

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 415

January 24, 2018

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 415 (the "District") met in regular session, open to the public, on January 24, 2018, at the offices of The Signorelli Company, 1400 Woodloch Forest Drive, Suite 200, The Woodlands, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Michael Maher	President
Jeff Goebel	Vice President
Christopher Chapman	Secretary
Blair Jackson	Assistant Secretary
Steve Sample	Assistant Vice President

and all of the above were present except Directors Sample and Goebel, thus constituting a quorum.

Also present at the meeting were Shannon Waugh of Off Cinco; Fred Seidl, Patricia Morelen, Carol Blankenship and Jim Blankenship, residents of the District; Trina Kilgore of Inframark, LLC ("Inframark"); Michael Arterburn of Utility Tax Service, LLC; Stephanie Viator of District Data Services, Inc.; Jason Schultz of Dannenbaum Engineering Corporation ("Dannenbaum"); Jeff Dewese of The Signorelli Company; and Robert A. Seale and Alyssa Ollwerther of Allen Boone Humphries Robinson LLP ("ABHR").

APPROVE MINUTES

The Board considered approving the minutes of the meeting held October 25, 2017. After review and discussion, Director Jackson moved to approve the minutes as presented. Director Chapman seconded the motion, which carried by unanimous vote.

PUBLIC COMMENTS

Ms. Morlen discussed drainage ditches along Carriage View Lane. Mr. Schultz and Mr. Seale stated they would confirm that the City of Houston (the "City") is responsible for the maintenance of the drainage ditches.

Mr. Seidl stated that the posting boxes where the District's agendas are posted need to be replaced. Ms. Kilgore stated that Inframark will replace the posting boxes.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Viator distributed and reviewed the bookkeeper's report, including a list of checks presented for payment, a copy of which is attached. Following review and discussion, Director Jackson moved to approve the bookkeeper's report and payment of the bills listed in the report. Director Chapman seconded the motion, which carried by unanimous vote.

## ACCEPT ANNUAL DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

Mr. Seale stated that in accordance with the District's Investment Policy, Ms. Viator, as the District's bookkeeper and Investment Officer, is required to execute disclosure statements that disclose any relationships with banks and brokers who seek to sell investments to the District. He added that the Disclosure Statements will be filed with the Texas Ethics Commission. After review and discussion, Director Chapman moved to accept the Disclosure Statements pursuant to the District's Investment Policy and the Public Funds Investment Act and direct that the statements be filed appropriately and retained in the District's official records. Director Maher seconded the motion, which carried unanimously.

## REVIEW, REVISE, AND ADOPT RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE DISTRICT MAY ENGAGE IN INVESTMENT TRANSACTIONS

Mr. Seale reviewed a Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. Following review and discussion, Director Chapman moved to adopt the Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions and direct that the Resolution be filed appropriately and retained in the District's official records. Director Maher seconded the motion, which passed by unanimous vote.

## TAX ASSESSMENT AND COLLECTION MATTERS

Mr. Arterburn presented and reviewed the tax assessor/collector's reports for October, November, and December, copies of which are attached. He reported that the District's 2017 taxes were 68.34% collected as of December 31, 2017. Following review and discussion, Director Jackson moved to approve the tax assessor/collector's reports and payment of the tax bills. Director Chapman seconded the motion, which passed by unanimous vote.

## ENGINEERING MATTERS

Mr. Schultz presented the engineer's report, a copy of which is attached, and updated the Board on engineering matters in the District.

Mr. Schultz updated the Board on the clearing and grubbing of Commons Waterway, Section 6. He stated that K&K Earthworks, LLC, is addressing punch list items. Mr. Schultz added that there were no new pay estimates at this time.

Mr. Schultz updated the Board on the construction of water, sewer, and drainage facilities to serve Commons Waterway, Section 6. He reviewed and recommended approval of Pay Estimate Nos. 1, 2, and 3, in the amounts of \$142,580.70, \$121,603.50, and \$210,235.50, respectively, payable to Big State Excavation, Inc.

Mr. Schultz updated the Board on the clearing and grubbing of The Crossing at the Commons of Lake Houston, Section 2.

