

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

August 12, 2019

The Board of Directors (the "Board") of Harris County Water Control and Improvement District No. 116 (the "District") met in regular session, open to the public, on Monday, August 12, 2019, at 3:00 p.m., at 5300 Coral Gables, Houston, Texas 77069, 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 Director Handojo, thus constituting a quorum. Others in attendance were: Ms. Vivian Ewing, resident of the District; the following Heatherloch Municipal Utility District ("Heatherloch MUD") Board of Directors representatives: Ms. Gerry Wright and Messrs. John Spire, John Marks and Barry King; Ms. Renae Ely, paralegal, of Coats Rose, attorney for Heatherloch MUD; Mr. Nate Jackson, P.E. of Jones|Carter, engineer for Heatherloch MUD; Mr. Steve Haskins of Protocol Bookkeeping, Inc. (the "Bookkeeper"), bookkeeper for the District; Ms. Pam Madrigal, P.E., of AEI Engineering, Inc. ("AEI" or the "Engineer"), engineer for the District; Messrs. Karl Skarboszewski and Nathan White of Texas Operations & Professional Services ("TOPS" or the "Operator"), operator for the District; Ms. Pat Hall and Ms. Deborah Bessire of Equi-Tax, Inc. (the "Tax Assessor"), tax assessor/collector for the District; Mr. Bill Blich of Blich Associates, Inc., financial advisor for the District; Mr. Mark Eyring of Mark C. Eyring, PLLC, CPA ("Eyring"), auditor 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; and Ms. Regina D. Adams and Ms. Monica A. Garza, attorneys, and Ms. Carla Christensen, paralegal, of Radcliffe Bobbitt Adams Polley LLC ("RBAP"), attorney for the District. A sign-in sheet is attached hereto.

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.

WASTEWATER TREATMENT PLANT (THE "STP") OPERATIONS REPORT

Mr. Skarboszewski first reviewed the STP Operations Report and related STP Operations Manager's Report for the month of July, copies of which are attached hereto. Mr. Skarboszewski stated that recent inspections and testing indicate that the STP is operating satisfactorily.

Ms. Adams and Mr. Blich entered the meeting at this time.

Mr. Skarboszewski next reminded the Board that Return Activated Sludge ("RAS") Pump No. 3 previously failed, was pulled for necessary repairs and has been re-built and re-installed. Mr. Skarboszewski added that the RAS Pump No. 2 has been pulled and TOPS is awaiting a proposal for repairs.

Regarding the replacement of two (2) of the three (3) STP on-site lift station pumps, Mr. Skarboszewski reported that the new lift station pumps were installed on August 6th. Mr. Skarboszewski stated that there were electrical issues that were addressed prior to placing the new pumps online. Mr. Skarboszewski added that the on-site lift station was bottom cleaned before the new pumps were installed and the Operator located a large amount of sand and gravel. Mr. Skarboszewski stated that the sand/gravel may be due to the recent sewer line construction. Mr. Skarboszewski reported that TOPS will continue to monitor the levels closely in an effort to prevent damage to the pumps.

Mr. Skarboszewski went on to report that the Operator performed a sludge haul at the end of July.

Mr. Skarboszewski stated that TOPS is planning to pressure wash the old lift station No. 1 pump and store on-site to use as a spare pump, if necessary.

Mr. Skarboszewski then reported that the Operator plans to perform semi-annual preventative maintenance and a load bank test at the on-site generator.

Upon motion by Director Warner, seconded by Director Sklenka, after full discussion and the question being put to the Board, the Board voted unanimously to approve the STP Operations Report.

STP PROJECTS REPORT

Ms. Madrigal next presented to and reviewed with the Board the STP Engineer's Report, a copy of which is attached hereto.

Ms. Madrigal then reported that AEI is awaiting Board comments before finalizing the updated STP Capital Improvement Projects summary. A discussion ensued. The Board and the Heatherloch MUD representatives agreed to provide any comments on the STP Capital Improvement Projects summary to AEI prior to the September Board Meeting.

