

SPRING CREEK FOREST PUBLIC UTILITY DISTRICT

Minutes of Meeting of Board of Directors

May 8, 2018

The Board of Directors (“Board”) of Spring Creek Forest Public Utility District (“District”) met at 2727 Allen Parkway, Suite 1100, Houston, Texas, on May 8, 2018, in accordance with the duly posted notice of said meeting, with a quorum of directors present, as follows:

R. W. (Rick) Kehlenbach, President
Wayne Cherry, Vice President
Tom Buffington, Director
Kennon Evett, Jr., Director

and the following was absent:

Janet E. Frakes, Secretary.

Also present were Ms. Claudia Redden, representing the District’s bookkeeper; Mr. Jeff Sonnheim, representing the District's tax assessor/collector; Mr. Mark Ivy, representing the District's operator; Mr. Jason Eldridge, representing the District’s engineer; and Ms. Lori G. Aylett, attorney for the District.

The President called the meeting to order and declared it open for such business as might properly come before it.

1. Minutes of the meeting held April 10, 2018 were presented for the Board's review and approval. Upon motion duly made, seconded and unanimously carried, the Board approved the minutes as presented.

2. The Board President executed certificates of election indicating that Kennon Evett, Jr., R. W. (Rick) Kehlenbach, and Tom Buffington were elected without opposition, and the Board accepted the certificates of election as presented. The Directors presented their statements of officer, letter of qualifications, and oaths of office. They also completed conflict of interest disclosure statements, information regarding closure of certain public information, and received a memorandum regarding completion of required open meetings and public information act training. Upon unanimous vote, the Board accepted the oaths of office of Directors Evett, Kehlenbach, and Buffington as presented.

3. Mr. Jeff Sonnheim presented the tax assessor/collector’s report, a copy of which is attached. The report reflects that 2017 taxes are 96.7% collected. All prior years are over 99% collected or better. Three checks were presented for the Board’s review and approval. Upon unanimous vote, the Board approved the tax assessor/collector's report as presented.

4. Mr. Mark Ivy presented an operations report, a copy of which is attached. The District accounted for 95.54% of the water produced during the month of March. The District billed \$89,218.84 and collected \$71,854.45. The District has 809 connections. 2.104

million gallons of water came from the North Harris County Regional Water Authority, and the District pumped 6.685 million gallons of water from its wells.

Upon unanimous vote, the Board approved the operations report as presented.

5. Mr. Jason Eldridge presented an engineer's report, a copy of which is attached. The engineer reported that all submittals for the force main project have been reviewed. The engineer reported that the contractor is going to send the affected residents notification by door tags. The engineer received a request for drawings on the site behind Dairy Queen at 17003 Seven Pines Drive for a possible office building. The Board requested that the engineer provide them with a copy of the resident notification door tags. Upon unanimous vote, the Board approved the engineer's report as presented.

6. The Board conducted its annual review of the Code of Ethics. The attorney provided copies for each Board member and reminded them of their ongoing requirement to conduct District business in accordance with the Code of Ethics. The attorney noted that she did not have any recommended changes to the document.

7. The attorney presented Director / Agent Conflict of Interest questionnaires to each of the directors. The directors completed the questionnaires, noting no conflicts.

8. Claudia Redden presented a bookkeeper's report, a copy of which is attached. After discussion, upon unanimous vote, the Board approved the bookkeeper's report and payment of the bills listed thereon.

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

Secretary