

MINUTES OF SPECIAL MEETING  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 102  
HARRIS COUNTY, TEXAS

19 December 2016

THE STATE OF TEXAS  
COUNTY OF HARRIS

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 102 (the "District") of Harris County, Texas, met in special session, open to the public, on the 19th day of December, 2016, at the regular meeting place thereof, at 15300 Falmouth, Harris County, Texas, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Randal W. Ward	President
Douglas Jordan	Vice President
David Scholler	Secretary/Treasurer
Jason A. Iken	Assistant Secretary
Robert Moorman	Assistant Secretary/Treasurer and Investment Officer

and all of said persons were present with the exception of Directors Scholler and Moorman, thus constituting a quorum.

Also present were: Bill Russell of Myrtle Cruz, Inc. the District's Bookkeeper; Cathy Brittain-Drew of Assessments of the Southwest, Inc. ("Assessments"), representing Thomas Lee, the District's Tax Assessor/Collector; Joseph Ellis of McCall Gibson Swedlund Barfoot, PLLC ("McCall"), the District's Auditor; Kenneth Love of Municipal District Services, L.L.C. ("MDS"), the District's Operator; Mike Kurzy, P.E., of AEI Engineering, L.L.C. ("AEI"), the District's Engineer; Trevor Royal of Waste Corporation of Texas, L.P. (called "WCA"), the District's Solid Waste Collector; and Dick Yale, Will Yale, and David Green of Coats Rose, P.C. ("Coats Rose"), the District's Attorney.

Director Ward called the meeting to order.

### **Approval of Minutes**

First, the Board considered approval of the minutes of the meeting of 28 November 2016. After discussion, upon a motion duly made and seconded, the Board voted unanimously to approve the minutes of the meeting of 28 November 2016, as written.

## **Security Patrol Report**

The Board then discussed security related issues. Mr. Will Yale presented the Board with copies of the Security Patrol Report for November 2016 as prepared by the Harris County Sheriff's Department. A copy of the Security Patrol Report is attached hereto as an exhibit to these minutes.

## **Security Service Contract**

Next, the Board considered approval of the Security Service Contract with Harris County for the term of 1 March 2017 through 28 February 2018 (the "Contract"). Mr. Yale remarked that the form of the Contract, including the price, was the same as for the previous Contract term. After discussion, upon a motion duly made and seconded, the Board voted unanimously to approve the Contract and to authorize Director Ward to execute same. A copy of the Contract as executed by the Board is attached hereto as an exhibit to these minutes.

## **Annual Financial Report for the Fiscal Year ended 30 September 2016**

The President recognized Mr. Ellis, who submitted to and reviewed with the Board the draft Annual Financial Report for the District (the "Report") for the fiscal year ended 30 September 2016 (the "Fiscal Year"). He reviewed with the Board (1) the District's combined fund balances as of the end of the Fiscal Year; (2) the District's total net assets; (3) the District's capital assets; (4) the amount of the District's bonded debt payable; (5) the Notes to Financial Statements; and (6) the Statement of Net Position and Governmental Funds Balance Sheet. Mr. Ellis reviewed with the Board the draft Management Letter prepared in connection with the Report.

After discussion, upon a motion duly made and seconded, the Board voted unanimously to: (1) accept the Annual Financial Report for the District for the fiscal year ended 30 September 2016, subject to review by the Board and the District's consultants; (2) authorize Director Ward to execute the Affidavit of Filing of Annual Financial Report and the Letter of Representations to Mr. Ellis; and (3) authorize Coats Rose, P.C. to file the finalized report with the Texas Commission on Environmental Quality (the "Commission") and other governmental agencies as required. Copies of the draft report are filed in the permanent records of the District. Attached hereto as exhibits to these minutes are copies of (1) the Letter of Representations; (2) the Management Letter; and (3) a letter dated 21 December 2016 from the District's Attorney in connection with the Annual Financial Report.

## **Solid Waste Collection Service**

Next, the Directors discussed matters relating to the solid waste collection service (the "Service") being provided in the District by WCA. Mr. Yale distributed to the Board copies of the Monthly Customer Issue Listing for the Service for November 2016, as prepared by WCA. A copy of the Monthly Customer Issue Listing is attached hereto

as an exhibit to these minutes. A discussion ensued regarding the Service. Director Ward remarked he was continuing to receive comments from the District's customers regarding the Service. Mr. Royal stated that WCA would provide the District with a telephone number and electronic mail address (collectively, the "Contact Information") that residents of the District could use to report Service issues directly to his group at WCA. The Board directed the District's Attorney to have the Contact Information posted on the District's internet web site (the "Web Site"). The Board discussed matters relating to the Service again later in the meeting.

