

HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61

Minutes of Meeting of Board of Directors

April 25, 2018

The Board of Directors (“Board”) of Harris County Fresh Water Supply District No. 61 (the “District”) met at the Board’s regular meeting place on Wednesday, April 25, 2018 in accordance with the duly posted notice of the meeting, with a quorum of Directors present, as follows:

Mike Kelley, President
Charles W. Merritt, Vice President
Ben A. Solis, Secretary
Lary J. Cangelose, Treasurer

and the following were absent:

Darrell A. Barroso, Assistant Secretary.

Also present were Mr. Jerry Homan, general manager for the District; Mr. Brian Breeding, assistant general manager for the District; Ms. Pam Magee, office manager for the District; Mr. Samuel Meza, operations manager for the District; Mr. Johnny Collins, tax assessor-collector for the District; Mr. Bob Ideus, fund manager for the District; Mr. Bill Rosenbaum and Ms. Kelly Shipley, engineers for the District; and Ms. Amy Mahanay, on behalf of the attorney for the District. Also present was Ms. Shannon Paige.

The President called the meeting to order and declared it open for such business as might regularly come before it.

1. Under customer input and inquiries, the Board first recognized Ms. Paige, who thanked the Board for constructing the sidewalk along Oak Ledge Drive in front of the District lift station. She stated that she has received nothing but positive feedback about the project.

2. Mr. Collins presented the tax assessor-collector’s report, a copy of which is attached hereto. The report showed a 93.65% collection rate for the 2017 tax year, with all other tax years, excluding 2017, being 98% collected or better. After further review of the report, upon motion made by Director Solis, seconded by Director Merritt, and unanimously carried, the Board approved the tax assessor-collector’s report and payment of the bills listed thereon with checks drawn from the tax fund.

3. Mr. Ideus then presented the fund manager’s report, a copy of which is attached hereto. The report showed a check in the amount of \$73,187.39 for engineering associated with various capital projects. Upon motion made by Director Merritt, seconded by Director Solis, and unanimously carried, the Board approved the fund manager’s report as presented.

4. The Board considered the minutes for the meeting held on April 18, 2018. Upon motion made by Director Merritt, seconded by Director Cangelose, and unanimously carried, the Board approved the minutes as presented.

5. Mr. Meza presented the operations report, a copy of which is attached hereto. With respect to water production, the District pumped 68,148,000 gallons from its wells, with an average daily flow of 2,198,323 gallons. The ratio of water pumped to billed was 79% during the month.

At the wastewater treatment plants, the total combined treatment amounted to 74,569,000 gallons with an average daily flow from the plants of 2,405,452 gallons per day. There were 4.7 inches of rainfall during the month of March.

With respect to the distribution and collection system, 20 bacteriological samples were taken with no coliforms detected. The operator changed out 25 meters in the month of March and made no commercial taps. There were 4 distribution line leaks detected.

With respect to out-of-district water use, Emerald Forest Utility District used 196,000 gallons, Harris County Municipal Utility District No. 248 used 10,056,000 gallons, and Harris County Municipal Utility District No. 69 used 6,819,000,000 gallons.

As for personnel matters, a quarterly safety meeting on CPR was held in April. A monthly safety meeting on PPE will be held will be held in May.

After review, upon motion made by Director Solis, seconded by Director Cangelose, and unanimously carried, the Board approved the operations report as presented.

6. Mr. Rosenbaum and Ms. Shipley presented the engineer's report, a copy of which is attached hereto. Mr. Rosenbaum presented the three bids received for the 4-inch force main to be constructed to serve the West End Lumber tract. AR Turnke Construction Co., Inc. was the low bidder in the amount of \$69,185.00, and the engineer recommended that the contract be awarded to them. Upon motion by Director Cangelose, seconded by Director Solis, the Board unanimously approved award of the contract to AR Turnke Construction Co., Inc.

Mr. Rosenbaum then presented the three bids received for the relocation of a 12-inch water line at Huffmeister Road and Tuckerton Road. CDC Unlimited, LLC was the low bidder in the amount of \$54,455.00, and the engineer recommended that the contract be awarded to them. Upon motion by Director Cangelose, seconded by Director Solis, the Board unanimously approved award of the contract to CDC Unlimited, LLC.

Mr. Rosenbaum requested authorization to advertise for bids for phases 4 and 5 of the District's ongoing sanitary sewer rehabilitation project. Upon motion by Director Solis, seconded by Director Merritt, the Board unanimously approved the request as presented.

Mr. Rosenbaum also discussed the status of the washout at White Oak Bayou and 13200 Oak Ledge Drive.

After further review and discussion, upon motion made by Director Solis, seconded by Director Merritt, and unanimously carried, the Board approved the engineer's report as presented.

7. The Board next considered payment of the general fund bills listed on the report prepared by Ms. Magee, a copy of which is attached hereto. After review, upon motion made by Director Merritt, seconded by Director Cangelose, and unanimously carried, the Board approved payment of the general fund bills as presented.

8. Mr. Homan, Ms. Magee, and Mr. Breeding presented the management report. Ms. Magee reviewed the District's March financials with the Board.

Upon motion made by Director Solis, seconded by Director Barroso, and unanimously carried, the Board approved the management report as presented.

9. The Board considered items for the next agenda, including canvassing the directors election.

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

Secretary

Short Term Action Items

1. Order Canvassing Election Results

Long Term Action Items

1. 222 Rate Analysis for Wastewater Usage
2. Plans for use of SPA Funds
 - a. Walking Trails and Other Facilities
3. Trunk Line Repair - Complete; Discussion of Costs with MUD 222 and MUD 248