

HARRIS COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 116

MINUTES OF BOARD OF DIRECTORS MEETING

October 14, 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, October 14, 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. David LaBauve, Ms. Julie LaBauve, Ms. Vivian Ewing and Mr. Anthony Carter, residents of the District; Ms. Shannon Waugh of Off Cinco, the District's website service provider; 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., 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; 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. Monica A. Garza, attorney, 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 September, 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 biomonitoring sampling at the STP was performed.

Mr. Skarboszewski went on to report that the Operator performed necessary preventative maintenance on the self-contained breathing apparatus.

Mr. Skarboszewski next reported that the Operator has renewed the air time charge for the wireless auto-dialer.

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 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 new airhead piping. Ms. Madrigal stated that RP submitted an updated construction schedule, a copy of which is attached hereto. Ms. Madrigal stated that concrete for the clarifier slab has been installed and reinforced steel is being installed for the walls. Ms. Madrigal then presented Pay Estimate No. 3 in the amount of \$109,831.26. A copy of Pay Estimate No. 3 is attached to the Engineer's Report. Ms. Madrigal explained that Pay Estimate No. 3 includes payment for the remaining portion of the ten-inch (10") air supply piping, excavation of the proposed clarifier, center sump and clarifiers piping, a portion of the electrical system, and materials on hand. Ms. Madrigal recommended approval and payment of Pay Estimate No. 3, the District's pro-rata share of which is \$50,687.13. Ms. Madrigal stated that the anticipated completion date for the Secondary Clarifier is February 28, 2020.

Ms. Madrigal next reported that due to the high costs in the proposal provided by RP for the additional pavement work (access road), AEI has included the additional pavement work in the Clarifier No. 1 Rehabilitation Project.

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 stated that, following the heavy rains during the third (3rd) week of September, the current control settings increased the sanitary sewer surface in the aeration basin to concerning levels. Ms. Madrigal added that the new lift station pumps have a higher capacity than the old pumps and, therefore, AEI is recommending that the level control settings be re-programmed by a specialist in VTSCADA. Ms. Madrigal stated that the electrical engineer provided a list of three (3) acceptable programmers and AEI has contacted Prime Controls, since they will be performing the programming for the Secondary Clarifier project. Ms. Madrigal noted the AEI is coordinating with the Operator regarding the re-programming.

Ms. Madrigal stated that AEI has completed the design for the Clarifier No. 1 Rehabilitation Project and it is ready for advertisement. Ms. Madrigal reported that AEI addressed the items previously raised by Heatherloch MUD's engineer and is requesting authorization to advertise for bids. Ms. Madrigal noted that AEI plans to receive bids on November 6th and recommend awarding the contract at the November 11th Board meeting. Ms. Madrigal added that the intent is to take Clarifier No. 1 off-line for rehabilitation after the Secondary Clarifier is in operation, which should be about March 1, 2020.

Ms. Madrigal went on to report that, based on the comments at the September Board meeting, AEI met with Heatherloch MUD's engineer to discuss the three (3) alternatives for the STP motor control center (the "MCC") replacement and building modifications (the "STP MCC and Building Project") as well as all of the projects included in the five (5) – year Capital Improvement Plan (the "STP CIP"). Ms. Madrigal stated that AEI also met with its electrical engineer to discuss concerns and questions that arose from the meeting with the Heatherloch MUD engineer. Ms. Madrigal noted that the electrical engineer further evaluated the various alternatives for the STP MCC and Building Project and has provided AEI with revised cost estimates. Ms. Madrigal stated that AEI plans to meet with Heatherloch MUD's engineer to discuss the updated cost estimates and will subsequently present recommendations to the Board at the November 11th meeting.

Ms. Madrigal then reported that Heatherloch MUD's sanitary sewer line pipe bursting project is complete. Mr. Jackson added that the contractor for such project anticipated mobilizing on September 16th to repair the damages to Strack Road that occurred during the pipe bursting project, but has been delayed due to the recent heavy rain event. Mr. Jackson went on to explain that the contractor is now seeking to revise the plans for the road repairs and is seeking approval from Harris County (the "County"). After additional discussion, Ms. Madrigal agreed to notify the contractor to be cognizant of ongoing work at/near the STP during the road repairs in an effort to not cause any further damages to roads in the area.

