

MINUTES OF MEETING OF THE
BOARD OF DIRECTORS

August 25, 2015

THE STATE OF TEXAS

COUNTY OF HARRIS

NORTHWEST HARRIS COUNTY MUNICIPAL UTILITY
DISTRICT NO. 28

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The Board of Directors (the "Board") of Northwest Harris County Municipal Utility District No. 28 (the "District") met in regular session, open to the public, at 3327 La Mer Lane, Spring, Texas, the District's meeting place inside the boundaries of the District, at 4:00 p.m. on August 25, 2015, whereupon, the roll was called of the members of the Board of Directors, to-wit:

Richard Doll	-	President
Troy Zuckero	-	Vice President/Treasurer
Denean Bennett	-	Secretary
Anne Headley	-	Assistant Secretary
Patrick Donais	-	Assistant Secretary

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

Also present at the meeting were Vicki Busboom, the District's Bookkeeper; Vicky Sullivan with Equi-Tax, Inc., the District's Tax Assessor/Collector ("TAC"); Robb Clark with Hays Utility South Corporation, the District's Operator ("Operator"); Deputy Coulter of Harris County Precinct 4 Constables Office; and Beth Van Doren, legal assistant, Coats, Rose, Yale, Ryman & Lee, P.C. ("Coats/Rose"), legal counsel for the District.

WHEREUPON, the meeting was called to order at 4:14 p.m. The posted notice of the meeting is attached hereto as Exhibit "A".

HEAR FROM THE PUBLIC

No member of the public was present.

APPROVAL OF MINUTES

The Board considered approving the minutes from the meetings held July 28 and August 12, 2015 which were previously distributed to the Board. Based on a motion made by Director Headley, seconded by Director Zuckero, the Board voted unanimously to approve the minutes from the meetings held on July 28 and August 12, 2015.

CONSTABLE'S REPORT

The Board recognized Deputy Coulter who reviewed a police report for the District. Director Zuckero requested information on overnight parking of commercial vehicles within the District. Deputy Coulter stated he would research what is and isn't allowed within the neighborhood. No action was needed on this agenda item.

TAX ASSESSOR'S REPORT

Ms. Sullivan reviewed and discussed the TAC report, a copy of which is attached hereto as Exhibit "B". She reported that 99.4% of 2014 taxes have been collected.

Following a discussion regarding the TAC's report, and based on a motion made by Director Zuckero, seconded by Director Headley, the Board voted unanimously to accept the tax assessor/collector's report, as presented, and approve payment of the checks listed in the report.

BOOKKEEPER'S REPORT/AUTHORIZE PAYMENT OF DISTRICT'S BILLS

Ms. Busboom presented the Bookkeeper's report for the period ending August 25, 2015 and checks were presented for approval. A copy of the Bookkeeper's report is attached hereto as Exhibit "C".

Following discussion of the Bookkeeper's report, upon a motion by Director Headley, second by Director Zuckero, the Board voted unanimously to approve the Bookkeeper's report and approve payment of the checks listed.

RECEIVE OPERATOR'S REPORT

The Board recognized Mr. Clark who presented the Operator's report for August. Mr. Clark updated the Board on operation matters in the District, including delinquent accounts. A copy of the Operator's report is attached hereto as Exhibit "D".

Mr. Clark noted that there continues to be issues with items being flushed into the sewer system. He requested that a notice be put in the HOA newsletter reminding residents what items are flushable and what is not.

After further discussion and based upon a motion by Director Headley, seconded by Director Zuckero, the Board voted unanimously to approve the Operator's Report.

ATTORNEY'S REPORT

Order Establishing a Records Management Program

The Board next considered approving an Order Establishing a Records Management Program. Ms. Van Doren informed the Board that the Local Government Code provides that a utility district will establish by order an active and continuing records management program to be administered by a Records Management Officer. Ms. Van Doren stated that the Order provides that Coats/Rose, P.C. will act as the Records Management Officer because all of the District's files and records are retained in its office.

Upon motion duly made by Director Headley seconded by Director Zuckero, the Board by unanimous vote approved an Order Establishing Records Management

Program, appointed Coats/Rose, P.C. to act as the Records Management Officer and authorized the Order be filed with the Texas State Library.

Order Adopting Records Management Schedules and Policies

Next, Ms. Van Doren presented the Board with a Resolution Adopting Records Management Schedule and Policies. She stated that as the Records Management Officer, Coats|Rose is recommending that the Board adopt the presented records retention schedules and policies. Ms. Van Doren noted that the records retention schedules and policies are in accordance with the Texas State Library and Archive Commission's recommended schedules. After consideration, Director Headley moved to approve the Resolution Adopting Records Management Schedules and Policies and to authorize Coats|Rose to file the appropriate forms with the Texas State Library and Archives Commission. Director Zuckero seconded the motion, which passed unanimously by the Board.

TOWNE HALL MEETING DISCUSSION

Next, the Board discussed the upcoming Town Hall meeting. Director Doll noted that he had arranged for a tent, fans and chairs. The Board outlined how they would like to conduct the discussion. After further discussion, the Board decided to hold a Special Meeting on September 2, 2015 to review the complete presentation.

There being no further business to come before the Board, and based on a motion duly made and seconded, the meeting was adjourned.

PASSED ~~APPROVED~~ and ADOPTED this 16th day of November, 2015.

(DISTRICT SEAL)




Secretary, Board of Directors