

HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 132

MINUTES OF REGULAR MEETING

November 21, 2016

STATE OF TEXAS §  
COUNTY OF HARRIS §

The Board of Directors (the "Board") of Harris County Water Control and Improvement District No. 132 (the "District") met in regular session at the designated meeting place of the Board, the Harris County W.C.I.D. No. 132 Water Plant, 4107 Evening Trail, Spring, Texas 77388, on the 21<sup>st</sup> day of November 2016, at 5:30 p.m. The roll was called of the duly constituted officers and members of the Board, to-wit:

William R. Papp	President
Mary Bonetati	Vice President
Peggy Batson	Secretary
Terry Williams	Assistant Secretary
Pre Moss	Assistant Secretary

All members of the Board were present, thus constituting a quorum.

Also present were resident Rose Marie Garrett and Chloe Harman; Rene Anadel of Wheeler & Associates, Inc., the District's Tax Assessor/Collector ("Tax Assessor/Collector"); Michael Murr, the District's Landscape Architect ("Landscape Architect"); Maria Salinas Parker, the District's Attorney ("Attorney") of Sanford Kuhl Hagan Kugle Parker Kahn, LLP ("SKLaw"); Tony Sarman of AEI Engineering, LLC, ("AEI"), the District's Engineer ("Engineer"); Andy Phelps and Johnson Ashcraft of Environmental Development Partners ("EDP"), the District's Operator ("Operator"); Cindy Schmidt, the District's Bookkeeper ("Bookkeeper"); and Sherry Allard, the District's Recording Secretary ("Recording Secretary").

President Papp called the meeting to order at 5:30 p.m. and announced it open for all business to come before it.

**REVIEW AND APPROVE TAX ASSESSOR/COLLECTOR'S REPORT, INCLUDING:**

**Approval of Report and Payment of Bills from Tax Account**

The President then asked Ms. Anadel for the Tax Assessor/Collector report, a copy of which, attached hereto as a part hereof, listed the checks from the Tax Account under consideration of approval.

**Report on Status of Tax Collections, Authorize Termination of Water Service to Delinquent Tax Accounts**

The Tax Assessor/Collector reported to the Board as to 2016 tax delinquencies *via* the Perdue, Brandon, Fielder, Collins & Mott, L.L.P. ("Perdue") Delinquent Tax Report, attached as a part of her written report. Two delinquent tax accounts were reviewed. After discussion, upon motion duly made and seconded, the Board voted in accord to approve proceeding with the termination process on the two accounts cited in the report.

After review, upon motion made and second, the Board approved the Tax Assessor/Collector report as presented.

**CONSIDER AND ACT ON LANDSCAPE ARCHITECT'S REPORT RELATING TO GARDEN, Including AUTHORIZATION OF PREPARATION OF PLANS, AWARD OF CONTRACTS, APPROVAL OF PAY ESTIMATES**

Mr. Murr presented his report, a copy of which is attached hereto and considered a part hereof. He showed the Board a sample of the proposed signage, to which QR codes will be added. Fifty signs will be purchased, it was agreed. He stated that the project is on target, on budget, but not on schedule at this point. He stated that he and Dir. Batson have completed their budget review for the Bookkeeper.

It still remains to clean up and place boulders within the area. The President stated that a 12" step down is needed for both ends of the walkway. Mr. Murr stated that more plantings and additional bricks are needed. He stated that there had been some vandalism. After discussion, upon motion duly made, seconded, and unanimously carried, the Board approved the Landscape Architect's report as presented.

**APPROVE BOOKKEEPER'S REPORT, INCLUDING:**

**Authorizing Payment of District Bills**

The President, who recognized Ms. Schmidt, asked that she review the percentages of ownership of and usage by the District and Cypresswood Utility District ("CUD") each month. The Bookkeeper's report, a copy of which is attached to these minutes as a part hereof, enumerates checks being submitted to the Board for approval and signature.

Ms. Schmidt then informed the Board that a fraudulent check, a copy of which is attached to the Bookkeeper's report, had been tendered against one bank account. She has been working with the bank to have the funds restored to the District's account. She suggested to the Board a program that should detect fraudulent checks.

The budget for fiscal year ending Dec. 31, 2017 will be considered in December, Ms. Schmidt stated. Dir. Williams asked if budget categories might be divided among the Board members to scrutinize before Board approval. After consideration, upon motion made, seconded, and unanimously carried, the Board approved the budget review assignments.

**Approval of Investment Report**

The Bookkeeper then reviewed with the Board the Investment report.

After review and upon motion and second being made, the Board approved the Bookkeeper's Report, Investment Report, and implementation of the Positive Paying Fraud Prevention Program.

