

## **SPRING CREEK FOREST PUBLIC UTILITY DISTRICT**

Minutes of Meeting of Board of Directors

February 12, 2019

The Board of Directors (“Board”) of Spring Creek Forest Public Utility District (“District”) met at 2727 Allen Parkway, Suite 1100, Houston, Texas, on February 12, 2019, 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

and the following was absent:

Janet E. Frakes, Secretary  
Kennon Evett, Jr., Director.

Also present were Ms. Kelly Trebing, representing the District’s bookkeeper, Ms. Jennifer Landreville representing the District's tax assessor/collector; Mr. Mark Ivy, representing the District's operator; Ms. Amber Hurd, 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. In the absence of the Secretary, Director Cherry was appointed Secretary Pro Tempore.

1. Minutes of the meeting held January 8, 2019 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. Ms. Jennifer Landreville presented the tax assessor/collector’s report, a copy of which is attached. The report reflects that 2018 taxes are 73.5% collected. All prior years’ tax collections are over 99% collected. Five checks were presented for the Board’s review and approval. Upon unanimous vote, the Board approved the tax assessor/collector's report as presented.

3. There was presented the attached Resolution Authorizing Challenge to the Appraisal Roll. The attorney noted that the preliminary tax roll comes out in May, and the tax assessor has a limited amount of time to review the roll and challenge any errors or omissions that are found. The tax assessor should be authorized to make such challenges on the District’s behalf. Upon unanimous vote, the Board approved the resolution as presented.

4. Mr. Mark Ivy presented an operations report, a copy of which is attached. The District accounted for 96.70% of the water produced during the month of December. The District billed \$74,853.46 and collected \$89,884.75. The District has 811 connections. 2.927 million gallons of water came from the North Harris County Regional Water Authority, and the

District pumped 2.673 million gallons of water from its wells. The operator reported the District has one fire hydrant that was damaged and is no longer in service. The fire hydrant cannot be dug up, so the operator recommended abandoning the hydrant in place and putting a new hydrant nearby. In the meantime, the old hydrant has been clearly marked as out of service, and when it is abandoned, it will be cut off at ground level. The Board concurred with the operator's recommendations. Upon unanimous vote, the Board approved the operations report as presented.

5. Ms. Amber Hurd presented an engineer's report, a copy of which is attached. The engineer reported the contractor for the force main replacement is 85% complete. The engineer recommended approval of Pay Application No. 4 in the amount of \$101,696.76 and Pay Application No. 5 in the amount of \$67,735, and the Board concurred. The engineer reported the contractor damaged an 8" sanitary sewer line off of Wimbledon Forest Drive. The line has since been repaired, and it was shown correctly in the plans. Therefore, it appears to be the contractor's error. Upon unanimous vote, the Board approved the engineer's report as presented.

6. As discussed at the last meeting, the District received a letter from the Harris County Flood Control District stating that they will no longer mow or maintain certain segments of a flood control channel. According to the Flood Control District, Spring Creek Forest PUD has an easement interest in the tracts in question. The Flood Control District is requiring the District to repair deficiencies before they will accept the channel for permanent maintenance. Lori Aylett verified through a title search company that the easements on the flood control channel were in fact in the name of Spring Creek Forest Public Utility District. Amber Hurd stated that she was in the process of putting together a cost estimate to bring the easements up to Harris County Flood Control standards. The Board authorized the engineer to complete the cost estimate. Harris County Flood Control District had also suggested in their correspondence that District representatives meet with them to discuss the repair work. The engineer will schedule a meeting with the Flood Control District, and Director Cherry stated that he would like to attend if possible.

7. The attorney noted that the District was required to review the FTC identity theft red flag program on an annual basis. The attorney recommended that no changes be made to the program. Accordingly, upon motion duly made, seconded and unanimously carried, the Board voted unanimously to adopt the attached Resolution Affirming Identity Theft Prevention Program.

8. The attorney for the District then discussed with the Board the requirements of Senate Bill 625. The law requires districts to annually provide certain records and information concerning the District's finances and tax rates to the Texas Comptroller of Public Accounts. The comptroller has created a special information database on their website, where the information will be assembled, updated, and made available to the public free of charge. The required information is already publically available in other places, but the law requires submission of the information to the comptroller. The information includes the name of the District, the names of the Board members, any employees, addresses, websites if applicable, names of certain consultants, the total amount of bonds authorized by District voters, the aggregate principal amount of bonds issued, the tax rate, and audited financial information. Upon

unanimous vote, the Board authorized the attorney to prepare and file the required report by the April 1, 2019 deadline.

9. The District received written notice that their current website provider, Drawhorn.com, is going to close their business. Drawhorn.com will continue to host the website and provide updates until a replacement firm is selected. The Board will review a presentation for website services from Off Cinco.

10. Ms. Kelly Trebing 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.

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Secretary