

## **HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61**

Minutes of Meeting of Board of Directors

October 25, 2017

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, October 25, 2017 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  
Darrell A. Barroso, Assistant Secretary  
Lary J. Cangelose, Treasurer

and the following were absent:

None.

Also present were 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. Bill Rosenbaum, engineer for the District; Mr. Bob Ideus, fund manager for the District; Mr. Johnny Collins, tax assessor-collector for the District; and Ms. Jennifer Seipel, attorney for the District.

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

1. There were no customer inquiries and input for consideration.
2. Mr. Collins presented the tax assessor-collector’s report, a copy of which is attached hereto. The report showed a 97.36% collection rate for the 2016 tax year, with all other tax years being 99% collected or better. The tax assessor-collector also confirmed that the 2017 tax bills are scheduled to be sent on October 26, 2017. After further review of the report, upon motion made by Director Solis, seconded by Director Barroso, 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 checks in the amount of (i) \$40,022.73 to North Houston Pole Line, LP in connection with their work on the current sanitary sewer rehabilitation project and (ii) \$35,974.36 for engineering associated with various capital projects. Upon motion made by Director Barroso, seconded by Director Cangelose, and unanimously carried, the Board approved the fund manager’s report as presented.

4. The Board considered the minutes for the meeting held on October 18, 2017. Upon motion made by Director Solis, seconded by Director Barroso, 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 70,842,000 gallons from its wells, with an average daily flow of 2,618,767 gallons. The ratio of water pumped to billed was 82% during the month.

At the wastewater treatment plants, the total combined treatment amounted to 78,563,000 gallons with an average daily flow from the plants of 2,618,767 gallons per day. There were 5 inches of rainfall during the month of September.

With respect to the distribution and collection system, 20 bacteriological samples were taken with no coliforms detected. The operator changed out 14 meters in the month of September and made no commercial taps.

With respect to out-of-district water use, Emerald Forest Utility District used 294,000 gallons of water and Harris County Municipal Utility District No. 248 used 13,253,000 gallons of water.

As for personnel matters, a safety training class on fire prevention and response was held on October 11, 2017. A safety training class on treatment plant safety is scheduled for November.

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

6. The Board then considered a utility commitment letter for the tract located at 13600 Birdcall Lane. The attorney confirmed that, according to the engineer, the District has the capacity to serve this development. Upon motion by Director Cangelose, seconded by Director Barroso, and unanimously carried, the Board approved the letter as presented.

7. Mr. Rosenbaum then presented the engineer's report, a copy of which is attached hereto. The engineer gave an update on the washout at 13200 Oak Ledge Drive at the junction of White Oak Bayou at Channel 133. As a result of this washout, a District sanitary sewer force main has been left exposed and is thus vulnerable to structural failure. Mr. Rosenbaum reported that he has been in touch with the engineer for Harris County Flood Control charged with designing the repair. He will provide the Board with updates as he receives them.

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

8. 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 Solis, and unanimously carried, the Board approved payment of the general fund bills as presented.

9. Ms. Magee and Mr. Breeding presented the management report. Ms. Magee reviewed the District's September financials with the Board.

Mr. Breeding confirmed that he and other District employees are working on the District's budget for the fiscal year ending on December 31, 2018.

Mr. Breeding also gave an update on the warranty inspection and related testing for phase 2 of the Hastings Green wastewater treatment plant east sanitary sewer trunkline and manhole rehabilitation project, of which one manhole appears to have experienced a failure.

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

10. The Board considered items for the next agenda.

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

---

Secretary

Short Term Action Items

1. Usual Business

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