

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

September 9, 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, September 9, 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, thus constituting a quorum. Others in attendance were: Mr. Brett Crawford, 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., and Ms. Bethany Miller, 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., and Mr. Eric Sanchez, 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. Pat Hall 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; 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 PLLC ("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 ("STP") OPERATIONS REPORT

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

Mr. Skarboszewski then reported that the Operator made a repair on the sodium bisulfate pump due to leakage.

Mr. Skarboszewski went on to report that the Operator will perform a sludge haul this week.

Mr. Skarboszewski next reported that the Operator had the onsite generator inspected after

moving it to a new location at the STP.

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 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 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 has completed the relocation of the existing generator and approximately 90% of the new airhead piping relocation. Ms. Madrigal stated that RP submitted an updated construction schedule, a copy of which is attached hereto. Ms. Madrigal noted that the anticipated completion date for the Secondary Clarifier is February 21, 2020. Ms. Madrigal then presented Pay Estimate No. 2 in the amount of \$207,547.50. A copy of Pay Estimate No. 2 is attached to the Engineer's Report. Ms. Madrigal explained that Pay Estimate No. 2 includes payment for a portion of the electrical system, relocation of the generator, the installation of the 10-inch (10") and three-inch (3") hot-dipped air supply piping and work to demolish the existing air supply lines. Ms. Madrigal recommended approval and payment of Pay Estimate No. 2, the District's pro-rata share of which is \$95,783.17. A discussion ensued.

Ms. Madrigal next reported that AEI submitted information to RP for the additional pavement work (access road) and received a proposal for same. Ms. Madrigal noted that the proposed cost for the additional pavement work is \$63,930, which is significantly higher than expected. Ms. Madrigal then stated that, due to the higher than expected costs, AEI recommends including the additional paving of the access road in the Clarifier No. 1 Rehabilitation Project.

Mr. Blich entered the meeting at this time.

Ms. Madrigal then reported that the two (2) new on-site lift station pumps were installed on August 6th and are operating as intended. Ms. Madrigal reported that AEI coordinated with the Bookkeeper and Operator to compile all the associated costs with this work, a copy of such invoices and a memorandum summarizing the costs is attached to the Engineer's Report.

Ms. Madrigal stated that AEI has completed the design for the Clarifier No. 1 Rehabilitation and Recoating (the "Clarifier No. 1 Rehab Project") and is requesting authorization to advertise the project for bid. Ms. Madrigal noted that AEI plans to receive bids on October 24th and recommend awarding the contract at the November 11th Board meeting. Mr. King requested that the Board defer any action on the Clarifier No. 1 Rehab Project until Heatherloch MUD's engineer has received and reviewed the detailed specifications for such project. A discussion ensued after which Ms. Madrigal agreed to meet with representatives of Jones|Carter to further discuss the specifications for the Clarifier No. 1 Rehab Project.

Ms. Madrigal then presented to and reviewed with the Board a memorandum summarizing three (3) alternatives for the STP motor control center (the "MCC") replacement and building modifications (the "STP MCC and Building Project"), a copy of which is attached to the Engineer's Report. An extensive discussion ensued. It was the consensus of the Board to proceed with Option 3 whereby the MCC is constructed on a concrete pad with a drop-over NEMA 4 enclosure without any

modifications to the existing building for a total cost of \$613,000, which is about \$200,000 less than the original estimated cost for the STP MCC and Building Project.

Ms. Madrigal then reported that Heatherloch MUD's sanitary sewer line pipe bursting project is complete and the contractor anticipates mobilizing on September 9th to repair the damages to Strack Road that occurred during the pipe bursting project. Ms. Madrigal stated that, due to the extent of the road failures, the road repairs must be completed as soon as possible.

Ms. Madrigal next reported that AEI, the Operator and Bookkeeper have completed their review of the on-going STP operations and maintenance costs to verify that STP capital expenditures are being categorized correctly. A copy of AEI's memorandum summarizing the STP expenditures is attached to the Engineer's Report. A discussion ensued.

