

MINUTES OF MEETING OF BOARD OF SUPERVISORS
DECEMBER 3, 2019

THE STATE OF TEXAS §
COUNTY OF HARRIS §
MEMORIAL VILLAGES WATER AUTHORITY §

The Board of Supervisors (the “Board”) of Memorial Villages Water Authority (the “Authority”) met in regular session, open to the public, on December 3, 2019, at the Authority’s office at 8955 Gaylord, Houston, Harris County, Texas at 7:00 p.m., whereupon the roll was called of the members of the Board, to wit:

Grover S. Grimes, President
Gary Schenk, Vice President
Will Wilson, Secretary/Treasurer
Veronica Roa, Supervisor
Chris Gowan, Supervisor
Alan Daughtry, Supervisor
Randolph Ewing, Supervisor

Persons Attending. All members of the Board attended the meeting, except for Supervisors Gowan and Roa. Also attending were Mr. Michael Montgomery, General Manager of the Authority; Mr. Norman Gutierrez of Langford Engineering, Inc. (“Langford”), Engineer for the Authority; Ms. Shaila Sreedharan of Norton Rose Fulbright US LLP (“NRF”), Attorneys for the Authority; Mr. Michael Nguyen of DLA Architecture (“DLA”); and Mr. MJ Iqbal, owner of the building at 9315 Katy Freeway.

Call to Order. The President called the meeting to order in accordance with notice posted pursuant to law, copies of the Certificates of Posting of which are attached hereto as Exhibit “A,” and the following business was transacted:

1. Public Comments. The President recognized Mr. Iqbal, who stated that the company responsible for the damage to the Authority’s waterline is Crown Castle. He stated that Mr. Montgomery advised him there is a meeting scheduled with Crown Castle on December 4, 2019. Discussion ensued regarding the anticipated outcome of the meeting and how to determine the extent of the damage to the waterline. Mr. Montgomery reported that he will ask Crown Castle on their plans for repair as well as their insurance and bonding. Additional discussion ensued regarding the anticipated costs and time for the repair, as well as the possibility of including legal counsel.

Mr. Nguyen then stated that Mr. Iqbal’s building should be ready by the end of the year and he inquired on the tie in for the fire line. Mr. Montgomery reported that the Authority does not have any power over granting a temporary order and he provided information on whom Mr. Nguyen should contact.

Mr. Nguyen and Mr. Iqbal exited the meeting.

2. Approve minutes of the November 5, 2019 regular meeting. Proposed minutes of the regular meeting of November 5, 2019, previously distributed to the Board, were submitted for consideration and approval. Upon motion by Supervisor Wilson, seconded by Supervisor Daughtry, after full discussion and the question being put to the Board, the Board voted unanimously to approve the minutes of the regular meeting of November 5, 2019, as presented.

3. Report on the construction of the Creekside Water Plant Improvements project and consideration of Change Order No. 2 and Pay Estimate No. 13. Mr. Gutierrez reported that Change Order No. 2 will be presented next month. He presented Pay Estimate No. 13 in the amount of \$44,102.70, a copy of which is attached hereto as Exhibit "B." He reported that the project is 99.43% complete. Mr. Gutierrez provided an update on the status of the project and stated that the entry gate is the only remaining item to complete.

Upon motion by Supervisor Ewing, seconded by Supervisor Schenk, after full discussion and the question being put to the Board, the Board voted unanimously to approve Pay Estimate No. 13 to W.W. Payton Corporation in the amount of \$44,102.70.

4. Discuss Gaylord and Piney Point Water Plant projects and take any necessary action. Mr. Gutierrez reported that the designs for both water plants is underway. He stated that there are currently drillers on sight in preparation for the geotechnical survey that will need to be completed. Mr. Gutierrez reported that they anticipate bidding the projects in February or March of 2020.

5. Authorize payment of bills. Upon motion by Supervisor Daughtry, seconded by Supervisor Schenk, after full discussion and the question being put to the Board, the Board voted unanimously to approve payment of the bills, a listing of which is attached hereto as Exhibit "C."

6. Discuss waterline damage under I-10 and take any necessary action. Mr. Montgomery reported that, as stated earlier, he will be meeting with Crown Castle on December 4, 2019 regarding the damage to the waterline and will then follow up with the insurance company.

7. Manager's Report. Mr. Montgomery presented to and reviewed with the Board the Wastewater Treatment Plant operations report for October 2019, a copy of which is attached hereto as Exhibit "D." He noted that the water samples were satisfactory, but there was one sample that tested positive for bacteria. Mr. Montgomery noted that the issue has been resolved.

Mr. Montgomery presented the Tax Recap Report for November 2019, a copy of which is attached hereto as Exhibit "E."

Mr. Montgomery provided the Board with the Financial Notes, including the Authority's monthly investment report, copies of which are attached hereto as Exhibit "F."

8. Consider approval of Authority employee December compensation pay. Mr. Montgomery reviewed the proposed supplemental December compensation pay with the Board.

Discussion ensued regarding the December compensation pay for Mr. Montgomery. Upon motion by Supervisor Wilson, seconded by Supervisor Schenk, after full discussion and the question being put the Board, the Board voted unanimously to approve the December compensation pay as recommended and to authorize the December compensation pay for Mr. Montgomery in the amount of \$10,000.

Mr. Montgomery exited the meeting during discussion on this item and re-entered as the motion was made.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, the meeting was adjourned.

* * *

The above and foregoing minutes were passed and approved by the Board of Supervisors on January 7, 2019.

President, Board of Supervisors

ATTEST:

Secretary, Board of Supervisors

(AUTHORITY SEAL)