Mr. Schultz updated the Board on the construction of water, sewer, and drainage facilities to serve The Crossing at the Commons of Lake Houston, Section 2.

Mr. Schultz stated that Dannenbaum is continuing to work with the City on the City's acceptance of lift station no. 1. Mr. Seale added that the underlying real estate conveyance documents for the lift station have been executed and recorded.

After review and discussion, Director Chapman moved to (1) approve the engineer's report; and (2) approve Pay Estimate Nos. 1, 2, and 3, in the amounts of \$142,580.70, \$121,603.50, and \$210,235.50, respectively, payable to Big State Excavation, Inc., for the construction of water, sewer, and drainage facilities to serve Commons Waterway, Section 6. Director Jackson seconded the motion, which passed by unanimous vote.

## DEVELOPER PARTICIPATION CONTRACT FOR COMMONS WATERWAY, SECTION 8

Mr. Schultz stated that the District's Developer Participation Contract with the City of Houston (the "City") for Commons Waterway, Section 8, has been extended for one more year.

## REPORT ON DEVELOPMENT IN THE DISTRICT

Mr. Dewese reported on development in the District.

## OPERATION OF DISTRICT FACILITIES

Ms. Kilgore reviewed the October, November, and December operator's reports, copies of which are attached. Following review and discussion, Director Jackson moved to approve the operator's reports. Director Chapman seconded the motion, which passed unanimously.

## STORM WATER PERMITTING AND MAINTENANCE MATTERS

There was no discussion on this agenda item.

## ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY

Mr. Seale reported on the District's compliance activities during the prior calendar year related to bond financings. He stated that no corrective action is required at this time.

## UPDATE OF STATUS OF BOND SALE

Mr. Seale provided an update on the status of the upcoming bond sale. He reminded the Board that the financial advisor recommended that the bond sale be delayed due to Hurricane Harvey.

## DISTRICT WEBSITE MATTERS

Ms. Waugh presented a preliminary District website created by Off Cinco. She stated that the website would be live by the next Board meeting, once ABHR has a chance to review and approve the information presented.

## 2018 DIRECTORS ELECTION

Mr. Seale discussed procedures related to the 2018 Directors Election. He reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2018 Directors Election Period.

Mr. Seale reported on requirements to file a Notice of Deadline to File Applications for Place on the Ballot for the 2018 Directors Election.

Mr. Seale discussed exemptions from using electronic voting systems during the 2018 Directors Election. He stated that the basis of the District's exemption is cancellation of the 2016 Directors Election.

The Board discussed pay for election officials during the 2018 Directors Election.

Mr. Seale reported the District is required to call the 2018 Directors Election by February 26, 2018. He presented an Order Calling Directors Election.

Following discussion, Director Chapman moved to (1) adopt a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2018 Directors Election Period reflecting the appointment of Alyssa Ollwerther as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District's official records; (2) authorize the Secretary's agent to post the Notice of Deadline to File Application for Place on the Ballot as required; (3) authorize the Secretary's agent to publish a Notice of Exemption in a newspaper of general circulation; (4) set the pay for election officials at \$15.00 per hour; (5) approve the Order Calling Directors Election; and (6) authorize posting of a Notice of Election, if necessary. Director Jackson seconded the motion, which was approved by unanimous vote.

#### BOARD MEETING SCHEDULE

The Board agreed to hold its next regular meeting on March 28, 2018, at 9:30 a.m. at the offices of The Signorelli Company.

#### ACCEPT RESIGNATION OF DIRECTOR SAMPLE AND APPOINTMENT OF NEW DIRECTOR

Mr. Seale stated that the District is in receipt of the resignation from Steve Sample. After review and discussion, Director Maher moved to accept the resignation from Steve Sample. Director Chapman seconded the motion, which carried unanimously.

The Board next considered appointing a new director to the Board. After discussion, Director Maher moved to appoint Patricia Morlen to the Board of Directors. Director Chapman seconded the motion, which carried unanimously. Mr. Seale stated that the March agenda would reflect all the new director items for Ms. Morlen.

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



A handwritten signature in black ink, appearing to be "AM", written over a horizontal line.

Secretary, Board of Directors

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