Unclaimed Property Report

Consideration was next given to a proposed Resolution Regarding Unclaimed Property.

Ms. Parker noted that as of March 1 of each year property that is presumed to be abandoned, must be reported and released to the Comptroller on or before July 1.

Upon motion duly made and seconded, the Board voted unanimously to approve the Resolution Regarding Unclaimed Property, a copy of which is on file in the official records of the District.

STRATEGIC PARTNERSHIP AGREEMENT (“SPA”)

The Board recognized Director Papp, who presented the SPA Report.

APPROVE AND TAKE ACTION ON NEWSLETTER

There was no action on the newsletter.

UPDATE ON WEBSITE

The Board agreed to call a special meeting in July to discuss the website.

NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY REPORT (“RWA”)

A report on the RWA was then given.

PONDEROSA JOINT POWERS AUTHORITY (“PJPA”) REPORT

The PJPA report was then presented, a copy of which is on file in the official records of the District.

ASSOCIATION OF WATER BOARD DIRECTORS (“AWBD”)

Director Papp reported on the AWBD meeting held earlier in the month.

PARK COMMITTEE

There was no report on the Cypress Creek Greenway Project.

DISTRICT OFFICE

The Board then considered engaging the services of a maintenance person to clean the District office.

Upon motion duly made and seconded, the Board voted unanimously to engage the services of a maintenance person to clean the office at a cost not to exceed \$100 per month.

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There being no further business to come before the Board, upon motion duly made and seconded, the Board voted unanimously to adjourn.

PASSED AND APPROVED

July 15, 2019
Date


Secretary of the Board of Directors