

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

25 February 2019

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 25th day of February, 2019, 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:

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| Randal W. Ward | President |
| Douglas Jordan | Vice President |
| Jason A. Iken | Secretary and Assistant Treasurer |
| Robert Moorman | Treasurer, Assistant Secretary, and Investment Officer |
| Richard Barbour | 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; Brittany Bogard of Assessments of the Southwest, Inc. ("Assessments"), the District's Tax Assessor/Collector; 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; Trevor Royal representing Waste Corporation of Texas, L.P. ("WCA"), the District's Solid Waste Collector; Deputy A. Salmeron of the Harris County Sheriff's Department (the "Sheriff's Department"); Dan Sallee representing Langham Bayou Links, Ltd. (called "LBL"); David Hummel of Advisors Commercial Real Estate; and 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

The Board first considered approval of the minutes of the meeting of 28 January 2019. After discussion, upon a motion duly made and seconded, the Board voted unanimously to approve the minutes of the meeting of 28 January 2019, as written.

Security Patrol Report

The Board then discussed security related issues. Mr. Yale presented the Board with copies of the Security Patrol Report for January 2019 as prepared by the Sheriff's Department. A copy of the Security Patrol Report is attached hereto as an exhibit to these minutes. Deputy Salmeron then discussed security related issues with the Board. Director Ward remarked that the enforcement of laws pertaining to traffic and vehicles by the contract officers assigned to the District was continuing to be an issue of concern for the homeowner associations in the District. He expressed his desire for Deputy Salmeron to confer with Sergeant Billy Johnson of the Sheriff's Department regarding this matter. After review, the Directors accepted the Security Report and directed the District's Attorney to attach a copy of same to these minutes.

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 January 2019, as prepared by WCA. A copy of the Monthly Customer Issue Listing is attached hereto as an exhibit to these minutes. Mr. Royal then answered questions from the Board regarding the Service. After review, the Board accepted the Monthly Customer Issue Listing and directed the District's Attorney to attach a copy of same to these minutes.

Proposals for Residential Solid Waste Collection Service

The Board then discussed the proposals (the "Proposals") for the Service as submitted in recent months by Best Trash, LLC ("Best Trash"); Frontier Waste Solutions ("Frontier"); Residential Recycling & Refuse of Texas ("RRRT"); and Texas Pride Disposal ("TPD"). Mr. Yale distributed to the Board packets containing copies of (1) the Proposals; and (2) a tabulation and summary of the Proposals as prepared by the District's Attorney (the "Packets"). A copy of the Packet is attached hereto as an exhibit to these minutes. Director Iken discussed with the Board his review of the Proposals as submitted by Best Trash, Frontier, RRRT, and TPD. He recommended that the Board accept the Proposal from TPD for the Service with the following options: (1) a five-year contract term; (2) an annual adjustment to the base rate charged for the Service (the "Base Rate") to be calculated according to the change in the local Consumer Price Index (Houston area); (3) resident-owned waste receptacles; and (4) TPD-provided 48-gallon recycling receptacles (collectively, the "Options"). The Directors noted that the initial Base Rate under the TPD Proposal as described above would be \$15.55 per active service connection.

Then, after review, upon a motion duly made and seconded, the Board voted unanimously to (1) accept the TPD Proposal as described above; and (2) authorize the District's Attorney to commence negotiations with TPD for an agreement for the Service with the Options as listed above.

Consideration was then given to sending written notice to WCA regarding the Board's intent to terminate the existing Residential Solid Waste Collection Contract (the "WCA Contract") between the District and WCA, pursuant to Section 4 of the Agreement. After discussion, upon a motion duly made and seconded, the Board voted unanimously to authorize the District's Attorney to draft the letter to WCA (the "Termination Letter"), giving notice of the District's intent to terminate the WCA Contract at the expiration of the current term on 30 April 2019. A copy of the Termination Letter is attached hereto and shall be considered to be part of these minutes.