### **Disaster Recovery Services / Storm Debris Collection**

The Board then discussed matters relating to the Disaster Recovery Services (the "Recovery Services") performed by WCA for the collection of storm debris related to the major flooding event that occurred on 18 April 2016 in portions of Harris County (the "Flooding Event"). Mr. Yale reviewed with the Board an electronic mail message dated 15 December 2016 from Mr. Royal, a copy of which is attached hereto, in which Mr. Royal inquired about the status of the outstanding balance of the invoice to the District in connection with the Recovery Services (the "Outstanding Balance"). Mr. Yale noted that WCA was requesting that the District provide a letter stating that the District was awaiting receipt of the reimbursement from the Federal Emergency Management Agency ("FEMA") of the District's costs incurred in response to the Flooding Event that were not covered by the District's insurance policies (the "Reimbursement"). Mr. Yale then submitted for the Board's review and approval a letter from the District to WCA (the "WCA Letter") which states that: (1) the District was awaiting receipt of the report (the "FEMA Report") from FEMA in response to the Request for Public Assistance that the District's Operator filed with FEMA earlier this year for the Reimbursement; (2) the Board may not consider payment of the Outstanding Balance until the FEMA Report and a check for the Reimbursement have been received from FEMA; and (3) the District cannot guarantee that any Reimbursement authorized by FEMA will include any portion of the costs for the Recovery Services. After discussion, upon a motion duly made and seconded, the Board voted unanimously to approve the WCA Letter and to authorize Director Ward to execute same. A copy of the executed WCA Letter is attached hereto as an exhibit to these minutes.

### **Tax Assessor/Collector's Report**

Ms. Brittain-Drew distributed the Tax Assessor/Collector's Report for the month of November 2016, a copy of which is attached hereto as an exhibit to these minutes. She stated that as of 30 November 2016, the District's 2015 tax levy was 99.3% collected and the 2016 tax levy was 3.2% collected. She noted that the District's Tax Account had a balance of \$111,937.43 as of the end of this reporting period (30 November 2016). After deducting the disbursements for payment at today's meeting and adding collections received to date, she added, the District's Tax Account ends with a balance of \$139,190.11. She noted that Assessments was requesting approval for six checks written on the District's tax account, and two transfers by wire as

follows: a transfer of \$42,739.48 in revenues from the tax for maintenance and operations to the District's Operating Fund and \$40,000 to the Debt Service Fund.

The Board then reviewed the Unpaid Accounts Report dated 16 December 2016, a copy of which is included in the Tax Assessor/Collector's Report. Then, after review, upon a motion duly made and seconded, the Board voted unanimously to: (1) accept the Tax Assessor/Collector's Report; and (2) authorize payment of the checks listed therein.

### **Operator's Report**

Next, Mr. Love distributed the Operator's Report prepared by MDS for the month of November 2016. He reviewed the Water Production portion of the Operator's Report in detail. Mr. Love reported that the District had produced 5,547,000 gallons of water and had purchased 24,349,000 gallons of water from the West Harris County Regional Water Authority (the "Authority") during the period of 16 October through 14 November 2016, with an accountability rate of 98.9%. He reported that the District had provided 1,683,000 gallons of water to Harris County Municipal Utility District No. 250 during the reporting period. The District currently has 3,016 active service connections, he told the Board. Then Mr. Love reviewed the Wastewater Treatment portion of the Operator's Report. He noted that the District's Wastewater Treatment Plant (the "Plant") operated at 48.4% of design capacity during the November 2016 reporting period, with an average daily flow of 587,000 gallons per day ("gpd").

Mr. Love reviewed and discussed with the Board the repairs and maintenance performed on the District's water distribution system and wastewater collection system, as listed in the Operator's Report. He reviewed with the Board the Preventive Maintenance Log for the District's facilities, a copy of which is included with the Operator's Report.

After review, upon a motion duly made and seconded, the Board voted unanimously to accept the Operator's Report, a copy of which is attached hereto and shall be considered to be a part of these minutes.