Ms. Madrigal then reminded the Board that, as previously discussed, the STP continues to experience increased flows during heavy rainfall events, which is an indication of inflow and infiltration ("I&I") into the sanitary sewer collection systems of the District and Heatherloch MUD. Ms. Madrigal noted that the District is actively rehabilitating its sanitary sewer collection system, including having recently completed a televising and smoke testing evaluation to prioritize on-going repairs. Ms. Madrigal stated that AEI would highly recommend that Heatherloch MUD, in conjunction with its engineer, develop a plan of action to address any I&I issues it may have within its sanitary sewer collection system. The Board concurred with AEI's recommendation and authorized Ms. Madrigal to transmit a letter to Heatherloch MUD requesting addressing any I&I issues with its sanitary sewer collection system.

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 Cooper, after full discussion and the question being put to the Board, the Board voted unanimously to approve the STP Engineer's Report, approve and authorize payment of Pay Estimate No. 2 in the amount of \$207,547.50 to RP for the Clarifier No. 2 Project and authorize AEI to include the additional paving of the access road as an alternative bid item in the Clarifier No. 1 Rehabilitation 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.

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 approve the STP Bookkeeping Report and the STP Budget for FYE September 30, 2020, as discussed.

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

PUBLIC COMMENTS

Mr. Crawford inquired regarding the STP MCC and Building Project.

There were no additional public comments at this time.

Ms. Adams reported that certain language related to public comments has been added to the District's sign-in sheet due to new legislation that became effective September 1st.

DIRECTOR COMMENTS

Director Griffith then stated that he plans to attend the North Harris County Regional Water Authority (the "Water Authority") Board of Directors meeting later in the evening.

Director Warner next reported on his attendance at the Green Medians Joint Powers Board meeting and the status of the sidewalk/mobility project along FM 1960.

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 Cooper, 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. August 12, 2019 regular and special meeting minutes;
2. Bookkeeper's Report, a copy of which is attached hereto, including authorize payment of the checks listed in the Bookkeeper's Report: General Fund Account Expenses totaling \$214,794.15 (checks numbered 11522, 11552 through 11577 and 21067 through 21069); HRF Account Expenses of \$21,099.61 (checks numbered 4028 and 4046 through 4067); the STP Account Expenses of \$38,985.74 (checks numbered 2906 through 2913); and Capital Projects Account Expenses of \$260,990.78 (checks numbered 175 through 177); and
3. Tax Assessor/Collector's Report, a copy of which is attached hereto, including the checks included for payment.

REGULAR AGENDA

ADOPT ORDER ADOPTING BUDGET FOR FYE SEPTEMBER 30, 2020

Mr. Haskins reviewed with the Board the proposed District Budget for FYE September 30, 2020, a copy of which is attached hereto. Ms. Madrigal then presented to and reviewed with the Board the updated STP Capital Improvement Projects summary, a copy of which is attached hereto. An extensive discussion ensued and the item was tabled until later in the meeting.

DISCUSS PROPOSED 2019 TAX RATE, HEAR FINANCIAL ADVISOR'S RECOMMENDATION, AUTHORIZE PUBLICATION OF EFFECTIVE TAX RATE CALCULATION, AND ESTABLISH PUBLIC HEARING DATE REGARDING 2019 TAX RATE

Mr. Blitch distributed copies of the 2019 tax rate recommendation to the Board, a copy of which is attached hereto. The Board also reviewed the tax rate information prepared by Equi-Tax, a copy of which is attached hereto. Mr. Blitch explained that the District's 2019 certified taxable value of \$312,373,849 slightly increased from the 2018 certified value of \$310,060,179. Mr. Blitch noted that \$0.1268 per \$100 of assessed valuation is the maximum operations and maintenance tax rate that can be set without subjecting the District to a potential rollback election.

