

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

Minutes of Meeting of Board of Directors

September 12, 2017

The Board of Directors ("Board") of Spring Creek Forest Public Utility District ("District") met at 2817 W. Dallas, Houston, Texas, on September 12, 2017, in accordance with the duly posted notice of said meeting, with a quorum of directors present, as follows:

R. W. (Rick) Kehlenbach, President

Janet E. Frakes, Secretary

Wayne Cherry, Director

Tom Buffington, Director

and the following absent:

None.

Also present were Mr. Jeff Sonnheim, representing the District's tax assessor/collector; Mr. Mark Ivy, representing the District's operator; Ms. Amber Hurd, representing the District's engineer; Ms. Anthea Moran, representing the District's financial advisor; Mr. Kennon Evett, a resident of the District; 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 August 8, 2017 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 then considered appointment of a director to fill the vacancy on the Board left by the resignation of Derek Drawhorn. Kennon Evett was in attendance at the meeting and indicated his willingness to accept the position. There was presented for Board consideration the attached Order Appointing Director, which order would provide for the appointment of Kennon Evett to fill the vacancy on the Board. Mr. Evett completed a qualification letter and a statement of appointed officer and oath of office as required by the Texas Constitution. After discussion, upon motion duly made, seconded and unanimous carried, the Board voted to adopt the attached Order Appointing Director, approved the qualifications and statement as well as the oath of office for Director Evett, and declared him to be fully qualified to enter into a term as a member of the Board of Directors. Mr. Evett also completed a questionnaire regarding potential conflicts of interest and received a DVD for required Public Information Act/Open Meetings Act training. Mr. Evett participated in the remainder of the meeting.

3. Mr. Jeff Sonnheim presented the tax assessor/collector's report, a copy of which is attached. The report reflects that 2016 taxes are 99.2% collected. All prior years are over 99% collected or better. Two checks were presented for the Board's review and approval. Mr. Sonnheim requested write-off of two uncollectible accounts in the total amount of \$384.32,

and the Board approved the request. Upon unanimous vote, the Board approved the tax assessor/collector's report as presented.

4. The Board then recognized Ms. Anthea Moran who reviewed with the Board the 2017 certified tax value provided by the Harris County Appraisal District and presented schedules supporting the financial advisor's recommendation with respect to the District's 2017 debt service and maintenance taxes. After careful consideration, upon unanimous vote, the Board authorized publication of notice of a public hearing to consider a proposed debt service tax of \$0.28 and a proposed maintenance tax of \$0.19 for a total combined proposed tax levy of \$0.47 per \$100 assessed valuation, with a public hearing to be held at the Board meeting on October 10, 2017.

5. Mr. Mark Ivy presented an operations report, a copy of which is attached. The District accounted for 95.3% of the water produced during the month of July. The District billed \$105,460.78 and collected \$99,853.91. The District has 809 connections. 9.69 million gallons of water came from the North Harris County Regional Water Authority, and the District pumped 3.409 million gallons of water from its wells.

The operator reported that some fire hydrants were repaired during the month.

The operator next reported on the status of District facilities after Hurricane Harvey. The operator reported that the District's facilities, force main crossings across Cypress Creek, and wells fared well and performed as they should; however there was a downed power line that resulted in loss of power to the water plant. The Lafone Estates Lift Station had some issues, but no sewer backups were experienced by residents. The North Harris County Regional Water Authority discontinued surface water supply during the hurricane. The operator reported that meters were read a couple of days late due to the storm. The operator recommended waiving late fees and water terminations for September, and the Board concurred.

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

6. Ms. Amber Hurd presented an engineer's report. The engineer requested authorization to advertise the force main project, and the Board approved. The engineer continues to work with property owners on obtaining temporary easements. The engineer will coordinate dates for a public meeting with residents affected by the force main project. Upon unanimous vote, the Board approved the engineer's report as presented.

7. In the absence of the bookkeeper, the Board reviewed a written 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