An extensive discussion then ensued regarding amending the STP CIP. Ms. Madrigal stated that it would cost an additional \$5,000 to \$7,000 for AEI to perform additional research and update the STP CIP based on comments received from Jones|Carter that need to be addressed. It was the consensus of the Board to review the STP CIP and consider authorizing such additional costs at the November Board meeting. After additional discussion, Ms. Madrigal agreed to provide the Board with a summary of Jones|Carter's additional matters/concerns.

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, as previously requested by the Board, AEI sent a letter on September 20th to Heatherloch MUD requesting 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.

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 Handojo, 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. 3 in the amount of \$109,831.26 to RP for the Secondary Clarifier Project and authorize AEI to advertise for bids for 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.

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

The Heatherloch MUD representatives, Mr. Jackson, Ms. Miller, Ms. Ely and Mr. and Ms. LaBauve 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 recent North Harris County Regional Water Authority (the "Water Authority") Board of Directors meeting on October 7th.

Director Griffith went on to report on his attendance at the RBAP Cyber Security seminar.

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 Handojo, 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. September 9, 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 \$273,456.07 (checks numbered 11553 through 11554, 11573 through 11598 and 21070 through 21073); HRF Account Expenses of \$16,025.43 (checks numbered 4065 through 4086); the STP Account Expenses of \$42,780.90 (checks numbered 2913 through 2922); and Capital Projects Account Expenses of \$126,006.84 (checks numbered 178 and 179); and
3. Tax Assessor/Collector's Report, a copy of which is attached hereto, including the checks included for payment.

REGULAR AGENDA

PUBLIC HEARING ON PROPOSED 2019 TAX RATE

The President declared the public hearing open to discuss the District's proposed tax rate for 2019.

Ms. Hall and Ms. Garza reminded the Board that at the September 9th Board meeting, the Board

voted to publish a total proposed 2019 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, which is an increase of \$0.011 from the 2018 tax rate. Ms. Hall then stated that the Board authorized her office to publish notice of the proposed tax rate and public hearing on such tax rate (the "Notice") at least seven (7) days prior to the public hearing. Ms. Hall reported that the Notice had been published, as required by law.

In response to a question from Mr. Carter, Ms. Hall stated that the 2018 total tax rate was \$0.238 per \$100 assessed valuation.

There being no further comments from the public, the public hearing was adjourned.

ADOPT ORDER SETTING RATE AND LEVYING TAX FOR 2019

The Board then discussed adopting the proposed 2019 tax rate. Upon motion by Director Handojo, seconded by Director Cooper, and after full discussion with all Directors present voting, the Board voted unanimously to adopt the Order Setting Rate and Levying Tax for 2019 (the "Tax Rate Order"), with a total ad valorem tax rate of \$0.249 per \$100 of assessed value for tax year 2019, comprised of \$0.116 per \$100 assessed valuation for debt service purposes and \$0.133 per \$100 assessed valuation for operation and maintenance purposes for the fiscal year ending September 30, 2020. A copy of the Tax Rate Order is attached hereto.

APPROVE AMENDED AND RESTATED DISTRICT INFORMATION FORM

Ms. Garza then reviewed the Amended and Restated District Information Form, a copy of which is attached hereto, with the Board, which is required to be amended to show the current tax rate, the outstanding debt and the Notice to Purchasers form, and is to be recorded in the Harris County Real Property Records (the "HCRPR") and filed with the Texas Commission on Environmental Quality (the "TCEQ"). Upon motion by Director Handojo, seconded by Director Cooper, and after full discussion with all Directors present voting aye, the Board approved the Amended and Restated District Information Form, and authorized RBAP to record same in the HCRPR and file it with the TCEQ, as required by law.

ADOPT ORDER APPOINTING TAX ASSESSOR/COLLECTOR

The Board next considered appointing a Tax Assessor/Collector for the collection of the 2019 taxes. Upon motion by Director Handojo, seconded by Director Cooper, and after full discussion with all Directors present voting aye, the Board adopted the Order Appointing Tax Assessor/Collector, thereby appointing Equi-Tax as the Tax Assessor/Collector for the District, a copy of which is attached hereto.

ADOPT RESOLUTION CONCERNING TAX COLLECTION PROCEDURES

The Board next considered a Resolution Concerning Tax Collection Procedures. Upon motion by Director Handojo, seconded by Director Cooper, and after full discussion with all Directors present voting aye, the Board adopted the Resolution Concerning Tax Collection Procedures, thereby rejecting the tax payment options. A copy of such resolution is attached hereto.

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 September, copies of which are attached hereto. Mr. Skarboszewski noted that the water accountability ratio for the prior month was 130%.