An extensive discussion ensued regarding whether the District should maximize its debt service coverage and/or operations and maintenance funds. Mr. Blitch recommended a proposed total ad valorem tax rate of \$0.249 per \$100 assessed valuation, comprised of \$0.116 per \$100 assessed valuation for debt service purposes and \$0.133 per \$100 assessed valuation for operation and maintenance purposes. Mr. Blitch noted that a \$0.249 total tax rate would mean the average homeowner would pay approximately \$50.00 more in 2019 District taxes than they paid in 2018.

The Board next discussed the process of publishing the net effective tax rate calculation and conducting a public hearing on the proposed 2019 ad valorem tax rate.

Upon motion by Director Handojo, seconded by Director Cooper, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the publication of the proposed net effective tax rate calculation of \$0.249 per \$100 assessed valuation in the *Cypress Creek Mirror* and notice of the public hearing to be held at the October 14th Board meeting.

ADOPT ORDER ADOPTING BUDGET FOR FYE SEPTEMBER 30, 2020 (-CONT-)

Ms. Adams then presented an Order Adopting Budget for FYE September 30, 2019. Upon motion by Director Sklenka, seconded by Director Handojo, after full discussion and the question being put to the Board, the Board voted unanimously to approve the District Budget for FYE September 30, 2020, as discussed, and adopt the Order Adopting Budget for FYE September 30, 2020, a copy of which is attached hereto.

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

Mr. Blitch then distributed copies of the HRF Patron Fees Analysis, a copy of which is attached hereto. A discussion ensued. It was the consensus of the Board that Mr. Blitch prepare a Water and Sanitary Sewer Service Rate Study for presentation at the October 14th Board meeting.

PUBLIC HEARING REGARDING TERMINATION OF SERVICE TO DELINQUENT 2018 TAX ACCOUNTS AND AUTHORIZE TERMINATION OF SERVICE TO ELIGIBLE DELINQUENT TAXPAYERS

The Board then reviewed the Delinquent Tax Report prepared by Perdue Brandon Fielder Collins & Mott, L.L.P., the District's Delinquent Tax Attorney, a copy of which is attached hereto.

The President called the public hearing for termination of water for non-payment of delinquent tax accounts to order. The President invited anyone to speak on the termination of service for non-

payment of delinquent tax accounts. Mr. Crawford informed the Board that he had received notice of termination of water for non-payment of a delinquent business tax account. Mr. Crawford added that he has filed a correction request with Harris County Appraisal District. Ms. Hall noted that, since Mr. Crawford had responded to the termination notice, his account is no longer scheduled for termination at this time.

Ms. Hall then distributed to the Board for review and approval a list of two (2) uncollectible delinquent tax accounts, a copy of which is attached hereto. Ms. Hall requested Board authorization to write off such accounts.

The President noted that there were no additional parties present who offered public comment. The public hearing was adjourned. Upon a motion by Director Cooper, seconded by Director Handojo, after full discussion and the question being put to the Board, the Board voted unanimously to authorize termination of service to the five (5) eligible 2018 delinquent tax accounts and writing off the two (2) uncollectible accounts totaling \$176.27.

Messrs. Blitch and Haskins exited the meeting at this time.

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 August, copies of which are attached hereto. Mr. Skarboszewski noted that the water accountability ratio for the prior month was 91%.

Mr. Skarboszewski next reported that TOPS repaired a water main line break at 5607 Tatteridge on August 27th.

Mr. Skarboszewski then reported that a contractor installing utilities damaged a service connection on September 6th. Mr. Skarboszewski stated that the Operator obtained contractor's contact information for billing purposes and made the necessary repairs.

Mr. Skarboszewski went on to report that the Operator is experiencing problems at the WP with the SCADA system recognizing Booster Pump No. 2. Mr. Skarboszewski stated that TOPS will contact a technician to troubleshoot the issue.

Mr. Skarboszewski stated that there are 65 accounts recommended for termination of service in August. A discussion ensued.

