

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

23 July 2018

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 regular session, open to the public, on the 23rd day of July, 2018, 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
Jason A. Iken	Secretary
Robert Moorman	Assistant Secretary/Treasurer and Investment Officer
Vacant	Assistant Secretary

and all of said persons were present, thus constituting a quorum.

Also present were: Amy Symmank of Myrtle Cruz, Inc. the District's Bookkeeper; Cathy Brittain-Drew of Assessments of the Southwest, Inc. ("Assessments"), the District's Tax Assessor/Collector; David Smalling of Robert W. Baird & Company, the District's Financial Advisor; Dana Hollingsworth 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; Allen DeJonge representing Off Cinco, the District's Webmaster; Deputy T. Craze of the Harris County Sheriff's Department (the "Sheriff's Department"); Will Yale and David Green of Coats Rose, P.C. ("Coats Rose"), the District's Attorney; and Rick Barbour, a resident of the District.

Director Ward called the meeting to order.

### **Approval of Minutes**

The Board first considered approval of the minutes of the meeting of 25 June 2018. After discussion, upon a motion duly made and seconded, the Board voted unanimously to approve the minutes of 25 June 2018, as written.

## **Security Patrol Report**

Mr. Yale presented the Board with copies of the Security Patrol Report for June 2018 as prepared by the Sheriff's Department. A copy of the Security Patrol Report is attached hereto as an exhibit to these minutes. Deputy Craze discussed security related issues with the Directors. Then, after review, upon a motion duly made and seconded, the Board voted unanimously to accept the Security Patrol 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 Waste Corporation of Texas, L.P. ("WCA"), the District's Solid Waste Collector. Mr. Yale distributed to the Board copies of the Monthly Customer Issue Listing for the Service for June 2018, as prepared by WCA. A copy of the Monthly Customer Issue Listing is attached hereto as an exhibit to these minutes. Then, after review, upon a motion duly made and seconded, the Board voted unanimously to accept the Monthly Customer Issue Listing.

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

Ms. Brittain-Drew distributed the Tax Assessor/Collector's Report for the month of June 2018, a copy of which is attached hereto as an exhibit to these minutes. She stated that as of 30 June 2018, the District's 2017 tax levy was 98.3% collected. She noted that the District's Tax Account had a balance of \$54,715.18 as of the end of this reporting period (30 June 2018). 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 \$42,512.83. She noted that Assessments was requesting approval for eight checks written on the District's tax account, said checks including the transfer of \$6,950.82 in revenues from the tax for maintenance and operations to the District's Operating Fund.

The Board then reviewed the Unpaid Accounts Report dated 18 July 2018, 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.

## **Sale of Series 2018 Bonds**

Mr. Smalling announced that four bids were received for the purchase of the District's \$4,300,000 Waterworks and Sewer System Combination Unlimited Tax and Revenue Bonds, Series 2018 (the "Bonds"). Mr. Smalling informed the Board that Moody's Investors Service had assigned an underlying rating of "A1" to the District and the outstanding unenhanced debt of the District. Mr. Smalling stated that the Bonds were expected to receive an insured rating of "AA" from Standard & Poor's Ratings

Services based on a financial guaranty policy by Build America Mutual Assurance Company at the time of delivery of the Bonds

Mr. Smalling stated that he had received a "good faith" check in connection with the sale of the Bonds in the amount of \$86,000. He explained that the good faith check will be held until the closing of the Bonds and returned to the purchaser once the sale is complete. In the event the purchaser fails to provide the necessary funding to purchase the Bonds at the closing, he continued, the District is entitled to retain these funds.

Mr. Smalling reported that the bids were received electronically. He then reviewed with the Board the official bid tabulation and read that the bidders listed as follows had offered the respective net effective interest rates indicated:

(1)	SAMCO Capital Markets, Inc.	2.747301
(2)	Hilltop Securities	2.757124
(3)	George K. Baum & Co.	2.873804
(4)	RBC Capital Markets	2.934123

A copy of the official bid tabulation is attached hereto and shall be considered part of these minutes. Mr. Smalling recommended that the Board accept the bid submitted by SAMCO Capital Markets, Inc. After discussion, upon a motion duly made and seconded, the Board voted unanimously to accept the bid of SAMCO Capital Markets, Inc. and to award the sale of the Bonds to same. A copy of the Official Bid Form submitted by SAMCO Capital Markets, Inc. is attached hereto as an exhibit to these minutes.