Ms. Madrigal then reported that the Board previously awarded the construction contract to RP Constructors, Inc. ("RP") for the Secondary Clarifier project in the amount of \$1,635,825.00. Ms. Madrigal stated that RP is working on the relocation of the airhead piping and the generator. Ms. Madrigal stated that AEI has submitted information to RP for the additional pavement work (access road) and is awaiting a proposal for same. Ms. Madrigal then presented Pay Estimate No. 1 in the amount of \$140,594.72. A copy of Pay Estimate No. 1 is attached to the Engineer's Report. Ms. Madrigal explained that Pay Estimate No. 1 includes payment for site clearing, placement of a portion of the new air supply line and placement of the new generator pad. Ms. Madrigal recommended approval and payment of Pay Estimate No. 1, the District's pro-rata share of which is \$64,884.46.

Ms. Madrigal next reported that the two (2) new on-site lift station pumps were installed on August 6th and AEI has logged the new pump information along with the existing pump that was installed in 2015. Ms. Madrigal noted that one (1) of the old pumps was cleaned and will be stored for back-up purposes.

Ms. Madrigal stated that the Board previously authorized AEI to proceed with design of Clarifier No. 1 Rehabilitation and Recoating (the "Clarifier No. 1 Rehab Project") and design and construction of the STP motor control center (the "MCC") replacement and building modifications (the "STP MCC and Building Project"). Ms. Madrigal stated that AEI has completed and finalized the

plans for the Clarifier No. 1 Rehab Project and the plans were submitted to the Texas Commission on Environmental Quality ("TCEQ") and Jones|Carter for review at the end of July. Ms. Madrigal noted that AEI's schedule for advertising and bidding the Clarifier No. 1 Rehab Project will coincide with the progress and completion of Clarifier No. 2. Ms. Madrigal stated that AEI's intent is for Clarifier No. 1 to be taken offline after Clarifier No. 2 is operational, which should be sometime in the beginning of March 2020.

Ms. Madrigal next reported that AEI continues work on the design for the STP MCC and Building Project. Ms. Madrigal noted that AEI is preparing alternatives for the MCC replacement based on comments from the Board at the July Board meeting. Ms. Madrigal stated that AEI will present available options at the September Board meeting. Ms. Madrigal added that AEI intends to finalize the plans for the STP MCC and Building Project by October 1st and advertise for bids between January 16th and February 5th.

Ms. Madrigal and Mr. Jackson then reported that Heatherloch MUD's sanitary sewer line pipe bursting project is complete and Jones|Carter and the contractor are working with Harris County (the "County") to address the damage to Strack Road.

Ms. Madrigal next reported that AEI, the Operator and Bookkeeper have begun their review of the on-going STP operations and maintenance costs to verify that STP capital expenditures are being categorized correctly.

Ms. Madrigal then reviewed with the Board a summary of the current equivalent single family connection breakdown for the District and Heatherloch MUD.

Upon motion by Director Warner, seconded by Director Sklenka, after full discussion and the question being put to the Board, the Board voted unanimously to approve the STP Engineer's Report and approve and authorize payment of Pay Estimate No. 1 in the amount of \$140,594.72 to RP for the Clarifier No. 2 Project.

STP BOOKKEEPING REPORT

Mr. Haskins then presented to and reviewed with the Board and the Heatherloch MUD Board the STP Bookkeeping Report and budget, a copy of which is included with the District's Bookkeeping Report.

Mr. Haskins next presented to and reviewed with the Board the draft STP budget for fiscal year ending ("FYE") September 30, 2020, a copy of which is attached hereto. A discussion ensued. Mr. Haskins requested that the Directors and consultants review the draft STP budget and provide any comments on same to Mr. Haskins prior to the September Board meeting.

Upon motion by Director Griffith, seconded by Director Sklenka, after full discussion and the question being put to the Board, the Board voted unanimously to approve the STP Bookkeeping Report.

In response to a question from Director Sklenka regarding the status of: 1) the installation of a meter and vault for the District's emergency water interconnect with Heatherloch MUD; and 2) inflow and infiltration ("I&I") at the STP, Ms. Madrigal stated that: 1) her office received correspondence from Jones|Carter, a copy of which is attached hereto, informing the Board that Heatherloch MUD has requested that the District replace the existing, non-functional interconnect meter with a new pipe segment in lieu of replacement with a two (2)-way meter and vault; and 2) the smoke testing of the

District's sanitary sewer lines and manholes has been completed, the results indicate that there is still a substantial amount of I&I at the STP, and AEI's recommendation to the District is to proceed with the next phase of sanitary sewer line rehabilitation. Ms. Madrigal also recommended that Heatherloch MUD consider additional rehabilitation of its sanitary sewer lines in an effort to reduce I&I at the STP.