Mr. Skarboszewski then presented to and reviewed with the Board a letter from TOPS requesting that the Board consider amending the District's Agreement for ACH Services with Central Bank (the "ACH Agreement") to discontinue payment of water bills through e-check on TOPS' online portal, a copy of which is attached hereto. Mr. Skarboszewski reported that, in recent months, updates in TOPS' customer portal and the addition of a pay-by phone option have greatly complicated the processing and reconciliation of e-check payments, which will result in additional fees if such payment method continues to be offered by the District. A discussion ensued. Ms. Adams stated that her office will add such item to the October 14th agenda for consideration.

Mr. Skarboszewski next reviewed with the Board correspondence from a new resident at 13603

Charwell Crossing requesting an adjustment to his recent water bill due to a water leak which has since been repaired. Mr. Skarboszewski stated that the bill was approximately \$300. A discussion ensued. Upon motion by Director Warner, seconded by Director Handojo, and after full discussion and with all Directors present voting aye, the Board voted unanimously to offer the new resident a three (3)-month payment plan to pay the \$300 outstanding balance as long as such resident remains current on his account.

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: 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.

REVIEW LIST OF OUTSTANDING, DELINQUENT ACCOUNTS, DISCUSS APPLICABILITY OF SAME TO THE HUNTWICK CIVIC ASSOCIATION (THE "HCA") AND TAKE ANY NECESSARY ACTION ON SAME

Director Griffith then reminded the Board that the District has historically collected certain residential service fees (i.e. garbage, security) for the HCA as a courtesy. Director Griffith stated that the HCA President is in the process of reconciling all of the delinquent accounts. A discussion ensued regarding whether the District wishes to continue collecting the residential service fees for the HCA. It was the consensus of the Board that TOPS begin providing HCA's collection agent with the account names and addresses each time a HCA resident moves out and such residence's service is disconnected.

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 Ground Storage Tank ("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. Ms. Madrigal noted that AEI plans to meet with CFG later in the month to discuss the schedule moving forward.

Regarding the WP MCC replacement and building for same (the "WP MCC Project"), Ms. Madrigal reported that AEI is currently revising the plans in accordance with agency comments received and is awaiting final approval from the Texas Commission on Environmental Quality (the "TCEQ"). Ms. Madrigal added that the project will be ready for advertisement in November.

Ms. Madrigal then reported that the design of the Elevated Storage Tank ("EST") rehabilitation project is complete and AEI is revising the plans based on agency comments received. Ms. Madrigal went on to report that AEI intends to wait to advertise for bids for such project until the Fall. Ms. Madrigal then noted that AEI will require some direction in connection with the inclusion of a logo and final coating color for the EST.

Ms. Madrigal next reported that AEI has initiated the design of the Phase V Sanitary Sewer Rehabilitation Project, which is estimated to cost approximately \$385,000. Ms. Madrigal stated that the scope of the project includes inflow concerns throughout the District that were identified during the recent smoke testing.

STATUS OF DRAINAGE IMPROVEMENTS TO ELIMINATE PONDING ON DISTRICT'S PROPERTY ADJACENT TO WP

Regarding the status of drainage improvements to the District's 1.8-acre tract of land adjacent to the WP, Ms. Madrigal reported that AEI is currently coordinating with the contractor for the Secondary Clarifier project, RP, to provide a load of dirt from the basin excavation to fill in the low area located adjacent to the west fence line that settled and is holding water. Ms. Madrigal stated that once the dirt is provided, another contractor, Four Seasons, will regrade the area.

STATUS OF DRAINAGE ISSUES NEAR THE HRF CLUBHOUSE PLAYGROUND AND POOL STORAGE BUILDING

Regarding the status of the drainage improvements near the HRF pool shed and playground area, Ms. Madrigal reported that AEI has re-solicited proposals to clean-out the drainage system, regrade the area and establish vegetation. Ms. Madrigal stated that AEI plans to present proposals for such work at the October 14th 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.

