

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

April 1, 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, April 1, 2019, at 3:00 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:

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| 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 Director Cooper, thus constituting a quorum. Others in attendance were: Ms. Pam Madrigal, P.E., of AEI Engineering, Inc. ("AEI" or the "Engineer"), engineer for the District; Mr. Karl Skarboszewski of Texas Operations & Professional Services ("TOPS" or the "Operator"), operator for the District; Ms. Kristen Pepper of Pepper Well File Management ("Pepper Well"); Ms. Shannon Waugh of Off Cinco; Ms. Jamie O'Boyle, Administrative Assistant for the District and Huntwick Recreational Facilities ("HRF") Event Coordinator; and Ms. Regina D. Adams, attorney, and Ms. Carla Christensen, paralegal, of Radcliffe Bobbitt Adams Polley LLC ("RBAP"), attorneys 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.

PRESENTATION FROM PEPPER WELL FOR ONLINE DISTRICT REPOSITORY AND ELECTRONIC MEETING PACKETS

The President first recognized Ms. Pepper, who presented to and reviewed with the Board Pepper Well's proposal for: 1) the uniform digitization of District documents; 2) the creation of a digital environment in which the Board and consultants can access District data; and 3) the creation of electronic Board meeting packets, a copy of which is attached hereto. An extensive discussion ensued. Ms. Pepper addressed numerous questions from the Board. After additional discussion, Ms. Pepper agreed to provide a video demonstration of a sample online repository for the Director's to review prior to April 18th regular Board meeting.

Ms. Pepper exited the meeting at this time.

REVIEW WEBSITE MATTERS, INCLUDING AMERICANS WITH DISABILITIES ACT (THE "ADA") COMPLIANCE

The President then recognized Ms. Waugh, who presented to and reviewed with the Board Off Cinco's proposal in connection with updating the District's website to be ADA compliant, a copy of which is attached hereto. An extensive discussion ensued and Ms. Waugh addressed numerous questions from the Board regarding Off Cinco's services.

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 accept the proposal from Off Cinco for: 1) redesigning the District's website in a custom layout (\$4,800); 2) monthly hosting and unlimited maintenance (\$250/month); 3) updates to comply with the ADA (\$900); 4) adding Google translation integration (\$100); and 5) making the necessary domain/hosting transfers (\$100).

Ms. Waugh exited the meeting at this time.

DISCUSS STATUS OF GROUND STORAGE TANKS ("GST") ROOF REPLACEMENTS AT WATER PLANT ("WP") NO. 1 AND PROCEEDING WITH ELEVATED STORAGE TANK ("EST") REHABILITATION PROJECT AND TAKE NECESSARY ACTION ON SAME

Ms. Madrigal then reminded the Board that it previously awarded the contract for the WP No. 1 GST roof replacement project to CFG Industries, LLC ("CFG") in the amount of \$499,900. Ms. Madrigal stated that at the previous Board meeting, AEI was authorized to advertise for bids for the EST rehabilitation project, subject to the outcome of AEI's meeting with CFG regarding the construction schedule.

Ms. Madrigal then reported that she met with the owner of CFG on March 19th to discuss the WP No. 1 GST roof replacement project's anticipated completion date and whether the project can be completed prior to the District's peak usage season in the summer. Ms. Madrigal stated that she was informed by CFG's owner that CFG will be unable to complete the roof replacement at the south GST prior to Summer. Ms. Madrigal next presented to and reviewed with the Board a letter from CFG informing the Board that CFG will commence with the replacement of the south GST roof in October, a copy of which is attached hereto. A discussion ensued.

Ms. Madrigal then presented to and reviewed with the Board the updated construction schedule for the: 1) Water Plant No. 1 GST roof replacement project; 2) EST rehabilitation project; and 3) the Water Plant No. 1 motor control center replacement and new building project, a copy of which is attached hereto.

Upon motion by Director Handojo, seconded by Director Sklenka, after full discussion and the question being put to the Board, the Board voted unanimously to acknowledge the letter from CFG.

REVIEW HRF RULES AND REGULATIONS AND TAKE NECESSARY ACTION IN CONNECTION WITH SAME

Ms. Adams stated that Director Griffith requested that the Board review and possibly amend the reservation form for the athletic field at Donut Lake. Ms. O'Boyle then presented to and reviewed with the Board a summary of the current Donut Lake athletic field reservations and associated conflicts, a copy of which is attached hereto. An extensive discussion ensued regarding whether the District should place a limitation on the length of ongoing reservations for the HRF facilities. It was the consensus of the Board to further discuss and take necessary action on such matter at the April 8th special Board meeting and place a moratorium on any additional athletic field reservation requests until action is taken by the Board.

Director Handojo then requested that the Board consider allowing two (2) temporary committees (Security and Communication) of the Huntwick Civic Association (the "HCA") the reduced HRF clubhouse rental rate as the HCA's Architectural Control and Events committees. Upon motion by Director Sklenka, seconded by Director Griffith, after full discussion and the

question being put to the Board, the Board voted three (3) votes in favor, and one (1) abstention, with Director Handojo abstaining, from deliberation and vote to offer an HRF clubhouse rental rate in the amount of \$25.00 per meeting for meetings of the HOA temporary committees (Security and Communications) through the end of calendar year 2019 and with the understanding that such meetings will not exceed two (2) hours.

REVIEW MID-SESSION LEGISLATIVE UPDATE

Ms. Adams next reviewed the RBAP Legislative Update of the 86th Legislature (2019), a copy of which is on file in the records of the District.

Ms. Adams stated that she had nothing further to report.

No further action was taken, and the meeting was adjourned at 5:25 p.m.

PASSED, APPROVED and ADOPTED this 13th day of May, 2019.



Secretary, Board of Directors