Mr. Yale then reviewed with the Board the RESOLUTION AUTHORIZING THE ISSUANCE OF \$4,300,000 WATERWORKS AND SEWER SYSTEM COMBINATION UNLIMITED TAX AND REVENUE BONDS, SERIES 2018 (the "Bond Resolution"). He explained that the Bond Resolution is a contract between the District and the bondholders which governs the relationship and contains numerous actions the District agrees to take to pay off the principal and interest on the Bonds. He explained further that the Bond Resolution stipulates that the District is required to provide financial information on an annual basis to each nationally recognized municipal securities information repository, as well as the State information depository, so that buyers or sellers of the Bonds can have access to the financial condition of the District. After discussion and further review of the Bond Resolution, upon a motion duly made and seconded, the Board voted unanimously to adopt the Bond Resolution. A certified copy of the Bond Resolution is included in the transcript of the proceedings of the sale of the Bonds. Next, the Board approved the Official Statement for the sale of the Bonds and adopted the ORDER ADOPTING AND AUTHORIZING THE EXECUTION AND DISTRIBUTION OF OFFICIAL STATEMENT AND RATIFYING DISTRIBUTION OF PRELIMINARY OFFICIAL STATEMENT.

Next, Mr. Yale told the Board that it would be necessary for the Board to approve and execute a Paying Agent Agreement. He stated that the Paying Agent Agreement is

between the District and ZB, National Association d/b/a Amegy Bank. After discussion, upon a motion duly made and seconded, the Board voted unanimously to approve and execute the Paying Agent Agreement.

The Board then reviewed the General Certificate to be submitted to the Attorney General of Texas with the bound transcript for approval of the sale. Mr. Yale pointed out that the General Certificate provided a history of the District since the previous bond sale. Upon a motion duly made and seconded, the Board voted unanimously to approve the General Certificate and authorize Directors Ward and Iken to execute same. The General Certificate will be included in the transcript of proceedings for the sale of the Bonds.

Mr. Yale then submitted the Signature Identification and No-Litigation Certificate in connection with the Bonds. He explained that the signatures of the President and Secretary of the Board would be verified for the Attorney General by notarization. Mr. Yale also submitted other certificates and letters for execution by Directors Ward and Iken. Mr. Yale then said it would be necessary for the Board to authorize the officers and agents of the District to perform whatever actions are required to accomplish the bond sale transaction. After discussion, upon a motion duly made and seconded, the Board voted unanimously to authorize the Directors and District's consultants to execute documents and take all additional actions necessary to complete the sale and delivery of the Bonds.

### **Operator's Report**

Next, Ms. Hollingsworth distributed the Operator's Report prepared by MDS for the month of June 2018. She reviewed the Water Production portion of the Operator's Report in detail. Ms. Hollingsworth reported that the District had produced 24,797,000 gallons of water and had purchased 12,566,000 gallons of water from the West Harris County Regional Water Authority (the "Authority") during the period ending 15 June 2018, with an accountability rate of 96.6%. She reported that the District had provided 3,120,000 gallons of water to Harris County Municipal Utility District No. 250 during the reporting period. The District currently has 3,005 active service connections, she told the Board. Then Ms. Hollingsworth reviewed the Wastewater Treatment portion of the Operator's Report. She noted that the District's Wastewater Treatment Plant (the "Plant") operated at 41.5% of design capacity during the June 2018 reporting period, with an average daily flow of 540,000 gallons per day ("gpd").

Ms. Hollingsworth 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. She reviewed with the Board the Preventive Maintenance Log for the District's facilities, a copy of which is included with the Operator's Report. The Board then reviewed (1) charts depicting the monthly groundwater pumpage from the District's active water wells during the period of 1 January 2012 to June 2018; and (2) charts depicting the influent and effluent testing

results for June 2018 at the Plant, copies of which are 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**

Ms. Hollingsworth next reported that a grab sample taken from the Plant effluent on 11 June 2018 had an E. Coli count of 4,840 colony forming units per milliliter ("CFU/ml"), which exceeded the permitted limit of 197 CFU/ml. She stated that the excursion was related to the use of the temporary effluent disinfection system at the Plant.

### **Unauthorized Discharge**

Ms. Hollingsworth then reviewed with the Board the Noncompliance Notification that was filed by the District's Operator in connection with an incident on 9 July 2018 in which 60 gallons of wastewater were discharged from a sanitary sewer manhole in the 5700 block of Saddlebred Drive. A copy of the Noncompliance Notification is included with the Operator's Report. Ms. Hollingsworth explained that a sanitary sewer lift station had lost power when a power spike resulting from a lightning strike caused the phase monitor and certain relays to fail. A discussion ensued regarding the condition of the electrical surge suppression devices at the District's facilities (the "Suppression Devices"). Ms. Hollingsworth stated that the District's Operator would ask Neil Technical Services, Corp., to confirm the status of all of the Suppression Devices.