**APPROVE MINUTES OF OCTOBER 17, 2016**

Approval of the minutes from the October 17, 2016 Board meeting was undertaken. A motion to approve the cited meeting minutes, as corrected, duly seconded, carried.

**CONSIDER AND ACT UPON OPERATOR'S REPORT, including:**

**Authorize Repairs to Water Supply System and Wastewater Collection System**

President Papp then asked Mr. Phelps for an operational status report. A copy of his report is attached as a part of these minutes.

The Operator reported that the lift station lift pump #2 bill was included for approval this month. The Cypress Villas tap fee has been received, including fees and inspections.

A sewer blockage on Nov. 13, 2016 caused sewage to back up into two (2) homes on Evening Trail. The District's insurance carrier has contacted them. The line is being televised to determine whether further action is needed.

**Authorize Operator to Terminate Water and Sewer Service to Certain Delinquent Accounts for Non-Payment of Water and Sewer Bills**

Review of delinquent service accounts indicated that 81 notices were mailed out. After consideration, upon motion made and seconded, the Board authorized the Operator to process the cited accounts for termination. Delinquent accounts cited for non-payment of bills will be processed for termination, motion having been duly made, seconded and unanimously carried.

The account of 4111 Laverock has requested a bill reduction due to leaking toilets. After discussion, upon motion duly made and seconded, the Board voted unanimously to authorize the Operator to re-issue the bill, charging the District's lowest rate without affecting the North Harris County Regional Water Authority ("RWA") fees for all water used in excess of the normal water usage.

After consideration, upon motion made, seconded, and unanimously carried, the Board approved the Operator's report.

**CONSIDER AND ACT ON ENGINEER'S REPORT, including:**

**Emergency Generator at WCID #132 Water Plant**

The Engineer, whose report is attached to these minutes, stated that the generator bids will be taken and award made at the December meeting. He informed the Board that the timing of the motor control center ("MCC") installation should not affect its or the generator's pricing. However, bidding the MCC installation may improve timing of the generator's installation. The contract allows for six (6) months' completion time for the project.

### **Sanitary Sewer Rehabilitation of Area D**

The Engineer stated that he has received confirmation from CUD regarding the joint lines not identified in the Joint Facilities Agreement. CUD has requested that Mr. Sarman provide an analysis of the new shared facilities percentages to their engineer. Thereafter the Joint Facilities Agreement will be updated.

### **Sanitary Sewer Rehabilitation of Joint Lines**

Mr. Sarman stated that he also received approval from CUD to do the joint lines sanitary sewer project rehabilitation. The Engineer needs only the Board's approval to go forward.

### **Approve requests for water and sewer service**

The proposed gas station at Cypress Hill Drive filed its application for service, paid its deposit, and submitted plans for review. The Engineer stated he would inform the Board of any comments he has regarding the plans.

### **Harris County Outfall Erosion**

AEI is working to confirm the status of repairs by Harris County Precinct 4 ("Prec. 4").

After discussion, upon motion duly made, seconded, and unanimously carried, the Board approved the Engineer's report, authorized the Engineer to prepare specs and plans for the sanitary sewer joint lines project, update the Jt. Facilities Agreement, and to prepare specs and plans for Area D rehabilitation.

## **CONSIDER AND ACT UPON ATTORNEY'S REPORT, including**

### **Resolution Regarding Fees of Office and Expenses**

The President asked for the Board's input to comments he made about the Reimbursement Policy. After discussion, upon motion duly made, seconded, and unanimously carried, the Board adopted the Resolution regarding Fees of Office and Expenses.

### **Resolution Regarding Imminent Domain**

After consideration, upon motion made and seconded, the Board adopted the Resolution Regarding Imminent Domain.

## **APPROVE AND TAKE ACTION ON NEWSLETTER**

No report.

## **UPDATE ON WEBSITE**

No report.

**REPORT ON PONDEROSA JOINT POWERS AUTHORITY ("PJPA")**

Dir. Bonetati passed out the passed the PJPA schedule of future events to the Board. Jun Chang is the new deputy Manager, Pres. Papp stated.

**REPORT ON NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY ("THE AUTHORITY")**

The President stated that Cecil Bell is the Legislator who replaced Mr. Callagheri.

CITING NO FURTHER BUSINESS TO COME BEFORE THE BOARD AT THIS TIME, a motion to adjourn at 7:40 p.m., duly seconded, carried without dissent.

PASSED AND APPROVED

December 19, 2016  
Date

Peggy L. Batson  
Peggy Batson  
Secretary of the Board of Directors