### **Wastewater Treatment Plant / Permit Excursion**

Mr. Love next reported that a grab sample taken from the Plant effluent on 18 November 2016 had an E. Coli count of 997 colony forming units per milliliter ("CFU/ml") which exceeded the permitted limit of 197 CFU/ml. He reviewed with the Board the Noncompliance Notification that was filed by the District's Operator in connection with the permit excursion, a copy of which is included with the Operator's Report. Mr. Love noted that at the time that the grab samples were being collected on 18 November 2016, sludge was being removed from the Plant and being run through the belt press facility. This caused some settling issues at the Plant, he continued, and MDS instructed the sludge haul contractor to reduce the speed at which they press the sludge.

## **Sanitary Sewer Service Line Leak / 6702 Crabapple Cove**

Mr. Love then reported that a sinkhole was discovered at the sanitary sewer cleanout for the residence located at 6702 Crabapple Cove. He explained that the sinkhole was caused by a leak in the sanitary sewer service line connected with the cleanout (the "Sewer Leak"). Mr. Love stated that the District customer at 6702 Crabapple Cove had been notified on 12 December 2016 that the Sewer Leak constituted a health hazard and must be repaired. He then reviewed with the Board a draft letter from the District's Operator to the District customer at 6702 Crabapple Cove which states that the District's Operator will recommend that water service to the residence be discontinued if the Sewer Leak was not repaired by 23 January 2017. A copy of the draft letter is included with the Operator's Report. After discussion, the Board authorized the District's Operator to transmit the letter to the District customer at 6702 Crabapple Cove.

## **Survey of Sanitary Sewer Line Manholes**

Mr. Love reported on the status of the survey of the manholes on the District's sanitary sewer lines (the "Manhole Survey") being performed by the District's Operator. He noted that, to date, the Manhole Survey was 90% complete. Mr. Love added that the District's Operator would present a report on the Manhole Survey at a future meeting of the Board.

## **Water Well No. 6**

Mr. Love reported that the fence at the remote Water Well No. 6 site had been repaired.

## **Termination of Service**

Consideration was then given to the termination of water and sewer service to certain delinquent accounts. The President recognized Mr. Love, who advised the Board that the requisite notifications had been given to each customer and that each customer was advised of the date, time and place of the Board meeting which they could attend to discuss termination of service. The Board noted that there were no customers present to protest the utility billings.

After discussion, upon a motion duly made and seconded, the Board voted unanimously to authorize the Operator to terminate the water and sewer service to those accounts listed on the termination list, attached hereto.

## **Customer Write-Off Report**

Mr. Love reviewed with the Board the Customer Write-Off Report dated 29 November 2016 as prepared by the District's Operator. A copy of the Customer Write-Off Report is included with the Operations Report. It was noted by the Board that

there were five delinquent service accounts in the total amount of \$1,335.55 that would be written off and turned over to a collection agency. Mr. Love informed the Board that one of the delinquent service accounts was for GLM Contracting, which had damaged a District water line located near James River and Arcadian Shores while performing work for Harris County Precinct No. 4. The balance of the delinquent service account for GLM Contracting (the "GLM Contracting Account") totaled \$588.45, he told the Board. Mr. Love recommended that the GLM Contracting Account not be written off at this time. After review, upon a motion duly made and seconded, the Board voted unanimously to write-off the delinquent utility service accounts and direct the District's Operator to engage a collection agency to pursue collection of the amounts owed to the District by the delinquent utility service accounts listed in the Customer Write-Off Report, with the exception of the GLM Contracting Account.

### **Engineer's Report**

Next, Mr. Kurzy presented the Engineer's Report for the Board's review. A copy of the Engineer's Report is attached hereto as an exhibit to these minutes.

### **Maintenance of Detention Ponds**

The Directors discussed matters relating to the maintenance (the "Detention Pond Maintenance") of the detention ponds serving Waldron Estates Subdivision and Concord Colony Subdivision, Section 2, by Storm Water Solutions, L.P. (called "SWS"). Mr. Kurzy submitted to and reviewed with the Board the Inspection Report for the Detention Pond Maintenance for December 2016 as prepared by AEI, a copy of which is attached hereto as an exhibit to these minutes.

### **Request for Service / Redeemed Christian Church of God – House of David**

Next, the Board discussed matters relating to the request for service from the Redeemed Christian Church of God – House of David (the "Church") in connection with its intent to construct a community center (the "Community Center") in addition to the existing Church facilities in the District. Mr. Kurzy reported that, to date, the District's Engineer had not received the revised plans for the Community Center from the Church's engineer.