Tax Assessor/Collector's Report

Ms. Bogard distributed the Tax Assessor/Collector's Report for the month of January 2019, a copy of which is attached hereto as an exhibit to these minutes. She stated that as of 31 January 2019, the District's 2018 tax levy was 90.6% collected. She noted that the District's Tax Account had a balance of \$1,037,499.51 as of the end of this reporting period (31 January 2019). 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 \$185,249.95. She noted that Assessments was requesting approval for 17 checks written on the District's tax account, and two transfers by wire as follows: a transfer of \$661,514.50 in revenues from the tax for maintenance and operations to the District's Operating Fund and \$300,000.00 to the Debt Service Fund.

The Board then reviewed the Unpaid Accounts Report dated 21 January 2019, 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.

Resolution Concerning Tax Exemptions for 2019

Next, the Board considered the 2019 residence homestead exemptions for the District. Mr. Yale reported that for 2018, the Board granted a \$40,000.00 exemption for individuals who are disabled or sixty-five years of age or older but no general residential homestead exemption. He stated that allowing the general residential homestead exemption was generally not recommended for a water district that does not have a significant portion of its assessed valuation from commercial property. After discussion, upon a motion duly made and seconded, the Board voted unanimously to grant the following exemptions for 2019 and to adopt a RESOLUTION CONCERNING EXEMPTION OF RESIDENCE HOMESTEADS FROM TAXATION: (1) \$40,000.00 exemption for individuals who are disabled or sixty-five years of age or older; and (2) no general residential homestead exemption. A copy of the Resolution is attached hereto and shall be considered to be part of these minutes.

Agreement for Delinquent Tax Collection Services

Mr. Yale then explained that the Board could impose a statutory charge (the "Collection Charge") of 20% on all 2018 taxes, penalties, and interest delinquent on 1 July 2019 for real property (and on 1 April 2019 for personal property), said Collection Charge to be used to finance the costs of collection of the delinquent taxes. In order to do so, he continued, the Board must first confirm its agreement (the "Agreement") for delinquent tax attorney services with Perdue, Brandon, Fielder, Collins & Mott, L.L.P. He explained further that under the Agreement, the amount paid by the District to the District's Delinquent Tax Attorney for the collection of delinquent 2018 taxes would be equal to the additional Collection Charge as approved by the Board on all 2018 taxes, penalties, and interest delinquent on the applicable dates, up to the statutory maximum of 20%, pursuant to Sections 33.07, 33.08, and 33.11 of the Texas Tax Code. After discussion, upon a motion duly made and seconded, the Board voted unanimously to confirm its Agreement with the District's Delinquent Tax Attorney.

Collection Charge on all Delinquent 2018 Taxes, Penalties, and Interest

Consideration was then given to imposing the Collection Charge as described above. After discussion, upon a motion duly made and seconded, the Board voted unanimously to impose a 20% Collection Charge on all 2018 taxes, penalties, and interest that are due and remain delinquent as of the applicable dates, pursuant to Sections 33.07, 33.08, and 33.11 of the Texas Tax Code. A copy of the CERTIFICATE OF BOARD ACTION related to this matter is attached hereto as an exhibit to these minutes.

Operator's Report

Next, Ms. Hollingsworth distributed the Operator's Report prepared by MDS for the month of January 2019. She reviewed the Water Production portion of the Operator's Report in detail. Ms. Hollingsworth reported that the District had produced 522,000 gallons of water and had purchased 24,579,000 gallons of water from the West Harris County Regional Water Authority (the "Authority") during the period ending 17 January 2019, with an accountability rate of 94.4%. She reported that the District had provided 2,923,000 gallons of water to Harris County Municipal Utility District No. 250 during the reporting period. The District currently has 3,013 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 41.0% of design capacity during the January 2019 reporting period, with an average daily flow of 533,000 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 January 2016 to January 2019; and (2) charts depicting the influent and effluent testing results for January 2019 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.

Water Well No. 2 / Pump Motor Repairs

The Board then discussed the condition of the District's Water Well No. 2 ("Well No. 2"). Ms. Hollingsworth reported that C & C Water Services, LLC had completed the repairs to the pump motor on Well No. 2 as authorized at the Board's meeting on 17 December 2018. She added that Well No. 2 had been returned to service.