The Heatherloch MUD representatives, Mr. Jackson and Ms. Ely exited the meeting at this time.

PUBLIC COMMENTS

There were no public comments at this time.

DIRECTOR COMMENTS

Director Griffith then reported on his attendance at the North Harris County Regional Water Authority (the "Water Authority") Board of Directors meeting on August 5th.

Director Warner next reported on his attendance at the Green Medians Joint Powers Board quarterly meeting. Director Warner stated that the sidewalk repair project along FM 1960 has been completed from FM 529 to I-10.

CONSENT AGENDA

The Board reviewed the items reflected on the Consent Agenda. Director Griffith explained that this portion of the agenda deals with routine matters of the Board, and that no separate discussion of such items will occur unless a Director or a member of the public requests that an item be moved to the regular portion of the agenda.

Upon motion by Director Warner, seconded by Director Griffith, after full discussion and the question being put to the Board, the Board voted unanimously to approve the item(s) on the Consent Agenda, as follows:

1. July 8, 2019 regular and special meeting minutes.

BOOKKEEPER'S REPORT

Mr. Haskins presented to and reviewed with the Board the Bookkeeper's Report, a copy of which is attached hereto. Mr. Haskins then requested the Board's adoption of a Resolution Amending Authorized Representatives with TexPool (the "TexPool Resolution"). Upon motion by Director Sklenka, seconded by Director Cooper, after full discussion and with all Directors present voting, the Board: 1) approved the Bookkeeper's Report, as presented; 2) authorized payment of checks listed in the Bookkeeper's Report: General Fund Account Expenses totaling \$217,403.96 (checks numbered 11493, 11496, 11517 through 11522, 11528 through 11554 and 21064 through 21066); HRF Account Expenses of \$19,628.64 (checks numbered 4011 through 4029); the STP Account Expenses of \$36,032.60 (checks numbered 2896 through 2906); and Capital Projects Account Expenses of \$244,325.94 (checks numbered 171 through 174); and 3) adopted the TexPool Resolution, a copy of which is attached hereto.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Hall then presented to and reviewed with the Board the Tax Assessor/Collector's Report, a

copy of which is attached hereto.

Ms. Hall reported that 98.5% of the 2018 taxes have been collected as of July 31, 2019.

Ms. Hall next reported that her office anticipates receipt of the District's certified values sometime next week.

Ms. Hall then introduced Ms. Bessire to the Board and noted that she may attend future Board meetings.

Upon motion by Director Warner, seconded by Director Griffith, after full discussion and with all Directors present voting aye, the Board approved the Tax Assessor/Collector's Report, as presented, and authorized payment of the checks reflected therein.

REGULAR AGENDA

ENGAGE AUDITOR FOR THE FYE SEPTEMBER 30, 2019 AND SEPTEMBER 30, 2020, AND EXECUTE ENGAGEMENT LETTER FOR SAME

Mr. Eyring then presented an engagement letter for auditing services, a copy of which is attached hereto, for the preparation of the audits of the District's financial statements for FYE September 30, 2019 and September 30, 2020, and noted that the audit preparation fees are not increasing. Mr. Eyring stated that the estimated fees for each FYE will be approximately \$10,950 for the District, \$1,800 for the STP and \$1,450 for the HRF, which are the same fees from FYE September 30, 2018. Upon motion by Director Warner, seconded by Director Sklenka, and after full discussion with all Directors present voting aye, the Board engaged Roth & Eyring, PLLC as the District's auditor.

Mr. Eyring exited the meeting at this time.