Mr. Skarboszewski next reported that TOPS repaired a water main line break at 13310 Coral Ridge Court on September 30th. Mr. Skarboszewski stated that this is the third (3rd) time in the last two (2) years that there has been a water main line break on this two-inch (2") line. Mr. Skarboszewski added that TOPS contacted AEI about possible replacement of such line. A discussion ensued. Ms. Madrigal stated that AEI will prepare and present a cost estimate at the November 11th Board meeting in connection with the repair/replacement of the 2" water line.

Mr. Skarboszewski then reported that Booster Pump No. 1 has a leak at the seal and TOPS has pulled the pump for a repair/replacement cost estimate.

Mr. Skarboszewski next reported that TOPS replaced a coupling between the motor and pump on Booster Pump No. 3.

Mr. Skarboszewski went on to report that TOPS responded to a sinkhole at 5406 Westminister Court. Mr. Skarboszewski stated that a dye test revealed there was a problem with the sewer main, which was then televised, but no damage on the District's line could be identified. Mr. Skarboszewski noted that TOPS notified the customer that the issue is on their private sewer line.

Mr. Skarboszewski then reported that, due to a data entry error, the September water and sanitary sewer service bills were calculated based on 38 days of usage. Mr. Skarboszewski stated that TOPS is reviewing the bills to determine if any residents paid a higher tier rate due to the extra days that were billed and will make any necessary adjustments to such bills.

Mr. Skarboszewski next explained that, due to Tropical Storm Imelda, the main United States Postal Service sorting center for the Houston metropolitan area was damaged causing delays with incoming and outgoing mail. Mr. Skarboszewski noted that TOPS received numerous requests for adjustments to late payments. A discussion ensued regarding waiving any late fees and foregoing service terminations for the month of October.

Mr. Skarboszewski stated that there are currently 52 accounts recommended for termination of service.

Ms. Ewing entered the meeting at this time.

Mr. Skarboszewski next reviewed with the Board correspondence from the resident at 5514 Fountainbridge requesting a two (2)-month payment plan to pay his recent high water bill due to numerous water leaks. 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 resident a two (2)-month payment plan to pay his recent high water bill.

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; 2) waive any late fees assessed on the most recent water and sanitary sewer service bills; and 3) forego monthly termination of service to the current delinquent accounts.

APPROVE AMENDMENT TO ACH AGREEMENT WITH CENTRAL BANK (E-CHECK PAYMENTS)

Ms. Garza then reminded the Board that the Operator previously 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. Ms. Garza reported that her office is coordinating with Central Bank and TOPS to obtain the appropriate Amendment to the ACH Agreement and requested approval of such Amendment, subject to receipt of same and review by RBAP. 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 Amendment to the ACH Agreement to discontinue payment of water bills through e-check on TOPS' online portal, subject to review and finalization of such Amendment by RBAP.

Ms. Waugh entered the meeting at this time.

DISTRICT ELECTRONIC COMMUNICATIONS REPORT, INCLUDING STATUS OF PREPARATION OF ONLINE DOCUMENT REPOSITORY, STATUS OF WEBSITE TRANSITION AND CREATION OF DISTRICT E-MAIL ADDRESSES AND REVIEW AND APPROVE ADDENDUM TO SERVICE CONTRACT WITH OFF CINCO

The President then recognized Ms. Waugh who 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. Waugh added that once the new website is live, Off Cinco will establish District email accounts for all Directors and Ms. O'Boyle.

Ms. Waugh then presented to and reviewed with the Board Exhibit A to the District's Service Agreement with Off Cinco for the provision of District emails and the creation of an online document repository, a copy of which is attached hereto. A discussion ensued. Director Handojo stated that he will be coordinating with Ms. Waugh regarding the transfer of the District's current domain name to Off Cinco for the new website. 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 approve and authorize execution of Exhibit A to the Service Agreement with Off Cinco for the provision of District emails (6 email addresses) and the creation of an online document repository and management of same.

Ms. Waugh and Mr. Haskins exited the meeting at this time.

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 was postponed until the current month and AEI plans to meet with CFG on October 22nd to discuss the south GST construction schedule.

Regarding the WP MCC replacement and building for same (the "WP MCC Project"), Ms. Madrigal reported that AEI received final approval from TCEQ and is in the process of obtaining signatures from the City of Houston and the County. Ms. Madrigal added that the project will be ready for advertisement for bids in November. Ms. Madrigal noted that, as part of the TCEQ plan review, it was determined that approval for the use of polyphosphate treatment was never obtained. Ms. Madrigal stated that AEI is submitting the required application and back-up documentation for approval during the current month.