Wastewater Treatment Plant / Permit Excursion

Ms. Hollingsworth next reported that grab samples taken from the Plant effluent on 2 and 3 January 2019 had E. Coli counts of 4,840 and 381 colony forming units per milliliter, respectively, which exceeded the permitted limit. She reviewed with the Board the Noncompliance Notification that was filed by the District's Operator in connection with the permit excursions, a copy of which is included with the Operator's Report. Ms. Hollingsworth stated that the excursions were related to the use of the temporary effluent disinfection system at the Plant.

Lift Station No. 3

The Board discussed the condition of Lift Station No. 3 (the "Lift Station"). Ms. Hollingsworth reported that the District's Operator investigated a power outage at the Lift Station and determined that lift pump No. 1 the ("Lift Pump") was pulling high amps. She stated that the Lift Pump had been cleaned and the Lift Station was returned to service.

Fire Hydrant Report

Next, the Board discussed the condition of the fire hydrants located in the District (the "Hydrants"). Ms. Hollingsworth reviewed with the Board the Annual Fire Hydrant Inspection Report (the "Inspection Report") dated 25 February 2019 as prepared by MDS regarding the condition of the Hydrants, and listing the recommended repairs for same (the "Hydrant Repairs"). A copy of the Inspection Report is attached hereto as an exhibit to these minutes. Ms. Hollingsworth stated that MDS had proposed to (1) perform the Hydrant Repairs at a cost of \$11,436.75; and (2) blast clean and repaint 274 Hydrants at a cost of \$11,028.50 (the "Repainting"), for a total project cost of \$22,465.25. In response to a question from Director Iken, Ms. Hollingsworth stated that the District's Operator would confirm whether certain Hydrants in the District were

privately owned. The Directors expressed their desire for the District's Operator to perform the Hydrant Repairs but not the Repainting.

After discussion, upon a motion duly made and seconded, the Board voted unanimously to authorize the District's Operator to proceed with the Hydrant Repairs.

The Board then discussed the proposed removal and relocation of a certain Hydrant from its current location in the esplanade on West Little York Road (the "Hydrant Relocation") in connection with the Harris County's project to construct certain improvements to the portion of West Little York Road in the District located east of State Highway 6. In response to a question from Mr. Kurzy, Ms. Hollingsworth stated that the District's Operator had scheduled the Hydrant Relocation.

Delinquent Service Account / 15515 Waldron Circle, Unit B

The Board discussed matters relating to the delinquent service account (the "Service Account") for the residence located at 15515 Waldron Circle, Unit B (the "Residence"). Ms. Hollingsworth reviewed with the Board a string of electronic mail messages between the District's Operator and Ishisha Hickman regarding the Service Account. A copy of the string of electronic mail messages is attached hereto as an exhibit to these minutes. Ms. Hollingsworth explained that the District's Operator had made arrangements with Ms. Hickman for the payment of the arrears on the Service Account (the "Arrears"). She noted that certain charitable organizations were assisting Ms. Hickman with the payment of the Arrears. Ms. Hollingsworth stated that Ms. Hickman, who is a renter, had claimed that the owner of the Residence had declined to fix a water leak in the Residence, which resulted in unusually high-water usage. Director Ward expressed his view that the District could require the owner of the Residence to provide evidence that the water leak had been repaired as a condition for the District to provide water service and establish a service account for the next occupant of the Residence following Ms. Hickman. The Board agreed.

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.

Collection of Delinquent Accounts

Ms. Hollingsworth reviewed with the Board the Collection Accounts Detail Listing dated 29 January 2019 as prepared by the District's Operator. A copy of the Collection Accounts Detail Listing is included with the Operations Report. The Directors noted that there were five delinquent service accounts in the total amount of \$276.75 that would be turned over to a collection agency. After review, upon a motion duly made and seconded, the Board voted unanimously to direct the District's Operator 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 Collection Accounts Detail Listing

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 (the "Detention Ponds") serving Waldron Estates Subdivision and Concord Colony Subdivision, Section 2, by Storm Water Solutions, L.P. Mr. Kurzy submitted to and reviewed with the Board the Inspection Report for the Detention Pond Maintenance for February 2019 as prepared by AEI, a copy of which is attached hereto as an exhibit to these minutes. He noted that trash and debris had been removed from both of the Detention Pond sites.