REVIEW AND APPROVE RESOLUTION FOR POSITIVE PAY PROGRAM WITH BBVA

Mr. Haskins then explained BBVA's Positive Pay System and recommended use of such system in order to review/alleviate fraudulent actions on the District's accounts. Mr. Haskins then presented the Treasury Management Agreement with BBVA, in connection with the Positive Pay Program, and the Resolution Approving Treasury Management Services and Authorizing Bookkeeper (the "Positive Pay Resolution"), for the Board's review and approval. Mr. Haskins then reminded the Board that under the Positive Pay Program with BBVA, the District would provide BBVA a list each month that includes the check numbers, payee and payment amount information so that BBVA may continually audit transactions as checks are submitted for payment. Upon motion by Director Sklenka, seconded by Director Warner, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Positive Pay Resolution.

REVIEW DRAFT BUDGET FOR FYE SEPTEMBER 30, 2020 (THE "BUDGET")

Mr. Haskins presented and reviewed the Budget with the Board, a copy of which is attached hereto. An extensive discussion ensued. Mr. Haskins requested that the Directors and consultants review the Budget and provide any comments on same to Mr. Haskins prior to the September Board meeting.

REVIEW DELINQUENT TAX ACCOUNTS AND SET PUBLIC HEARING REGARDING
TERMINATION OF SERVICE TO DELINQUENT 2018 TAX ACCOUNTS

Ms. Adams next reviewed the Delinquent Tax Attorney's Report submitted by Perdue Brandon Fielder Collins & Mott, L.L.P. ("Perdue Brandon"), a copy of which is attached hereto. Ms. Adams stated that the Delinquent Tax Report includes Perdue Brandon's recommendations for termination of water service in connection with the 2018 delinquent tax accounts. Ms. Adams noted that 12 accounts are proposed to be tagged for termination of water service due to non-payment of 2018 taxes. The Board then discussed setting a public hearing for the termination of service to the delinquent tax accounts and conducting such hearing on Monday, September 9, 2019, at 3:00 p.m.

Upon motion by Director Warner, seconded by Director Griffith, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) approve the Delinquent Tax Attorney's Report, as presented; 2) authorize Perdue Brandon to provide notice of termination of water service to the 2018 delinquent tax accounts; and 3) set the public hearing for same for September 9, 2019, at 3:00 p.m.

The meeting was temporarily adjourned at 4:10 p.m. for the remainder of the District's special meeting and then reconvened at 4:15 p.m.

WATER SUPPLY SYSTEM AND SANITARY SEWER COLLECTION SYSTEM OPERATIONS
AND MAINTENANCE REPORT

Mr. Skarboszewski then reviewed with the Board the Water Plant ("WP") and Sanitary Sewer Collection System Operations Report and related Operations Manager's Report for the month of July, copies of which are attached hereto. Mr. Skarboszewski noted that the water accountability ratio for the prior month was 89%.

Mr. Skarboszewski next reported that the Board previously authorized TOPS to make the priority 1 repairs listed on the fire hydrant/flushing valve survey as soon as possible, and perform the remaining repairs (based on priority level) over a twelve (12)-month time period. Mr. Skarboszewski stated TOPS is awaiting additional parts to proceed with the fire hydrant/flushing valve repairs, which should commence later this month.

Mr. Skarboszewski then reported that TOPS replaced the sensor lines between the WP ground storage tank (the "GST") and control room.

Mr. Skarboszewski next reported that the Water Well No. 3 meter was replaced.

Mr. Skarboszewski then reported that TOPS performed the preventative maintenance on all equipment at the WP.

Mr. Skarboszewski went on to remind the Board that Booster Pump No. 4 previously failed during a period of high usage. Mr. Skarboszewski reported that the pump was re-built by EMS and has been re-installed, as previously authorized by the Board. Mr. Skarboszewski added that when Booster Pump No. 4 was placed back online, a new bearing failed and had to be replaced under the warranty. Mr. Skarboszewski added that Booster Pump No. 4 is now functioning properly.

Mr. Skarboszewski next reminded the Directors that at the May Board meeting, they accepted the proposal from Park USA for the purchase and installation of a new interconnect meter and vault with Heatherloch MUD (\$22,025), subject to approval by Heatherloch MUD to split the cost of same.

An extensive discussion ensued regarding how to proceed now that Heatherloch MUD has rejected the District's proposal to install a new interconnect meter and vault. It was the consensus of the Board that TOPS obtain proposals for the installation of a manual interconnect meter to be paid for entirely by the District. Ms. Madrigal agreed to coordinate with RBAP regarding the appropriate District response to Jones|Carter's letter on behalf of Heatherloch MUD.

