

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 18

August 27, 2019

The Board of Directors (the "Board") of Harris County Improvement District No. 18 (the "District") met in regular session, open to the public, on the 27<sup>th</sup> day of August, 2019, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Robert T. Deden	President
Dwayne L. Mason	Vice President
Craig Doyal	Assistant Vice President
Sue Darcy	Secretary
Richard L. Rose	Assistant Secretary

and all of the above were present except Directors Doyal and Rose, thus constituting a quorum.

Also present at the meeting were Jan Bartholomew of Robert W. Baird & Co. Incorporated; Tommy Lee of Assessments of the Southwest, Inc. ("ASW"); Phillip Dautrich and Mario Garcia of TNG Utility Corp. ("TNG"); Daniel Lozano of Halff Associates, Inc. ("Halff"); Nick Cooke and Josh Wailes of Mike Stone Associates, Inc. ("MSA"); Joanne Willenbacher and Bill Walker of Springwoods Realty, Inc. ("SRI"); Martin Murdock of Jones & Carter Inc.; Alisha Wade of Ward Communications; and Lynne Humphries and Jane Miller of Allen Boone Humphries Robinson LLP ("ABHR").

REPORT ON SECURITY

There was no discussion for this agenda item.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Director Deden offered Board members the opportunity to remove items from the consent agenda for individual discussion. Director Darcy moved to approve all items on the consent agenda. Director Mason seconded the motion, which passed unanimously. Copies of all documents approved as part of the consent agenda are attached.

## ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the consent agenda.

## TAX ASSESSMENT AND COLLECTIONS MATTERS, INCLUDING COLLECTION OF DELINQUENT TAXES

Mr. Lee reviewed the tax assessor/collector's report. After review and discussion, Director Darcy moved to: (1) approve the tax assessor/collector's report; and (2) pay the bills presented for payment from the tax account. Director Mason seconded the motion, which carried unanimously. A copy of the tax assessor/collector's report is attached.

## 2019 TAX RATE

The Board took no action on this agenda item.

## ELECTRICITY MARKETS AND RENEWAL/EXTENSION OF CURRENT CONTRACT

The Board took no action on this agenda item and determined to defer until all Board can be in attendance in October.

## OPERATION OF DISTRICT BILLINGS, REPAIRS AND MAINTENANCE

Mr. Dautrich reviewed TNG's monthly operations and maintenance report, a copy of which is attached, including an update regarding water accountability, consumption totals, billing and collections, water production, compliance schedules, facility repairs in progress and permitting and reviewed a summary of operating charges for the month. Following review and discussion, Director Mason moved to approve the operator's report. Director Darcy seconded the motion, which passed unanimously.

## TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS

No accounts were presented for termination.

## DISTRICT FUNDED TASK ORDERS, ADDITIONAL SERVICE AUTHORIZATIONS, PROPOSALS

The Board considered the following agreements and Ms. Humphries confirmed that disclosure compliance pursuant to House Bill 1295 was received for:

1. Clark Condon Associates Task Order No. 012-19-001; Design Services for trail extension Holzwarth Road along Spring Stuebner to the Pond Expansion;
2. C.L. Davis Task order No. 008-19-015; as-builts for trail extension Holzwarth Road along Spring Stuebner to the Pond Expansion;
3. C.L. Davis Task Order No. 008-19-016; General Field Land Surveying Services for 2019;
4. C.L. Davis Task Order No. 008-19-017; Construction staking services for Spring Stuebner Detention Expansion;
5. Halff Associates Task Order No. 064-19-014; Masterplan update for stormwater - Drainage Corridor 1, 2, and 3;
6. Halff Associates Task Order No. 064-19-015; Masterplan update for stormwater - Drainage Corridor 4, 5, and 6;
7. Halff Associates Task Order No. 064-19-016; Design Services for Energy Drive - Phase IIB;
8. Halff Associates Task Order No. 064-19-017; Construction Administration Services for Spring Stuebner Detention Expansion;
9. Jones & Carter Task Order No. 021-19-015; Construction Management Services for Spring Stuebner Detention Expansion;
10. Tolunay Wong Engineers Task Order No. 046-19-007; Construction Materials Testing Services for Spring Stuebner Detention Expansion;
11. Ward Communications Task Order No. 066-19-005; for family nature weekend;
12. Ward Communications Task Order No. 066-19-006; for leaping coyote interactive;
13. Ward Task Order No. 066-19-007; for Texas Travel Influencer event; and
14. Ward Task Order No. 066-19-008; for advertising promotion.

Following review and discussion, Director Mason moved to approve the above agreements and task orders. The motion was seconded by Director Darcy and passed unanimously.

#### DEEDS AND EASEMENTS, INCLUDING SPRINGWOODS VILLAGE PARKWAY CONSERVATION EASEMENT MODIFICATIONS

The Board considered and reviewed documents for the following conveyances:

1. Water meter easements out of Parcels 1A-B & 1A-A and OD4; and
2. Partial abandonment of a conservation easement in Parcel 1A-B.

Following review and discussion, Director Darcy moved to approve the conveyances listed above. Director Mason seconded the motion which passed unanimously.

## ENGINEERING MATTERS

Mr. Lozano reviewed a report regarding engineering projects in the District. A copy of the engineering report is attached.

Mr. Lozano stated that bids were received for construction of Spring Stuebner Detention Expansion – Phase II. Mr. Lozano recommended that the Board award the contract to L.N. McKean, Inc. (“LN McKean”) in the amount of \$406,975. The Board concurred that, in its judgment, LN McKean was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project. Following review and discussion, Director Mason moved to award the contract for construction of Spring Stuebner Detention Expansion – Phase II to LN McKean in the amount of \$406,975, based upon the engineer’s recommendation and subject to approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Darcy seconded the motion, which passed by unanimous vote.

Mr. Lozano reported the status of the following construction projects and recommended approval of associated pay estimates listed below:

1. CityPlace Roadways – Phase II (Jones & Carter/Harper Brothers Construction);
  - a. Pay Estimate No. 8;
  - b. Change Order No. 3 (Retaining Wall Adjusted Width and Restrained Edge for Pavers);
  - c. Quantity Contract Adjustment No. 1; and
2. CityPlace Landscape Improvements – Phase III and CityPlace Park Pond 4 Detention (Jones & Carter/MoBill Contractors);
  - a. Pay Estimate No. 1.

Following discussion and review, and based upon recommendation from the District engineer and J&C, Director Mason moved to (1) approve the engineering report from Halff; (2) approve the pay estimates and change order listed above. Director Darcy seconded the motion, which passed by unanimous vote.

## MANAGEMENT REPORT

Mr. Cooke reviewed a management report from MSA, a copy of which is attached. Following review and discussion, Director Mason moved to approve the

management report. The motion was seconded by Director Darcy and passed unanimously.

The Board took no action on the Order Establishing Amended Rules and Regulations Concerning Parks and Recreational Facilities.

#### FINANCIAL AND BOOKKEEPING MATTERS

The Board reviewed the bookkeeper's report, copy of which is attached, and reviewed the bills presented for payment from the District's accounts. Following discussion and review, Director Darcy made a motion to (1) approve the bookkeeper's report; and (2) approve payment of the bills presented. The motion was seconded by Director Mason and passed unanimously.

#### EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE

The Board determined it was not necessary to convene in executive session.

There being no further business to come before them, the Board concurred to adjourn the meeting.



  
Ass't Secretary, Board of Directors

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