### **District Facilities / Hurricane Harvey**

The Board then discussed the status of the District's Request for Public Assistance ("RPA") that was filed with the Federal Emergency Management Agency ("FEMA") for reimbursement of the District's costs incurred in response to the Hurricane Harvey flooding event in August 2017 that were not covered by the District's insurance policies. Ms. Hollingsworth reported that the District's Operator was meeting periodically with FEMA representatives and was providing the necessary documentation in connection with the RPA.

Ms. Hollingsworth reviewed with the Board a letter dated 16 June 2018 from Allison Tyler of APR Claims in connection with the insurance claims filed by the District relating to damage to the District's facilities from the Hurricane Harvey flooding event (the "Insurance Claims"). A copy of the letter is attached hereto as an exhibit to these minutes. According to Ms. Tyler, she told the Board, the Insurance Claims for the flood damage at the Plant and Lift Station No. 1 would be paid, as well as the Insurance Claim filed for additional expenses.

Ms. Hollingsworth then reviewed with the Board a letter dated 17 July 2018 from John Dunn of McLarens requesting the approval and execution of a Sworn Statement in Proof of Loss instrument for each of the District's facilities in connection with the Insurance Claims (the "Sworn Statements"). After discussion, upon a motion duly made and seconded, the Board voted unanimously to approve the Sworn Statements and to authorize Director Ward to execute same. Copies of the Sworn Statements are attached hereto as exhibits to these minutes. Mr. Yale stated that the District's Attorney would forward the executed Sworn Statements to McLarens.

### **District Facilities / Flooding Event on 18 April 2016**

The Board then briefly discussed matters relating to the District's RPA filed with FEMA in 2016 for reimbursement from FEMA of the District's costs incurred in response to the major flooding event that occurred on 18 April 2016 (the "2016 Flooding Event") that were not covered by the District's insurance policies. Ms. Hollingsworth remarked that the state office was awaiting a "reasonableness determination" from FEMA with regard to the District's claim for costs incurred for storm debris cleanup performed by WCA following the 2016 Flooding Event.

### **Termination of Service**

Consideration was then given to the termination of water and sewer service to certain delinquent accounts. The President recognized Ms. Hollingsworth, 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**

Ms. Hollingsworth reviewed with the Board the Customer Write-Off Report dated 26 June 2018 as prepared by the District's Operator. A copy of the Customer Write-Off Report is included with the Operations Report. The Directors noted that there was one delinquent service account in the amount of \$375.90 that would be written off and turned over to a collection agency. After review, upon a motion duly made and seconded, the Board voted unanimously to write-off the delinquent utility service account and direct the District's Operator to engage a collection agency to pursue collection of the amount owed to the District by the delinquent utility service account listed in the Customer Write-Off Report.

## **Engineer's Report**

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**

Next, the Directors discussed matters relating to the maintenance (the "Detention Pond Maintenance") of the detention ponds (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 June 2018 as prepared by AEI, a copy of which is attached hereto as an exhibit to these minutes. He informed the Board that two sinkholes had begun to form in the Concord Colony Detention Pond.

Mr. Kurzy then informed the Board that SWS had submitted a Pay Estimate in the amount of \$225.37 for Detention Pond Maintenance performed during June 2018. After discussion, upon a motion duly made and seconded, the Board voted unanimously to authorize payment of the Pay Estimate.

## **Water Plant No. 1 / Spot-Coating Rehabilitation of Ground Storage Tanks / One-year Warranty Period**

Next, Mr. Kurzy informed the Board that the one-year warranty period for the contract with Blastco Texas, Inc. for the spot-coating rehabilitation of the 125,000 gallon ground storage tank ("GST") and 250,000 gallon GST at Water Plant No. 1 (the "GST Rehabilitation") would conclude on 10 August 2018. He stated that the District's Engineer would conduct the warranty inspection on the GST Rehabilitation prior to the expiration of the warranty period.

## **Water Plant No. 1 / 10,000-Gallon South Hydropneumatic Tank**

The Board next discussed the condition of the 10,000-gallon south hydropneumatic tank (the "South HPT") at Water Plant No. 1. Mr. Kurzy recalled that, as discussed at the Board's meeting on 23 April 2018, the District's Engineer had directed W. W. Payton Corp. ("Payton") to proceed with the recoating of the interior of the South HPT (the "Recoating"). He stated that, to date, Payton had not moved on-site to commence the Recoating.

