

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

### **Minutes of Meeting of Board of Directors**

**August 14, 2018**

The Board of Directors (“Board”) of Spring Creek Forest Public Utility District (“District”) met at 2727 Allen Parkway, Suite 1100, Houston, Texas, on August 14, 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; Ms. Cindi Oliver, representing the District’s tax assessor/collector; Mr. Mark Ivy, representing the District’s operator; Ms. Amber Hurd, representing the District’s engineer; Ms. Tiana Smith, representing Waste Management; Mr. Ephesien Vincent; 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 July 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. Ms. Cindi Oliver presented the tax assessor/collector’s report, a copy of which is attached. The report reflects that 2017 taxes are 99.2% 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. Mr. Mark Ivy presented an operations report, a copy of which is attached. The District accounted for 97.21% of the water produced during the month of June. The District billed \$107,111.97 and collected \$106,435.25. The District has 809 connections. 6.989 million gallons of water came from the North Harris County Regional Water Authority, and the District pumped 5.015 million gallons of water from its wells. Upon unanimous vote, the Board approved the operations report as presented.

4. Ms. Amber Hurd presented an engineer’s report, a copy of which is attached. The engineer reported the construction staking for the force main reconstruction project is complete. Resicom plans to break ground this week and their goal is to install 500 feet of pipe per week. Upon unanimous vote, the Board approved the engineer’s report as presented.

5. The Board next considered a proposal from Drawhorn.com; the Company presented two options for website support services. The Board selected Option 1 for \$280 per month and authorized the Board President to execute a proposal for website services.

6. The Board deferred discussion of annual maintenance for the arbitrage analysis report as the report was not yet available for review.

7. Ms. Tiana Smith of Waste Management addressed the Board about her Company's contract. She stated that Waste Management is replacing its rear load trucks with side loaders, and hence Waste Management will not longer be able to provide backdoor garbage pickup service. She presented a notice of termination, which indicated that Waste Management's services will expire September 30. The Board requested and received a commitment from Ms. Smith that Waste Management would continue to provide services through October 31 to ensure a smooth transition.

The Board instructed the attorney to send a request for proposals for back door garbage collection.

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.

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Secretary