### **Sanitary Sewer Overflow Initiative**

The Directors next discussed the status of the District's participation in the Sanitary Sewer Overflow Initiative (the "SSO Initiative") being promulgated by the Commission. Mr. Kurzy reported that the District's Engineer was continuing work on the annual report to the Commission addressing the progress of the SSO Initiative (the "Annual Report"). He noted that the Annual Report must be submitted to the Commission by January 2017. He called the Board's attention to three items of note that would be included in the Annual Report: (1) the timing of the televised inspection of sanitary sewer lines in certain areas that have undergone rehabilitation has been

extended to every five years; (2) the rehabilitation of the Plant clarifier; and (3) the proposed rehabilitation of the lift stations has been extended to 2018 in view of bond fundability.

### **Inspection of Sanitary Sewer Lines in Area B – Phase 1**

The Board then discussed matters relating to the contract with Magna-Flow Environmental, Inc. ("Magna-Flow") to perform the 10-year post-rehabilitation televised inspection of sanitary sewer lines and inspection of manholes in Area B – Phase 1 (the "Area B Inspection"). Mr. Kurzy reported that Magna-Flow had completed the Area B Inspection and that the District's Engineer was awaiting receipt of the videos and final report from Magna-Flow. Mr. Kurzy informed the Board that the owner of a residence in the District had claimed that he was injured while trying to place a lid on a sanitary sewer manhole that had been left uncovered during the Area B Inspection. He stated that the homeowner had filed a claim against Magna-Flow's insurance. He noted that, to date, AEI had not received any information regarding the possible settlement of said claim.

### **Wastewater Treatment Plant / Cleaning of Onsite Lift Station**

Mr. Kurzy reported that the District's Engineer was present for the cleaning of the onsite lift station at the Plant (the "Lift Station"). He informed the Board that the Lift Station was in fair condition, with some lift pumps showing corrosion. Mr. Kurzy stated that the District's Engineer anticipates that in the future it would be advantageous to convert the Lift Station from using a wet pit/dry pit configuration to using submersible lift pumps (the "Conversion"). The Conversion would expand the volume of the Lift Station, he explained, and accordingly would allow more reaction time to prevent overflows. Mr. Kurzy added that the proposed Conversion would also include the replacement of the Lift Station controls. He reviewed with the Board a memorandum dated 19 December 2016 from AEI regarding the condition of the Lift Station, a copy of which is attached hereto as an exhibit to these minutes.

### **Water Plant No. 2 Expansion and Improvements**

The Directors next discussed the contract with W. W. Payton Corp. ("Payton") for the Water Plant No. 2 Expansion and Improvements (the "Water Plant No. 2 Improvements"). Mr. Kurzy reported that Payton had completed the punch list items for the one-year warranty inspection of the Water Plant No. 2 Improvements with the exception of the external coating system on the Elevated Storage Tank at Water Plant No. 2 (the "EST Coating System"). He stated that a power-washing of the EST Coating System had been performed but was not effective. Mr. Kurzy stated that Payton plans to power-wash again and recoat certain portions of the EST Coating System when weather conditions are favorable.

## **Request for Service / 10-acre Tract / Schellite, LLC**

Next, the Directors discussed matters relating to the proposed development by Schellite, LLC of a 10-acre tract located at 6010 Addicks-Satsuma Road (the "Schellite Tract"). Mr. Kurzy stated that he had nothing new to report in connection with the Schellite Tract.

## **Wastewater Discharge Permit Renewal**

Then Mr. Kurzy discussed the status of the renewal application (the "Application") for the District's discharge permit (the "Permit") that was submitted to the Commission prior to the deadline date of 1 November 2016. He informed the Board that the Commission had acknowledged receipt of the Application and had declared it to be administratively complete. Mr. Kurzy stated that publication of the required notice in connection with the renewal of the Permit was complete and that AEI was awaiting final review of the Application and receipt of the draft Permit.

## **Wastewater Treatment Plant / TPDES Multi-Sector General Permit**

Mr. Kurzy then discussed with the Board the status of the District's TPDES Multi Sector General Permit for stormwater run-off at the Plant site (the "MS4 Permit"). He informed the Board that the new MS4 Permit with the requisite documentation had been forwarded to the Commission in November 2016 for review and approval. Mr. Kurzy added that he anticipated a response from the Commission in January or February 2017. He reminded the Board that the MS4 Permit requires annual stormwater water sampling that AEI completes in coordination with the District's Operator.