Mr. Skarboszewski stated that there are 74 accounts recommended for termination of service in August. A discussion ensued.

Mr. White then reported that TOPS will include the newly required statutory language on the District's water bills informing customers how to obtain information about the District, including information about the District's Board and its meetings.

Upon motion by Director Warner, seconded by Director Cooper, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) approve the WP Operations Report; and 2) authorize termination of service to the delinquent accounts in accordance with the provisions of the District's Rate Order.

ENGINEERING AND DISTRICT PROJECTS REPORT

Ms. Madrigal next presented to and reviewed with the Board the Engineer's Report, a copy of which is attached hereto.

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 \$510,480.00. Ms. Madrigal reported that CFG has completed the remaining work items on the north GST roof, placed the north GST back in service and moved off-site. Ms. Madrigal went on to remind the Board that work on the south GST will be postponed until October.

Regarding the WP MCC replacement and building for same (the "WP MCC Project"), Ms. Madrigal reminded the Board that AEI has revised the plans to adjust the location of the new WP MCC to the north parking area, which is adjacent to the booster pump building. Ms. Madrigal stated that AEI submitted the revised plans to the appropriate agencies for review and approval, including the Water Authority. Ms. Madrigal added that the project will be ready for advertisement by the Fall.

Ms. Madrigal then reported that the design of the Elevated Storage Tank ("EST") rehabilitation project is complete and AEI received approval of the plans from the TCEQ on February 19th. Ms. Madrigal went on to report that AEI intends to wait to advertise for bids for such project until the Fall. Ms. Madrigal then reviewed some photographs of the proposed logo for the EST, copies of which are attached to the Engineer's Report.

Mr. Haskins exited the meeting at this time.

Ms. Madrigal next reminded the Board that it previously awarded the contract for the sanitary sewer smoke-testing project to AAA Flexible Pipe Cleaning ("AAA Pipe") in the amount of \$67,500.62. Ms. Madrigal noted that AAA Pipe has completed 100% of the smoke testing and AEI has reviewed and summarized the final reports. Ms. Madrigal stated that, based on the information gathered from the sewer trunk line televising and smoke testing, AEI is recommending that the District proceed with the next phase of the sanitary sewer rehabilitation by installing cured-in-place pipe in Huntwick Section 10. Ms. Madrigal reported that Huntwick Section 10 was constructed in 1974 with reinforced concrete pipe. Ms. Madrigal stated that AEI is also recommending that the District include

the rehabilitation of the manholes in Huntwick Section 10 and 22 brick manholes in previously-rehabilitated areas as part of this project. Ms. Madrigal went on to report that the estimated cost for Phase V of the sanitary sewer rehabilitation is \$385,000. Ms. Madrigal noted that there is currently \$416,899 in bond proceeds remaining for sanitary sewer rehabilitation projects. Ms. Madrigal also recommended addressing the pool, surface drain and clean-out issues (totaling 35) by working with RBAP to coordinate with each resident, as may be necessary. Ms. Madrigal stated that her office has received a template letter from RBAP and will be sending such letters to the applicable residents.

STATUS OF ADDITIONAL DRAINAGE IMPROVEMENTS TO ELIMINATE PONDING AT DONUT LAKE, INCLUDING REPLACEMENT OF COLLAPSED DRAINAGE LINES

Regarding the status of the drainage improvements to the District's 1.8-acre tract of land adjacent to the WP, Ms. Madrigal reported that AEI is working with the contractor to regrade the low area adjacent to the West fence line that is holding water. Director Warner stated that such area has been mowed and is ready for the contractor to regrade.

Regarding the status of drainage improvements near the HRF pool shed and playground area, Ms. Madrigal reported that AEI located several additional inlets which were buried. Ms. Madrigal stated that it appears that the existing drain lines are full of mud and the inlets need to be reset. Ms. Madrigal added that AEI solicited bids to clean out the system, regrade the area, establish vegetation and install a new inlet and drain line near the park playground equipment. Ms. Madrigal noted that AEI only received one (1) proposal, which was very expensive. Ms. Madrigal stated that AEI plans to seek proposals from at least three (3) other contractors in order to present pricing at the September Board meeting.

