

HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61

Minutes of Meeting of Board of Directors

November 15, 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, November 15, 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

and the following were absent:

Lary J. Cangelose, Treasurer.

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. Bill Rosenbaum, engineer for the District; and Ms. Jennifer Seipel, attorney for the District. Also present were Ms. Barbara Cobaugh and Ms. Grace Jones, residents of the District.

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

1. Under customer inquiries and input, Ms. Magee reported that today was water disconnection day. There were 86 disconnections in the District and 9 disconnections in Harris County Municipal Utility District No. 248.

2. The Board next considered the minutes for the meeting held on November 8, 2017. Upon motion made by Director Barroso, seconded by Director Solis, and unanimously carried, the Board approved the minutes as presented.

3. The Board noted that it would like approval of the District’s 2018 budget to be placed on the agenda for its November 29, 2017 meeting.

4. Mr. Rosenbaum then presented the engineer’s report, a copy of which is attached hereto. Having recently received plan approval from the Texas Department of Transportation, Mr. Rosenbaum requested authorization to advertise for bids with respect to the construction of a District water line that runs under U.S. Highway 290. Upon motion made by Director Merritt, seconded by Director Barroso, and unanimously carried, the Board approved the requested authorization.

Mr. Rosenbaum stated that he is still waiting on a response from Harris County and Harris County Flood Control regarding his questions with respect to the proposed drainage improvements to be constructed in the Tower Oaks Meadows and Barwood neighborhoods.

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

5. The Board 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.

6. Ms. Magee, Mr. Homan, and Mr. Breeding presented the management report. Mr. Breeding and Mr. Homan reported that the contractor for phase 3 of the sanitary sewer rehabilitation project hit a gas line, but the situation was promptly handled.

Mr. Homan also reported that the temporary tax assessor-collector hired by the District started work on Tuesday, November 14, 2017, and everything seems to be going well so far.

Mr. Homan 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. Homan and Mr. Breeding confirmed that installation of the braces to support the force main went well.

After additional discussion, upon motion made by Director Solis, seconded by Director Barroso, and unanimously carried, the Board approved the management report as presented.

7. The Board next considered items for the next agenda, including approval of its December 31, 2018 fiscal year end budget and discussion of personnel matters.

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

Secretary

Short Term Action Items

1. Approval of the December 31, 2018 FYE Budget
2. Discussion of Personnel Matters

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