## **Federal Emergency Management Agency / Hurricane Harvey**

Mr. Kurzy reported that the District's Engineer had been in contact with FEMA in connection with the District's requests for funding of flood mitigation projects relating to (1) the Water Well No. 4 site; (2) Lift Station No. 2; (3) the on-site Lift Station at the Plant; and (4) the pumps for the non-potable water system at the Plant (the "Mitigation Projects"). He stated that the District's Engineer had prepared reports for the Mitigation

Projects, and had reviewed and approved two damage cost estimates for FEMA. Mr. Kurzy stated that FEMA had prepared a Cost Benefit Analysis in connection with the Mitigation Projects.

### **Sanitary Sewer Overflow Initiative**

Next, Mr. Kurzy reported on the status of the District's participation in the Sanitary Sewer Overflow Initiative (the "SSO Initiative") being promulgated by the Texas Commission on Environmental Quality (the "Commission"). He submitted to and reviewed with the Board a memorandum dated 18 July 2018 from the District's Engineer regarding the status of the SSO Initiative Action Plan. A copy of the memorandum is attached hereto as an exhibit to these minutes.

### **Area B – Phase II Sanitary Sewer Televised Inspection and Evaluation**

The Board discussed the contract with Magna-Flow Environmental, Inc. ("Magna Flow"), to perform the 10-year televised inspection and evaluation of sanitary sewer lines in Area B – Phase II (the "10-year Inspection"). Mr. Kurzy reported that Magna-Flow had completed the field work on the 10-year Inspection. According to Magna-Flow, he continued, root intrusion was noted in several sanitary sewer lines in Area B. Mr. Kurzy stated that the District's Engineer was awaiting delivery of the videos and reports on the 10-year Inspection from Magna-Flow. Following the review of the videos and reports, he continued, AEI would close out the project and determine possible future actions with regard to the sanitary sewer lines in Area B.

### **Area B – Phase I Sanitary Sewer Televised Inspection and Evaluation / One-year Warranty Inspection**

The Board then discussed matters relating to the contract with 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 – Phase I Inspection"). Mr. Kurzy reported that the District's Engineer had conducted the one-year warranty inspection of the Area B – Phase I Inspection and had issued the Acceptance Certificate to Magna-Flow. A copy of the Acceptance Certificate dated 29 June 2018 is attached hereto as an exhibit to these minutes.

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

Mr. Kurzy stated that he had nothing new to report with regard to the request for service from the Redeemed Christian Church of God – House of David (the "Church") in connection with the construction of a community center in addition to the existing Church facilities in the District.

## **Wastewater Treatment Plant Effluent Basin Conversion**

The Directors next discussed the contract with N&S Construction Co., LP (called "N&S Construction") for the improvements to the effluent basin at the Plant, to consist of permanently converting the disinfection system in the Basin to operate with bleach instead of the ultraviolet disinfection system (the "Conversion"). Mr. Kurzy reported that N&S Construction was continuing to work on the submittals and was ordering equipment for the Conversion project. He added that N&S Construction was waiting on a crew to complete another project prior to moving them into the District to commence work on the Conversion.

## **Wastewater Treatment Plant / Minor Permit Amendment**

Mr. Kurzy reported that the District's Engineer submitted the minor amendment to the District's Discharge Permit to the Commission in June 2018 and was awaiting a response.

Then, after review, upon a motion duly made and seconded, the Board voted unanimously to accept the Engineer's Report.

## **Bookkeeper's Report**

Ms. Symmank presented the Bookkeeper's Report, a copy of which is attached hereto and shall be considered to be part of these minutes. She reviewed the District's revenues and expenses for the month of June 2018 as well as the investments for each of the accounts maintained by the District. She reported that the balance of the District's Operating Fund, including the collections account, checking account, and investments, totals \$4,773,479.78 as of this date. Ms. Symmank informed the Board that the District had received a payment of \$9,195.30 from the City of Houston (the "City") for the District's share of sales tax collections during April 2018 pursuant to the Strategic Partnership Agreement with the City for limited purpose annexation of commercial property in the District.

Ms. Symmank then reported that the balance of the District's Debt Service Fund, including investments, totals \$456,365.32 and the balance of the District's Capital Projects Fund, including investments, totals \$199,667.99 as of this date. The Board then reviewed: (1) the District's Operating Budget for the fiscal year ending 30 September 2018; (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. 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.

