

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 special session, open to the public, on Monday, August 12, 2019, at 2:15 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; Messrs. Karl Skarboszewski and Nathan White of Texas Operations & Professional Services ("TOPS" or the "Operator"), operator for the District; Ms. Jamie O'Boyle, Administrative Assistant for the District and Huntwick Recreational Facilities (the "HRF") Event Coordinator; 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; 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. 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 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 Operations Report and Maintenance Report, copies of which are attached hereto.

Ms. O'Boyle reminded the Directors that they previously received correspondence dated June 17, 2019 from a resident behind the Donut Lake property (5702 Willow Walk Street) requesting that the District trim the pine tree on the Donut Lake property that hangs over her backyard due to pine straw and branches falling in her backyard during storms. Ms. O'Boyle stated that the Board previously agreed to have an arborist inspect the pine tree to determine if it is healthy. Ms. O'Boyle reported that Pedro Tree Service ("Pedro") inspected the tree in question and

determined that the tree is healthy. Ms. O'Boyle added that she obtained a proposal from Pedro in the amount of \$350 to trim the tree limbs on the resident's side of the property, at the resident's expense, and provided such proposal to such resident.

Regarding the large tree root near the fire hydrant at 13303 Balmore Circle, Ms. O'Boyle reported that Pedro trimmed back the root pursuant to a request from the District's Operator.

Pursuant to a previous discussion regarding necessary maintenance of the District's property adjacent to the District's Water Plant (the "WP"), Ms. O'Boyle presented to and reviewed with the Board a proposal from Lawn Management Company, Inc. ("LMC") for mowing such property every other month for \$966.66 each visit, a copy of which is attached hereto. A discussion ensued.

Ms. O'Boyle then reminded the Board that she previously presented to and reviewed with the Board a proposal from LMC to install bend-a-board landscape border (\$842.32) and mulch (\$1,079.99) in the flower bed adjacent to the HRF clubhouse outdoor seating area. Ms. O'Boyle stated that she approved the LMC proposal for installation of the mulch pursuant to the District's maintenance policy. Ms. O'Boyle stated that, after the June Board meeting, she requested a proposal from LMC for the installation of a stone landscaping border. Ms. O'Boyle stated that such proposal from LMC for \$1,100 was approved by the HRF committee and Ms. O'Boyle is awaiting receipt of a Form 1295 from LMC.

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

Ms. O'Boyle then reported that eight (8) families, to-date, have signed up to participate in the early morning adult swim.

Ms. O'Boyle then summarized the following HRF projects for inclusion in the budget for fiscal year ending September 30, 2020, subject to Board approval: 1) resurfacing the Donut Lake tennis court nos. 5 and 6; 2) resurfacing the pool decking; 3) retexturing of the ceiling in the HRF clubhouse pool table room and formal room; 4) replacing light fixtures to LED recessed lighting in the HRF clubhouse; and 5) painting the interior walls of the HRF clubhouse. A discussion ensued. Ms. O'Boyle agreed to provide the discussed projects and related estimated expenditures to the Bookkeeper prior to the September Board meeting.

Ms. O'Boyle then presented to the Board the Summary Report on HRF Patron activities: 1) 108 Full in-District families; 2) 11 Full in-District with extended families; 3) 56 House in-District families; 4) 23 Full out-of-District families; 5) one (1) Full out-of-District with extended family; and 6) three (3) House out-of-District families. Ms. O'Boyle reported that 32 HRF Patrons pay via the monthly payment plan.

An extensive discussion then ensued regarding the lighting at Donut Lake, the tennis courts at Donut Lake and the dog park. Ms. O'Boyle agreed to obtain a proposal from an electrician to repair or replace the outdated lighting at such facilities.

Ms. Ewing entered the meeting at this time.

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

In response to a question, Ms. O'Boyle reminded the Board that LMC is offering its customers smart controllers for their irrigation systems. Ms. O'Boyle stated that the smart controllers would be free, but LMC charges \$130 for the installation of each smart controller and requires a monthly subscription service of \$55 per month (or \$660 annually). Ms. O'Boyle noted that the District would need at least two (2) smart controllers – one (1) for the HRF clubhouse and one (1) for Donut Lake. Director Griffith recommended that Ms. O'Boyle obtain a proposal for smart irrigation controllers from AquaSense Irrigation Services as well. Director Cooper stated that he will coordinate with Director Handojo regarding the status of obtaining an additional proposal for smart irrigation controllers from a District resident.

Mr. Haskins entered the meeting at this time.

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 approve the HRF Report and accept the proposal from LMC for mowing the District's property adjacent to the District's WP, subject to receipt of a completed Form 1295 from LMC.

Regarding the status of the Girl Scout Gold Award Project (the "Project") at the HRF dog park, Director Warner reported that Miss Emelia Buckalew had submitted the proposed Project to the Girl Scouts, but they rejected her project. Director Warner stated that Miss Buckalew has raised money for the Project and would still like to contribute toward improvements at the HRF dog park. Director Warner added that Miss Buckalew will contact him and the District's Engineer if and when she is ready to proceed with such improvements.

Ms. Besire entered the meeting at this time.

Regarding the possibility of converting tennis court nos. 1 and 2 to a pavilion, Director Griffith stated that he is currently obtaining information regarding the construction of a District pavilion.

The meeting was adjourned at 2:53 p.m. for the District's regular meeting and was reconvened at 4:11 p.m.

Prior to the reconvening of the special meeting, Mr. Haskins, Ms. Hall and Ms. Bessikre exited the meeting and Ms. Adams and Mr. Blich entered the meeting.

REVIEW HRF RATE STUDY, DISCUSS HRF PATRON FEES AND TAKE NECESSARY ACTION REGARDING SAME

Mr. Blich reported that he plans to present an HRF Patron Rate analysis along with a tax rate analysis at the September Board meeting.

No further action was taken, and the meeting was adjourned at 4:15 p.m.

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



Secretary, Board of Directors