

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

Minutes of Meeting of Board of Directors

July 24, 2019

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, July 24, 2019 in accordance with the duly posted notice of the meeting, with a quorum of Directors present, as follows:

Ben A. Solis, President  
Darrell A. Barroso, Vice President  
Lary J. Cangelose, Secretary  
Mike Kelley, Assistant Secretary  
Charles W. Merritt, 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; and Ms. Jennifer B. Seipel, attorney for the District. Also present were Brenda Reyes and Angelica Montez.

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 97.29% collection rate for the 2018 tax year, with all other tax years being 99% collected or better. Ms. Reyes then addressed the Board regarding a payment plan for outstanding taxes owed. She stated that she did not realize she owed taxes to the District. After some discussion, upon motion by Director Barroso, seconded by Director Cangelose, and unanimously carried, the Board approved a 24-month payment plan for Ms. Reyes. After further review of the report, upon motion made by Director Merritt, 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) \$19,025.34 to All Points Services for their work in connection with the televising of phase 6 of the District’s sanitary sewer rehabilitation project, (ii) \$86,522.93 to M.K. Painting for their work in connection with the recoating of elevated storage tank no. 2, (iii) \$1,847.88 to CPR Services and Supplies, Inc. for certain District supplies, (iv) \$71,722.62 to Core & Main for automated meters and related supplies, and (v) \$128,274.40 to King Solution Services, Inc. for their work in connection with

phases 4 and 5 of the District's sanitary sewer rehabilitation project. Upon motion made by Director Cangelose, 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 July 17, 2019. 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 66,496,000 gallons from its wells, with an average daily flow of 2,216,533 gallons. The ratio of water pumped to billed was 95% during the month.

At the wastewater treatment plants, the total combined treatment amounted to 71,456,000 gallons with an average daily flow from the plants of 2,381,867 gallons per day. There were 7.0 inches of rainfall during the month of June.

With respect to the distribution and collection system, 20 bacteriological samples were taken with no coliforms detected. The operator changed out 288 meters in the month of June and made no commercial taps.

With respect to out-of-district water use, Emerald Forest Utility District used 199,000 gallons and Harris County MUD No. 248 used 14,922,000 gallons.

As for personnel matters, a safety meeting on horse play on the job is scheduled for August.

Mr. Meza and Mr. Homan also reported that the shaft on a blower at the Hastings Green wastewater treatment plant broke off, and the damage is currently being assessed for the purpose of determining whether it is appropriate to file an insurance claim.

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

6. Mr. Rosenbaum then presented the engineer's report, a copy of which is attached hereto. He reported that his office has begun design of the District's facilities that are required to be relocated as a result of the Texas Department of Transportation's expansion of N. Eldridge Parkway.

After further review and discussion, upon motion made by Director Kelley, 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 Merritt, seconded by Director Kelley, 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 June financials with the Board.

Ms. Magee presented the District's April SPA check from the City of Houston in the amount of \$91,893.32.

Mr. Homan and Mr. Breeding then reported on a recent incident near 12406 Aste Lane. District employees were repairing a water main near this location when the owner approached them and began to interfere with their work. Out of an abundance of caution, Mr. Breeding called the police. After their arrival, there was a confrontation between an officer and the owner of 12406 Aste Lane, at which point the owner was arrested. Mr. Homan stated that District employees have been trained to deal with situations like this, and those protocols were reviewed with employees last week. The Board expressed their satisfaction with the District employees' handling of the situation.

Mr. Homan reminded the Board of the August 23, 2019 directors workshop being put on by the Association of Water Board Directors.

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

9. The Board considered items for the next agenda.

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

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Secretary

Short Term Action Items

1. Normal 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