

SPRING CREEK FOREST PUBLIC UTILITY DISTRICT

Minutes of Meeting of Board of Directors

July 9, 2019

The Board of Directors (“Board”) of Spring Creek Forest Public Utility District (“District”) met at 2727 Allen Parkway, Suite 1100, Houston, Texas, on July 9, 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
Janet E. Frakes, Secretary
Tom Buffington, Director.

and the following was absent:

Kennon Evett, Jr., Director.

Also present were Ms. Claudia Redden, representing the District’s bookkeeper; Ms. Jennifer Landreville, 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 June 11, 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 97.9% collected. All prior years’ tax collections are over 99% collected. Four 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 92.44% of the water produced during the month of May. The District billed \$94,790.50 and collected \$95,259.48. The District has 811 connections. 7.051 million gallons of water came from the North Harris County Regional Water Authority, and the District pumped 2.183 million gallons of water from its wells. The operator reported that there was a power outage in the neighborhood. Power to homes was restored, but the water plant runs on three-phase power, and that was not functioning. The generator worked appropriately and supplied power for the duration of the outage. The operator received three water quality calls, and the operator flushed the lines in response. Upon unanimous vote, the Board approved the operations report as presented.

4. Mr. Jason Eldridge presented an engineer's report, a copy of which is attached. The engineer reported the force main project has two remaining punch list items. The contractor still needs to do site restoration work and remove the columns at the Cypress Creek drainage channel. The contractor has claimed that there is a plan discrepancy on the number of columns to be removed and has requested overrun of the bid item. The Board noted the contractor may have misinterpreted the bid item. The Board noted that it did not have enough information to respond to the contractor's request for additional compensation, as the attorney had not yet had an opportunity to review the contract or the terms of the dispute. It did appear from a review of the bid tabulation that all other bidders understood that they were bidding on two pipe crossings, not two support columns. The engineer noted that there were a total of eight support columns on the two crossings. The attorney will review the contract, as well as the contractor's request, to determine whether there is a discrepancy in the bid documents or in the contractor's bid. Upon unanimous vote, the Board approved the engineer's report as presented.

5. Ms. 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.

6. The Board considered an e-cycling event in the fall and will discuss the event with the Property Owners Association to determine a date that works best for all concerned.

7. Ms. Aylett presented correspondence from Houston-Galveston Area Council regarding a Watershed Protection Plan for Cypress Creek.

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

9. Under pending business, Director Kehlenbach stated that he will not be able to attend the August Board meeting.

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


Secretary