

# HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 368

## Minutes of Meeting Thursday, December 18, 2014

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 368 (the "District") met in regular session, open to the public, at 6:30 p.m. on Thursday, December 18, 2014 at the District's regular meeting place, Graceview Baptist Church, 25510 Tomball Parkway, Tomball, Texas, whereupon the roll was called of the members of the Board to-wit:

Roy P. Lackey	President
Tiffani C. Bishop	Vice President/Investment Officer
Sharon L. Cook	Secretary
Eric Daniel	Treasurer
Allison V. Dunn	Assistant Secretary

All members of the Board were present, thus constituting a quorum. Consultants in attendance were: Mike Plunkett of Eagle Water Management, Inc. ("Operator"); Katherine Turner of Municipal Accounts and Consulting, L.P. ("MAC" or "Bookkeeper"); Kristen Scott of Bob Leared Interests Inc. ("Tax Assessor/Collector"); Andrew Dunn of On-Site Protection, LLC ("On-Site"); Sergeant Romero, Corporal Thomason, and Deputies Colley and Scott of the Harris County Precinct 4 Constable's Office ("HCCO"); Robin Gribble and Tommy Walker of WCA Waste Corporation of Texas ("WCA"); Andrew P. Johnson, III, attorney, and Mirna Croon, paralegal, of Johnson Petrov LLP ("JP" or "Attorney"). Also present was Katy Heusdain, a resident of the District.

The President called the meeting to order at 6:38 p.m., and in accordance with the notice posted pursuant to law, the following business was transacted:

I. **Public Comment.** The President recognized Ms. Heusdain who discussed water billing issues stating that her monthly usage has been fluctuating greatly with her last month's bill exceeding \$800. Ms. Heusdain stated that her family is not a high water user and no leak was detected by a plumber. Mr. Plunkett stated that a new meter was installed at the property, thus it appears that water is going through the meter. Extensive discussion ensued. Mr. Plunkett recommended Ms. Heusdain to monitor the meter for any signs of escalated usage. Mr. Plunkett also recommended the Board to adjust Ms. Heusdain's last water bill to the base rate. Mr. Plunkett stated that Eagle will contact the customer regarding the final adjusted amount.

Next, upon motion by Director Bishop, seconded by Director Lackey, after full discussion and with all Directors present voting aye, the Board authorized adjustment of the customer's water bill as recommended by the Operator.

## II. **Security Matters;**

A. **Security Report.** Sergeant Romero reviewed the Constable's security report for November 2014. Mr. Dunn next reported on crime statistics in the area and

presented the On-Site security report, a copy of which is attached hereto as Exhibit "A".

III. **General Business.**

- A. Emergency Operations and Repairs to District Facilities. Mr. Plunkett reported that a sampler at the Wastewater Treatment Plant will need to be replaced at an approximate cost of \$6,200.
- B. Changes and Additions to District website. There were no matters to report.
- C. Monthly Recycling Report. The Board reviewed the November recycling report prepared by Residential Recycling of Texas, a copy of which is attached hereto as Exhibit "B".
- D. Annual Agenda for 2015. Upon motion by Director Cook, seconded by Director Bishop, after full discussion and with all Directors present voting aye, the Board approved the Annual Agenda for 2015, a copy of which is attached hereto as Exhibit "C".
- E. WCA Report. The President recognized Ms. Gribble who introduced Mr. Walker.  
  
[Ms. Gribble and Mr. Walker departed the meeting.]
- F. Authorize attendance at Mid-Winter Annual Association of Water Board Directors ("AWBD") Conference. The Board then discussed authorizing the Directors' attendance at the AWBD Mid-Winter Conference to be held in Austin, Texas from January 16 through January 18, 2015. Upon motion by Director Cook, seconded by Director Bishop, after full discussion and with all Directors present voting aye, the Board authorized the Directors' attendance at said conference.
- G. Review Directors Reimbursement Policy The Board reviewed the District's Reimbursement Policy and concurred that no changes are needed at this time.

IV. **Tax Assessor/Collector's Report.** The President recognized Ms. Scott who presented and reviewed the Tax Assessor/Collector's Report for the month of November 2014, a copy of which is attached hereto as Exhibit "D". Ms. Scott reported that 99.622% of the District's 2013 tax levy had been collected as of November 31, 2014.

Next, upon motion by Director Daniel, seconded by Director Cook, after full discussion and with all Directors present voting aye, the Board (i) approved the Tax Assessor/Collector's Report; and (ii) authorized payment of checks numbered 1026 through 1031 from the Tax Account.

V. **Bookkeeper's Report.** Ms. Turner next reviewed the Bookkeeping Report, a copy of which is attached hereto as Exhibit "E".

Next, upon motion by Director Cook, seconded by Director Daniel, after full discussion, and with all Directors present voting aye, the Board voted to (i) approve the Bookkeeping Report; and (ii) authorize payment of Check Nos. 12816 through 12907 from the Operating Fund.

VI. **Engineer's Report.** There were no matters to report.

VII. **Attorney's Report.**

A. Proposed Water Supply Agreement with HCMUD No. 273. Mr. Johnson reported on his meeting with the District's Engineer regarding the proposed conditions to the Agreement stating that the draft Agreement will be presented to the Board at the next meeting.

B. Real Estate matters update. There were no matters to report.

C. Approval of minutes of the December 4, 2014 Board meeting. Upon motion by Director Dunn, seconded by Director Lackey, after full discussion and with all Directors present voting aye, the Board approved the minutes of the December 4, 2014 meetings as amended.

VIII. **Adjournment.** With no additional matters before the Board, the Board adjourned the meeting at 7:47 p.m.

Passed and approved this 6<sup>th</sup> day of January, 2015.



  
Secretary, Board of Directors

**Exhibits:**

- "A" Security Report
- "B" Recycling Report
- "C" Annual Agenda for 2015
- "D" Tax Assessor/Collector's Report
- "E" Bookkeeper's Report