

SPRING CREEK FOREST PUBLIC UTILITY DISTRICT

Minutes of Meeting of Board of Directors

December 11, 2018

The Board of Directors (“Board”) of Spring Creek Forest Public Utility District (“District”) met at 2727 Allen Parkway, Suite 1100, Houston, Texas, on December 11, 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. 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 November 13, 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. Jennifer Landreville presented the tax assessor/collector's report, a copy of which is attached. The report reflects that 2017 taxes are 99.6% collected and 2018 taxes are 7.3% 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 94.89% of the water produced during the month of October. The District billed \$78,942.47 and collected \$94,395.58. The District has 807 connections. 3.775 million gallons of water came from the North Harris County Regional Water Authority, and the District pumped 2.881 million gallons of water from its wells. The operator reported there is a waterline leak near the fountain at the entrance of the District, and the operator is in the process of making repairs. 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. With regard to the force main reconstruction project, the engineer reported the project 65% complete. The engineer recommended approval of Pay Application No. 3 in the amount of \$130,131, and the Board concurred. The engineer also noted that the contractor requested

additional days to complete the project, due to weather delays. The engineer recommended approval of the extra days, and the Board concurred.

Ms. Hurd also presented a utility commitment for 17007 Seven Pines Drive; the request is for a 2,500 square-foot hair salon and will use 5.44 ESFC. The original proposal had requested 9.68 ESFC. Upon unanimous vote, the Board approved the engineer's report as presented and approved the utility commitment as presented.

5. The Board considered renewal of stormwater quality permits for the Cypress Trace Detention Pond and the Spring Creek Court Detention Pond. The attorney presented renewal proposals from Storm Maintenance and Monitoring, along with the necessary permit renewal documents. Upon unanimous vote, the Board approved renewal of the permits and authorized acceptance of the renewal proposals from Storm Maintenance and Monitoring.

6. Lori Aylett reported that pursuant to Texas law, all entities with the power of eminent domain must annually submit certain information to the Texas Comptroller. The District will be required to submit not later than February 1st of each year a report containing records and other information needed for the Controller's eminent domain database, including the following: (i) name, (ii) address and public contact information, (iii) the name of a representative and their contact information, (iv) the type of entity, (v) each provision of law that grants the District eminent domain authority, (vi) the focus or scope of eminent domain authority, (vii) the earliest date on which the District had the authority to exercise eminent domain, (viii) the District's taxpayer identification number, if any, (ix) whether the District exercised its eminent domain authority in the preceding calendar year by filing a condemnation petition, and (x) the District's website address or, if it does not have one, the contact information to enable a member of the public to obtain information from the District. The attorney requested that the Board authorize her office to file the annual report with the Texas State Comptroller not later than the February 1, 2019 deadline. Upon unanimous vote, the Board authorized the attorney to make the submission as required by law.

7. The Board reviewed 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