Ms. Madrigal next reported that the one (1) – year warranty period for the WP emergency generator will expire on November 14th and AEI is in the process of scheduling the warranty inspection.

Ms. Madrigal then reported that the design of the Elevated Storage Tank ("EST") rehabilitation project is complete and that the project is currently advertising, with a bid date of October 30th. Ms. Madrigal noted that construction is anticipated to begin in January 2020.

Ms. Madrigal next reported that AEI has initiated the design of the Phase V Sanitary Sewer Rehabilitation Project, which is estimated to cost approximately \$400,000 to \$420,000. Ms. Madrigal stated that the scope of the project includes inflow concerns throughout the District that were identified during the recent smoke testing. Ms. Madrigal added that AEI plans to advertise the project for bids in December and receive bids in January, with construction to commence in March or April 2020.

Ms. Madrigal went on to report that AEI received a preliminary set of plans for a new business, D'Elite Banquet Hall, to be located at 5020 FM 1960 West, Suite A25. Ms. Madrigal stated that this is an existing building on FM 1960 and involves renovation of an existing retail space. Ms. Madrigal then reviewed with the Board a copy of AEI's plan review letter, a copy of which is attached to the Engineer's Report.

Ms. Madrigal next reported that TOPS recently notified AEI of on-going issues with the existing water lines located on the cul-de-sac of Coral Ridge Court. Ms. Madrigal noted that the existing water line is only a two– inch (2") line and there have been numerous failures on such line. Ms. Madrigal stated that AEI is recommending that the District replace the water line at the Coral Ridge Court cul-de-sac with a four-inch (4") line. Ms. Madrigal noted that such project will require the District to submit plans to the City and County for review/approval, which will increase the cost of the project substantially. A discussion ensued.

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 only two (2) proposals have been received and the low bid was provided by Stuckey, LLC in the amount of \$24,100. A discussion ensued regarding the cost and the District's options. Ms. Madrigal agreed to obtain an additional proposal from Eco Solutions, LLC, and present same at the November Board meeting along with a recommendation from AEI.

STATUS OF ADDITIONAL 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 the contractor for the Secondary Clarifier project, RP, had provided 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 AEI is coordinating with Four Seasons to have the area regraded.

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.

DISTRICT ASSET HIERARCHY

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

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 Engineer's Report.

REVIEW RATE STUDY, DISCUSS WATER AND SANITARY SEWER SERVICE RATES AND HRF PATRON FEES AND TAKE ANY NECESSARY ACTION REGARDING SAME

Ms. Garza then reported that the District's financial advisor, Mr. Bill Blitch, was unable to attend the Board meeting and requested that the Board table the review of his updated water and sewer rate analysis until the November 11th Board meeting. It was the consensus of the Board to table such item until the November 11th Board meeting.

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.

ATTORNEY'S REPORT

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

ELECTION AGENDA

Ms. Garza 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.

APPROVE ELECTION SERVICES AGREEMENT WITH THE COUNTY FOR POSTING ORDER OF CANCELLATION OF THE ELECTION

Ms. Garza then explained that since the District was able to cancel the Election due to the candidates to be listed on the ballot being unopposed, the District is required to post the Order of Cancellation at all polling places that would have been used. Ms. Garza recommended the District contract with the County to post the Order of Cancellation at all countywide polling locations (830) for the Election. Ms. Garza then presented an Agreement for Election Services (the "Election Agreement") between the County and the District for the Board's approval. Upon motion by Director Griffith, seconded by Director Warner, after full discussion and the question being put to the Board, the Board voted unanimously to authorize execution of the Election Agreement, a copy of which is attached hereto.

AUTHORIZE PAYMENT TO THE COUNTY FOR ELECTION COSTS

Ms. Garza then requested that the Board authorize payment to the County in the amount of \$500 in connection with the County posting the Order of Cancellation at all countywide polling locations for the Election pursuant to the Election Agreement. Upon motion by Director Griffith, seconded by Director Warner, after full discussion and the question being put to the Board, the Board voted unanimously to authorize payment of \$500 to the County in connection with services to be performed by the County pursuant to the Election Agreement.

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

No further action was taken, and the meeting was adjourned at 4:50 p.m.

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





Secretary, Board of Directors