AUTHORIZE ENGINEER TO ESTABLISH DISTRICT ASSET HIERARCHY

Ms. Madrigal then reported that AEI is currently preparing a draft Asset Management Policy and Procedures Manual ("Asset Management Policy") based on some examples provided by the TCEQ and other municipalities. Ms. Madrigal stated that AEI plans to present a draft Asset Management Policy at the October 14th Board meeting.

REVIEW AND APPROVE PROPOSED RATE SCHEDULE INCREASE FOR AEI

Ms. Madrigal next presented AEI's proposed 2019 rate schedule for engineering services, a copy of which is attached hereto. Ms. Madrigal noted that it has been three (3) years since AEI's last rate schedule increase. A discussion ensued and Ms. Adams presented an amendment to AEI's contract to reflect such increase.

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 Handojo, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) approve the Engineer's Report; and 2) approve AEI's request for a proposed rate increase for 2019 and the corresponding contract amendment, subject to receipt of a completed Form 1295, to be effective September 9, 2019.

AMEND DISTRICT RATE ORDER, IF NECESSARY

This item was deferred until the next meeting.

AMEND HRF RULES AND REGULATIONS, IF NECESSARY

Discussion and/or action on this item was deferred until the next meeting.

STATUS OF PREPARATION OF SPECIFICATIONS FOR CREATION OF ONLINE DOCUMENT REPOSITORY

A discussion ensued regarding the potential for the District's new website developer, Off Cinco, to create and maintain an online document repository for the District and the Board requested an addendum to the current agreement for same.

STATUS OF WEBSITE TRANSITION

Ms. Adams then reported that Off Cinco is in the process of preparing the new District website and the new website should go live in the very near future.

Ms. Adams then reminded the Board that, in light of the passage of Senate Bill 944, the Board may want to consider obtaining District-owned electronic mail ("e-mail") accounts for the Directors to utilize in connection with District-related business. A discussion ensued regarding the cost to procure such e-mail addresses from Off Cinco. Ms. Adams explained that the e-mail accounts are \$10 per month per account for 30 gigabytes (GB) of storage and that the District will need six (6) accounts. Upon motion by Director Sklenka, seconded by Director Handojo, after full discussion and the question being put to the Board, the Board voted unanimously to authorize Off Cinco to: 1) create six (6) e-mail addresses for the District's Directors and Ms. O'Boyle, pursuant to the District's Service Agreement with Off Cinco; and 2) authorize Off Cinco to coordinate with Director Handojo to begin creation of a District online repository.

ATTORNEY'S REPORT

Ms. Adams stated that she had nothing to report that was not covered under another agenda item.

ELECTION AGENDA

Ms. Adams next reminded the Board that the District's Directors Election was scheduled to 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 DECLARING UNOPPOSED CANDIDATES ELECTED TO OFFICE AND CANCELLING THE NOVEMBER 5, 2019 DIRECTORS ELECTION (THE "ORDER CANCELLING ELECTION")

Ms. Adams then presented the Order Cancelling Election in connection with the November 5, 2019 Directors Election for the Board's approval, a copy of which is attached hereto. Ms. Adams explained that since the candidates to be listed on the ballot for the 2019 Directors Election are unopposed - Director Sklenka and Mr. Marc Helm - the District is authorized to cancel the election

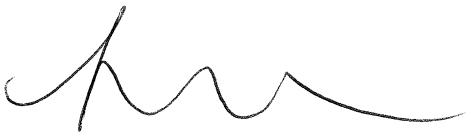
and reminded the Board that it had previously established a policy that no election would be held if there were no opposed candidates.

Upon motion by Director Handojo, seconded by Director Cooper, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Order Cancelling Election, thereby declaring Director Sklenka and Mr. Marc Helm each elected to office for a four (4) year term commencing November 2019 and expiring November 2023. Ms. Adams noted that a copy of the Order Cancelling Election would be posted at all necessary polling locations on Election Day, as required by the provisions of the Texas Election Code.

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

No further action was taken, and the meeting was adjourned at 6:20 p.m.

PASSED, APPROVED and ADOPTED this 14th day of October, 2019.



Secretary, Board of Directors