

HARRIS COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 116  
MINUTES OF BOARD OF DIRECTORS MEETING

March 11, 2019

The Board of Directors (the "Board") of Harris County Water Control and Improvement District No. 116 (the "District") met in special session, open to the public, on Monday, March 11, 2019, at 2:15 p.m., at 5300 Coral Gables, located within the boundaries of the District, pursuant to the notice of said meeting, posted in accordance with Chapter 551, Texas Government Code; whereupon, the roll was called of the members of the Board, to-wit:

Les Griffith	President
Bob Warner	Vice President
Frank Sklenka	Secretary
Jeff Handojo	Asst. Secretary/Treasurer
Cheston Cooper	Asst. Treasurer

All members of the Board were present, except Directors Sklenka and Cooper, thus constituting a quorum. Others in attendance were: Messrs. Karl Skarboszewski and Nathan White of Texas Operations & Professional Services ("TOPS" or the "Operator"), operators for the District; Ms. Jamie O'Boyle, Administrative Assistant for the District and Huntwick Recreational Facilities ("HRF") Event Coordinator; Mr. Dale Hilpert, HRF Operations and Maintenance Coordinator; Mr. Steve Haskins of Protocol Bookkeeping, Inc. (the "Bookkeeper"), bookkeepers for the District; and Ms. Regina D. Adams and Ms. Monica A. Garza, attorneys, and Ms. Carla Christensen, paralegal, of Radcliffe Bobbitt Adams Polley PLLC ("RBAP"), attorney for the District.

The President, after finding that notice of the meeting was posted as required by law and determining that a quorum of the Board was present, called the meeting to order and declared it open for such business as may regularly come before it.

PUBLIC COMMENTS

There were no public comments at this time.

HRF REPORT

Ms. O'Boyle presented to and reviewed with the Board the HRF Report and Maintenance Report, copies of which are attached hereto.

Ms. O'Boyle next reviewed with the Board the February 2019 and March 2019 HRF Clubhouse and Donut Lake Maintenance Report, a copy of which is attached hereto.

Ms. O'Boyle reported that tennis court nos. 7 and 8 at Donut Lake are scheduled to be resurfaced later in the week and court nos. 5 and 6 will be resurfaced sometime next year. Ms. O'Boyle stated that Director Griffith is coordinating with Patriot Courts regarding the coordinated paint color for the pickleball lines on tennis court nos. 3 and 4.

Ms. O'Boyle reported that Pristine Power Washing will be touching up the paint on the pool patio chairs, pressure washing pool areas, cleaning the HRF Clubhouse windows and removing pine needles from the roof later in the week.

Ms. O'Boyle then reported that Ms. Danielle Browning's annual HRF Patronage expired on February 28<sup>th</sup> and has not been renewed. Ms. O'Boyle stated that the next Girl Scout troop meeting, that was scheduled by Ms. Browning, at the HRF Clubhouse is slated for March 19<sup>th</sup>. A discussion ensued. The Board requested that Ms. O'Boyle call Ms. Browning the next day regarding the status of her HRF Patronage and, if not responsive, authorized RBAP to correspond with Ms. Browning (via regular mail and certified mail) reminding her of the requirement that she be a current HRF Patron pursuant to the Facilities Use Agreement between the District and the Girl Scouts of San Jacinto Council (dated January 3, 2019) to be valid.

Ms. O'Boyle next reported that Ms. Wanda Baker of the Huntwick Civic Association (the "HCA") has requested use of the pool area to host a crawfish boil for all HRF Patrons on March 30<sup>th</sup>.

Ms. O'Boyle then presented to the Board the Summary Report on HRF Patron activities: 1) 102 Full in-District families; 2) nine (9) Full in-District with extended families; 3) 60 House in-District families; 4) 25 Full out-of-District families; 5) one (1) Full out-of-District with extended family; and 6) five (5) House out-of-District families. Ms. O'Boyle reported that 27 HRF Patrons pay via the monthly payment plan. Ms. O'Boyle noted that one (1) monthly payment plan account is now delinquent. After a brief discussion, Ms. O'Boyle was asked to inform such account holder that the entire remaining amount of the HRF Patron Fees for the year are due immediately and monthly payments are no longer an available payment option for such accounts pursuant to the HRF Rules and Regulations and the District's Rate Order.

Ms. O'Boyle went on to report on upcoming events at the HRF.

Director Handojo reported that the swim team registration is currently scheduled to occur on March 31<sup>st</sup> and April 1<sup>st</sup>. Director Handojo also reported that the swim team has requested to utilize HRF tennis court nos. 1 and 2 on swim team dates. A discussion ensued. The Board requested that Ms. O'Boyle have HRF tennis court nos. 1 and 2 powerwashed prior to swim team season and in anticipation of use by the swim team.

A discussion ensued regarding purchasing a new pool cleaner.

Upon motion by Director Griffith, seconded by Director Handojo, after full discussion and the question being put to the Board, the Board voted unanimously to approve the HRF Report and authorize the purchase of a new pool cleaner.

Mr. Haskins entered the meeting at this time.

Ms. Adams then reminded the Directors that they previously indicated that the District would be interested in registering with a cooperative purchasing program such as the BuyBoard Cooperative Purchasing Program ("BuyBoard"), which assists local governments in reducing costs through government-to-government procurement services. Ms. Adams next reported that her office had provided the Board and Ms. O'Boyle with a link to a demonstration of the BuyBoard website. A discussion ensued. Ms. Adams stated that, in order for the District to join BuyBoard, the Board needs to first enter into an Interlocal Participation Agreement with the Local Government Purchasing Cooperative (the "Interlocal Agreement") and adopt a Resolution Authorizing Execution of the Interlocal Agreement (the "BuyBoard Resolution"). Upon motion by Director Warner, seconded by Director Handojo, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the BuyBoard Resolution and approve and authorize execution of the Interlocal Agreement, copies of which are attached hereto.

Regarding the status of the pool electrical and safety inspections required by Aquatic Management of Houston ("Aquatic"), Ms. O'Boyle reported that Mr. Skarboszewski is coordinating with a licensed electrician to perform the annual pool inspection the week of March 18<sup>th</sup>. Ms. O'Boyle also reported that she is coordinating with Mr. Peter Clark of Aquatic to perform the pool safety inspection the same week as the electrical inspection.

Regarding the status of the pool replastering project by Progressive Commercial Aquatics ("Progressive"), Ms. O'Boyle reported that the project has been completed. Mr. Hilpert noted that he has requested that Progressive clean stains left in the bottom of the pool by Progressive prior to the District making payment in connection with the contract.

No further action was taken, and the meeting was adjourned at 2:51 p.m.

PASSED, APPROVED and ADOPTED this 8<sup>th</sup> day of April, 2019.



A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Secretary, Board of Directors