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 20 February 2019 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. Mr. Kurzy informed the Board that the District's Engineer had submitted the annual report on the SSO Initiative to the Commission and was awaiting a response.

Area B – Phase II Sanitary Sewer System Improvements

The Board then discussed the proposed installation of "top hat" inserts on the connections between the main sanitary sewer lines and the lateral lines in certain segments of Area B – Phase II of the District's wastewater collection system (the "Insert Installation Project"). Mr. Kurzy reported that the design work for the Insert Installation Project was undergoing review by a contractor to ensure that all aspects of the work

were covered. He stated that the plans for the Insert Installation Project would be submitted for agency review in March 2019.

Federal Emergency Management Agency / Flood Mitigation Projects

Mr. Kurzy reported that the District's Engineer was continuing to coordinate with the Federal Emergency Management Agency ("FEMA") and the District's Operator with regard to 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 disinfection facility at the Plant (collectively, the "Mitigation Projects"). Mr. Kurzy reviewed with the Board the status of the proposals for the Mitigation Projects, as follows:

- On-site Lift Station at the Plant: AEI submitted the additional information relating to the loss of two ultraviolet banks in the disinfection system after Hurricane Ike in 2008 to support granting the mitigation funds for the improvements to the On-site Lift Station.
- Plant Disinfection Facility: Funding has been approved for the permanent conversion of disinfection system in the effluent basin in the Plant to operate with bleach instead of the ultraviolet disinfection system (the "Conversion"). Mr. Kurzy stated that AEI filed an extension for the mitigation construction based on all construction being completed in April 2019.
- Lift Station No. 2: AEI submitted the revised estimate for mitigation to FEMA and is awaiting a response.
- Water Well No. 4 site: FEMA determined that this site does not qualify for flood mitigation funding.

Mr. Kurzy informed the Board that the District's Request for Public Assistance (the "RPA") was submitted to FEMA under the Direct Administrative Costs program ("DAC"). He stated that the RPA could be resubmitted under the Public Assistance Alternative Procedures program if the Board so desired. After discussion, the Board directed the District's Engineer to continue pursuing the RPA under the DAC program.

Water Plant No. 2 / 265,000 Gallon Ground Storage Tank

Mr. Kurzy reported that the District's Engineer would commence design work this summer on the proposed blast cleaning and recoating of the interior of the 265,000 gallon ground storage tank at Water Plant No. 2.

Wastewater Treatment Plant Effluent Basin Conversion

The Directors discussed the contract with N&S Construction Co., LP (called "N&S Construction") for the Conversion project at the Plant. Mr. Kurzy reported that N&S Construction had transferred the wastewater flow to the new disinfection basin and

was now working to complete the air system and the electrical components, as well as the relocation of the non-potable water pump.

Mr. Kurzy then reported that N&S Construction had submitted Pay Estimate No. 6 in the amount of \$88,873.65 in connection with the Conversion project. A copy of Pay Estimate No. 6 is attached hereto as an exhibit to these minutes. After discussion, upon a motion duly made and seconded, the Board voted unanimously to authorize payment of Pay Estimate No. 6.

Wastewater Treatment Plant / Minor Permit Amendment

Mr. Kurzy reported on the status of the District's application to the Commission for a minor amendment to the District's Discharge Permit (the "Permit"). He stated that the Commission issued the amended Permit on 19 February 2019 with an expiration date of 1 May 2022. A copy of the Permit as amended is on file in the permanent records of the District.

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

Possible Request for Service / 35-acre Tract Located South of Langham Creek / Langham Bayou Links, Ltd.