WATER LINE IMPROVEMENTS TO SERVE 13303 CHAMPION FOREST DRIVE

Regarding the re-design of the three-inch (3") water line which serves the dental office complex at 13303 Champion Forest Drive, Ms. Madrigal reminded the Board that the Letter of Understanding with the property owners was previously executed, but there is no update on the scheduling of this project.

Mr. Skarboszewski reported that the owner of the dental office recently complained about low water pressure. Mr. Skarboszewski noted that, according to a local plumber who inspected the dental office's plumbing, the low water pressure is being caused by an unknown problem. Mr. Skarboszewski added that the low water pressure is on the dental office complex's side of the service line.

ASSET MANAGEMENT

Ms. Madrigal then reported that she has requested that Carollo Engineers, Inc. delay submitting a proposal for the creation of an asset tracking system for the District. Ms. Madrigal stated that AEI is researching existing, alternative options for asset management systems from the TCEQ and other local governmental entities for the District's utilization.

AEI RATE SCHEDULE INCREASE

Ms. Madrigal next presented a request for the Board to consider a rate schedule increase for AEI. Ms. Madrigal noted that it has been three (3) years since AEI's last rate schedule increase. It was the consensus of the Board to consider such matter at the September 9th Board meeting.

Ms. Madrigal noted that the one (1)-year warranty inspections for: 1) the WP emergency generator is scheduled for November 14, 2019; 2) the District's Drainage Improvement project is scheduled for April 3, 2020; and 3) the Donut Lake drainage improvement project is scheduled for April 12, 2020.

Upon motion by Director Warner, seconded by Director Cooper, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) approve the Engineer's Report; and 2) authorize AEI to proceed with design for Phase V of the sanitary sewer rehabilitation project.

STATUS OF PREPARATION OF SPECIFICATIONS FOR CREATION OF ONLINE DOCUMENT REPOSITORY

Director Sklenka reported that he is coordinating with Director Handojo regarding the potential for the District's new website developer, Off Cinco, to create and maintain an online document repository for the District and District-specific email addresses for the Directors.

STATUS OF WEBSITE TRANSITION

Ms. Adams then reported that Off Cinco is in the process of preparing the new District website and should be ready to transition to the new website in the following month.

DISCUSS AND TAKE NECESSARY ACTION REGARDING SALE OF HARRIS-GALVESTON SUBSIDENCE DISTRICT ("HGSD") CLASS B GROUNDWATER CREDITS

Ms. Christensen next reported that she has informed the HGSD's Groundwater Credit Administrator that the District is interested in selling its Class B groundwater credits. Ms. Christensen stated that the District has been added to the HGSD's "seller's list" and will be contacted when there is a potential buyer. Ms. Christensen added that the District currently has 98,616,000 gallons worth of Class B groundwater credits available to sell and, according to the HGSD, recent sales are totaling anywhere from \$1.10 to \$1.50 per 1,000 gallons of credits.

ATTORNEY'S REPORT

ELECTION AGENDA

Ms. Adams next reminded the Board that the District's Directors Election will be held on November 5, 2019 (the "Election"), and stated that the terms of office of Directors Sklenka and Cooper are expiring at such time.

ADOPT ORDER CALLING DIRECTORS ELECTION.

Ms. Adams presented an Order Calling Directors Election for the Board's review and approval, and reminded the Board that the District is scheduled to hold a Joint Election with Harris County, if it may be necessary. Upon motion by Director Warner, seconded by Director Sklenka, after full discussion and with all Directors present voting aye, the Board approved the Order Calling Directors Election as presented, a copy of which is attached hereto.

DETERMINE CANVASSING DATE FOR THE ELECTION

Ms. Adams next asked the Board to select a date for canvassing the Election, explaining that such date must be no earlier than November 15th and no later than November 18th. Ms. Adams reminded the Board that only two (2) members of the Board need to be present to establish a quorum of the canvassing authority. The Board selected Monday, November 18, 2019, at 10:30 a.m., as the canvassing meeting date and time.

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

No further action was taken, and the meeting was adjourned at 5:05 p.m.

PASSED, APPROVED and ADOPTED this 9th day of September, 2019.



Secretary, Board of Directors

(DISTRICT SEAL)