### **Internet Website**

The Directors next discussed matters relating to the District's internet website (the "Website"), including a proposed initiative to encourage the District's customers to register through the Website to receive alerts and other messages from the District by text message and electronic mail (the "Messaging Service"). Mr. DeJonge presented the Board with a proposal from Off Cinco (the "Proposal") for the preparation and distribution of postcard mailers (the "Postcard Mailers") to the District's customers. Mr. DeJonge stated that in addition to the Postcard Mailers, Off Cinco could transmit text messages and electronic mail messages to the District's customers asking them to encourage their neighbors to register for the Messaging Service. After discussion, upon a motion duly made and seconded, the Board voted unanimously to (1) accept the Proposal for the Postcard Mailers; (2) authorize Off Cinco to prepare the Postcard Mailers and distribute same to the District's customers, subject to review by Director Iken and the District's Attorney; and (3) authorize Off Cinco to transmit the text messages and electronic mail messages regarding the Messaging Service to the District's customers. A copy of the Proposal as accepted by the Board is attached hereto as an exhibit to these minutes.

### **Voluntary Water Conservation**

Consideration was then given to authorizing the second mailing of the year to the District's customers of a letter from the Board to the District's customers pursuant to the District's Drought Contingency Plan, requesting that customers voluntarily observe certain water conservation measures for restricting outdoor water use at all times (the "Conservation Letter"). After discussion, upon a motion duly made and seconded, the Board voted unanimously to authorize the District's Operator to distribute the Conservation Letter to the District's customers.

### **Reschedule Board of Directors Meetings**

Consideration was then given to rescheduling the 26 November 2018 Board meeting in view of the Thanksgiving holiday. After discussion, the Directors agreed to meet on 26 November 2018 as scheduled.

The Directors then considered rescheduling the 24 December 2018 Board meeting in view of the Christmas holiday. After discussion, the Directors agreed to meet on Monday, 17 December 2018.

## **Possible Appointment of Director**

The Board discussed matters relating to the possible appointment of a Director of the District to fulfill the unexpired term of former Director David Scholler through May 2021. Director Ward gave a report regarding the Board's special meeting held on 19 July 2018, at which the Directors interviewed Mr. Barbour and Klint Kovar, each of whom had expressed an interest in being appointed as a Director. Director Ward stated that following the 19 July 2018 Board meeting, Mr. Kovar had withdrawn his request to be considered for possible appointment as a Director. The Directors then deferred further discussion of this matter to a future meeting of the Board.

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

Mr. Yale distributed copies of a memorandum from Coats Rose, regarding the 13 June 2018 meeting of the Authority's board of directors. A copy of the memorandum is attached hereto as an exhibit to these minutes.

## **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 10 July 2018, a copy of which is attached hereto.

## **Landscaping Report**

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

## **Attorney's Report**

Mr. Yale presented the Attorney's Report.

## **House Bill 3693 Compliance / Electricity Consumption**

The Board discussed matters relating to House Bill 3693 ("HB 3693") as approved by the 80th Texas Legislature in 2007. Mr. Yale submitted for the Board's review the HB 3693 Report for the District for calendar year 2017 as prepared by P3. A copy of the HB 3693 Report is attached hereto as an exhibit to these minutes.

Then, after review, upon a motion duly made and seconded, the Board voted unanimously to accept the Attorney's Report.

## **Executive Session**

The Board went into executive session, pursuant to the Open Meetings Act, Section 551.071, Government Code, at 7:28 p.m. to discuss matters relating to possible litigation. The Board returned to open session at 7:40 p.m. After discussion, upon a

motion duly made and seconded, the Board voted unanimously to authorize the District's Attorney to act as discussed in executive session.

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



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Secretary, Board of Directors

Harris County Municipal Utility District No. 102  
Meeting of 23 July 2018  
Attachments

1. Security Patrol Report;
2. WCA Monthly Customer Issue Listing;
3. Tax Assessor/Collector's Report;
4. Official Bid Tabulation / Series 2018 Bonds;
5. Official Bid Form submitted by SAMCO Capital Markets, Inc.;
6. Operator's Report;
7. Letter from APR Claims;
8. Letter from McClarens;
9. Sworn Statements in Proof of Loss (District Facilities);
10. Engineer's Report;
11. Inspection Report for Detention Pond Maintenance;
12. Memo from AEI / update on SSOI Action Plan;
13. Acceptance Certificate / one-year warranty on Area B – Phase I sanitary sewer televised inspection;
14. Bookkeeper's Report;
15. Proposal from Off Cinco / Postcard Mailers;
16. Coats Rose memo / WHCRWA;
17. P3 Newsletter; and
18. HB 3693 Report / electricity consumption.