Mr. Sallee addressed the Board regarding the possible development of a certain 35-acre tract of land owned by LBL that is located south of Langham Creek, outside the boundaries of the District (the "LBL Tract"). He explained to the Board that LBL had entered into a contract for the sale of the LBL Tract that was contingent upon water supply and sanitary sewer service being provided to the LBL Tract. Mr. Sallee stated that the prospective purchaser of the LBL Tract (the "Purchaser") intends to construct a residential development on the property (the "Development"). He distributed to the Board copies of a survey drawing of the proposed Development, a copy of which is attached hereto as an exhibit. A discussion ensued regarding the Development. The Directors expressed their desire for Mr. Sallee and the Purchaser to provide the Board with additional information regarding the proposed Development. The Board then deferred further discussion on this matter to a future meeting of the Board. Messrs. Sallee and Hummel then departed from the meeting.

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 January 2019 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 \$6,376,677.35 as of this date. Ms. Symmank informed the Board that the District had received a payment of \$10,619.17 from the City of Houston (the

"City") for the District's share of sales tax collections 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 \$1,400,653.90 and the balance of the District's Capital Projects Fund, including investments, totals \$3,620,783.99 as of this date. The Board then reviewed: (1) the District's Operating Budget for the fiscal year ending 30 September 2019; (2) the Summary of Costs relating to the District's Series 2018 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.

Insurance Coverage for the District's Consultants

Then Mr. Yale presented the Board with a table listing the amount and type of insurance coverage in effect for the District's consultants. A copy of the list, including copies of the certificates of insurance for the District's consultants, is attached hereto as an exhibit to these minutes.

West Harris County Regional Water Authority

Mr. Yale distributed copies of two memoranda from Coats Rose regarding the 9 January and 13 February 2019 meetings of the Authority's board of directors. Copies of the memoranda are attached hereto as exhibits to these minutes. Director Ward reported on recent activities of the Authority.

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 12 February 2019, a copy of which is attached hereto. Director Ward reported on recent activities of P3. He noted that P3 was sending a survey to its membership regarding the possible extension through 2030 of P3's existing contract for the aggregate purchase of electricity.

Landscaping Report

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

Attorney's Report

Mr. Yale presented the Attorney's Report.

Approval of Certified Agenda

The Directors then considered approval of the certified agenda for the executive session of 17 December 2018. After discussion, upon a motion duly made and seconded, the Board voted unanimously to approve the certified agenda for the executive session of 17 December 2018, as written.

Directors Election

The Board next discussed matters relating to the 4 May 2019 Directors Election required for the District. Mr. Yale reported that as of this date the candidates to be listed on the ballot for the referenced election were unopposed and accordingly the District's Attorney would prepare an ORDER DECLARING UNOPPOSED CANDIDATES ELECTED TO OFFICE for adoption at the Board's meeting on 22 April 2019.

Continuing Disclosure

Mr. Yale reported that the District's consultants were preparing 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 2019.

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

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 25 February 2019
Attachments

1. Attendance Sheet;
2. Security Patrol Report;
3. WCA Monthly Customer Issue Listing;
4. Packet / summary of proposals for solid waste collection service;
5. Accepted Proposal from Texas Pride Disposal;
6. Termination Letter to Waste Corporation of Texas, L.P.;
7. Tax Assessor/Collector's Report;
8. RESOLUTION CONCERNING EXEMPTION OF RESIDENCE HOMESTEADS FROM TAXATION;
9. CERTIFICATE OF BOARD ACTION / 20% Collection Charge on Delinquent Taxes;
10. Operator's Report;
11. Annual Fire Hydrant Inspection Report;
12. Emails between MDS and I. Hickman;
13. Engineer's Report;
14. Detention Pond Maintenance Report;
15. Memo from AEI / update on SSOI Action Plan;
16. Pay Estimate No. 6 / WWTP Disinfection Improvements;
17. Survey drawing of proposed residential development;
18. Bookkeeper's Report;
19. Table and insurance certificates for District's consultants;
20. Coats Rose memo / 9 January 2019 meeting of WHCRWA;
21. Coats Rose memo / 13 February 2019 meeting of WHCRWA; and
22. P3 Newsletter.