

HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61

Minutes of Meeting of Board of Directors

October 24, 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, October 24, 2018 in accordance with the duly posted notice of the meeting, with a quorum of Directors present, as follows:

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

and the following were absent:

None.

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. Jennifer B. Seipel, attorney for the District. Also in attendance was Deddrik Wilker.

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 or 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 2017 tax year, with all other tax years being 99% collected or better. After further review of the report, upon motion made by Director Cangelose, 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) \$176,187.60 to King Solution Services, LLC for their work in connection with phases 4 and 5 of the District’s sanitary sewer rehabilitation project, and (ii) \$43,442.74 for engineering associated with various projects. Upon motion made by Director Kelley, seconded by Director Barroso, 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 17, 2018. Upon motion made by Director Barroso, 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 60,496,000 gallons from its wells, with an average daily flow of 2,016,533 gallons. The ratio of water pumped to billed was 92% during the month.

At the wastewater treatment plants, the total combined treatment amounted to 75,294,000 gallons with an average daily flow from the plants of 2,509,800 gallons per day. There were 13.7 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 19 meters in the month of September and made no commercial taps.

With respect to out-of-district water use, Emerald Forest Utility District used 261,000 gallons and Harris County MUD No. 248 used 14,242,000 gallons.

As for personnel matters, a monthly safety meeting on defensive driving and vehicle inspections was held in October. A monthly safety meeting on Confined Space Entry will be held in November.

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 stated that his office is working on certain District permit renewals.

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.

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 Barroso, seconded by Director Solis, 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 September financials with the Board.

Mr. Homan reported that Commissioner Radack responded to his phone call requesting a meeting, stating that the District should contact Mr. Blount regarding the matter.

Mr. Breeding then reminded the Board about the upcoming presentation from a representative for Neptune, a company that provides automated metering software.

Ms. Magee reminded the Board of the upcoming fall seminar of the Association of Water Board Directors.

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

9. The Board considered items for the next agenda, including the presentation from Neptune and the resolution authorizing use of surplus funds.

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

Secretary

Short Term Action Items

1. Presentation by Neptune Regarding Smart Meters
2. Resolution Authorizing Use of Surplus Funds

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