## **Bookkeeper's Report**

Mr. Russell presented the Bookkeeper's Report, a copy of which is attached hereto and shall be considered to be part of these minutes. He reviewed the District's revenues and expenses for the month of November 2016 as well as the investments for each of the accounts maintained by the District. He reported that the District's Operating Fund checking account began this reporting period with a balance of \$20,919.13 and that there were total receipts of \$252,441.11 during the reporting period, less checks completed at or after the Board's last meeting and other disbursements, resulting in a balance for the Operating Fund checking account of \$396.82. Mr. Russell went on to say that this ending balance, as well as investments, less disbursements presented at this meeting, result in the District having total operating funds of \$3,358,152.15 available for the District as of 19 December 2016.

Mr. Russell informed the Board that the District had received a payment of \$18,344.68 from the City of Houston (the "City") for the District's share of sales tax collections during September 2016 pursuant to the Strategic Partnership Agreement with the City (the "SPA") for limited purpose annexation of commercial property in the District.

Mr. Russell then reported that the balance of the District's Debt Service Fund, including investments, totals \$435,024.04 and the balance of the District's Capital Projects Fund, including investments, totals \$268,660.84 as of this date. The Board then reviewed: (1) the District's Operating Budget for the fiscal year ending 30 September 2017; (2) the Summary of Costs relating to the District's Series 2014 Bonds; (3) the table listing the District's power consumption and the amount billed to the District; (4) the Schedule of Investments; (5) the balance of deposits paid by developers for legal and engineering fees incurred by the District for their respective projects; and (6) the Pledged Security Report dated 1 December 2016. Copies of these documents are included with the Bookkeeper's Report.

Then, after review, upon a motion duly made and seconded, the Board voted unanimously to: (1) accept the Bookkeeper's Report and (2) authorize payment of the checks listed therein.

### **Renewal of Insurance Coverage**

Next, the Board discussed matters relating to the renewal of the District's insurance policies (the "Insurance Policies"), which expire on 20 March 2017. After discussion, the Board directed the District's Attorney to solicit a proposal from Arthur J. Gallagher & Co. for the renewal of the Insurance Policies.

### **Strategic Partnership Agreement with City of Houston**

The Board discussed matters relating to the SPA the City. Mr. Yale reported that the City had provided the District's Attorney with a list of commercial entities in the District (the "Business List") to review in connection with the required annual update of the Business List. He noted that the Business List had been forwarded to Assessments for review and verification. A copy of the Business List as received from the City is attached hereto as an exhibit to these minutes.

### **Review of District's Investment Policy**

The Directors then reviewed the District's investment strategies, pursuant to the requirements of the Public Funds Investment Act. The Board reviewed the strategies for each of the District's accounts. The Board also reviewed the List of Authorized Brokers included as Exhibit "A" to the RESOLUTION EVIDENCING REVIEW OF INVESTMENT POLICY AND INVESTMENT STRATEGIES. After discussion, upon a motion duly made and seconded, the Board voted unanimously to adopt the Resolution, a copy of which is attached hereto as an exhibit to these minutes.

### **Continuing Disclosure**

Mr. Yale reported that the District's consultants would prepare the necessary materials to fulfill the continuing disclosure requirements of the Securities and Exchange

Commission ("SEC") pursuant to SEC Rule 15c2-12 prior to the deadline of 30 March 2017.

### **Emergency Water Supply Contract / Harris County Municipal Utility District No. 185**

The Board next discussed matters relating to the request from Harris County Municipal Utility District No. 185 ("HCMUD 185") regarding proposed revisions to the Emergency Water Supply Contract dated 17 December 1981 between the District and HCMUD 185, as amended. Mr. Yale reported that he was awaiting comment on the proposed Amendment and Restatement of Emergency Water Supply Contract between the District and HCMUD 185 from Smith, Murdaugh, Little & Bonham, LLP, the attorney for HCMUD 185.

### **West Harris County Regional Water Authority**

Mr. Yale distributed copies of a memorandum from Coats Rose regarding the 14 December 2016 meeting of the Authority's board of directors (the "Authority Board"). A copy of the memorandum is attached hereto as an exhibit to these minutes. He then reviewed with the Board a letter from the Authority dated 18 November 2016 regarding the Authority's proposed Surface Water Blending Study (the "Blending Study"). A copy of the letter is attached hereto as an exhibit to these minutes. He noted that the Authority was requesting that the public water systems that receive surface water from the Authority provide water quantity and quality information for the past three years for use in the Blending Study. Mr. Yale stated that the District's Attorney had forwarded the letter to the District's Operator. Also attached hereto as an exhibit is a memorandum from the District's Attorney regarding the town hall meeting conducted by the Authority Board on 3 November 2016.

### **Power Supply Issues / Public Power Pool**

Next, the Directors discussed matters pertaining to the aggregate purchase of electricity under the auspices of the Public Power Pool ("P3"). Mr. Yale distributed copies of a newsletter from P3 dated 6 December 2016, a copy of which is attached hereto.

### **Landscaping Report**

Director Ward reported on the status of landscaping activities in the District.

### **District Web Site**

The Board discussed matters relating to the District's Web Site. Director Iken expressed his concern that only 22 District customers had signed up to receive electronic mail notifications through the Web Site. In response to a question from

Mr. Green, Director Ward stated that a quarterly report on usage statistics for the Web Site would be desirable.

### **Attorney's Report**

Mr. Yale presented the Attorney's Report.

### **Directors Election**

Next, the Board discussed matters relating to the 6 May 2017 Directors Election required for the District. Mr. Yale remarked that Directors Scholler, Jordan, and Moorman have terms of office that would expire in 2017. Mr. Yale submitted to and reviewed with the Board a memorandum prepared by the District's Attorney regarding the key dates for the Directors Election, a copy of which is attached hereto as an exhibit to these minutes. A discussion ensued regarding the scheduling of a Board meeting to canvass the ballots of the Directors Election. The Directors expressed their desire to reschedule the Board's regular meeting on 22 May 2017 to 15 May 2017, as needed. Mr. Yale added that the Board would need to adopt an order calling the Directors Election at the 23 January 2017 Board of Directors meeting.

### **Eminent Domain Reporting**

Mr. Yale reported that prior to 1 February 2017 the District's Attorney would file with the Texas Comptroller the annual report for the District containing certain information relating to the District's eminent domain authority pursuant to Senate Bill 1812 as approved by the 84th Texas Legislature – Regular Session 2015.

### **District Claim / AT&T and CenterPoint Energy**

The Board discussed matters relating to the District's claim (the "District Claim") against AT&T, CenterPoint Energy, and certain subcontractors (JR Industrial & Consulting, H&H Utilities, Inc., MJ Sheridan, and GW Communications, hereinafter the "Subcontractors") in connection with damage caused to the District's water supply and sanitary sewer lines. Mr. Yale reviewed with the Board the status of the efforts by the District's Attorney and Operator to settle the District Claim with AT&T, CenterPoint Energy, and the Subcontractors. Mr. Yale stated that the District Claim against MJ Sheridan was outstanding. He stated that the District's Attorney had made unsuccessful attempts to contact Mr. Craig in recent months to discuss this matter. After discussion, the Board directed the District's Attorney to forward a demand letter to MJ Sheridan regarding the District Claim.

### **Solid Waste Collection Service, continued**

The Directors returned to their earlier discussion regarding the Service. The Board directed the District's Attorney to draft a letter to WCA regarding certain areas of

non-performance with respect to the Service and giving WCA 30 days in which to remedy said non-performance.

There being no further business to come before the Board, the meeting was adjourned.

  
Secretary, Board of Directors



Harris County Municipal Utility District No. 102  
Meeting of 19 December 2016  
Attachments

1. Security Patrol Report;
2. Security Service Contract;
3. Letter of Representations;
4. Management Letter;
5. Coats Rose letter re Annual Financial Report;
6. WCA Monthly Customer Issue Listing;
7. Email from WCA;
8. Letter from HCMUD 102 to WCA;
9. Tax Assessor/Collector's Report;
10. Operator's Report;
11. Engineer's Report;
12. Detention Pond Maintenance Report;
13. Memo from AEI / WWTP Lift Station;
14. Bookkeeper's Report;
15. Email from City of Houston with list of commercial entities (SPA);
16. RESOLUTION EVIDENCING REVIEW OF INVESTMENT POLICY AND INVESTMENT STRATEGIES;
17. Coats Rose memo / WHCRWA;
18. Letter from WHCRWA / Surface Water Blending Study;
19. Coats Rose memo / WHCRWA town hall meeting;
20. P3 newsletter; and
21. Coats Rose memo / Directors Election.