

HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61

Minutes of Meeting of Board of Directors

August 28, 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, August 28, 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. Bill Rosenbaum and Ms. Kelly Shipley, engineers 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.

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 97.41% collection rate for the 2018 tax year, with all other tax years being 99% collected or better. Mr. Homan also noted that the District’s financial advisor would be attending the District’s September 11, 2019 meeting to give a tax rate recommendation. After further review of the report, upon motion made by Director Barroso, 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 checks in the amount of (i) \$18,134.20 to All Points Services for their work in connection with the televising of phase 6 of the District’s sanitary sewer rehabilitation project, (ii) \$95,627.86 to Core & Main for automated meters and related supplies, and (iii) \$43,873.21 to LAN for engineering services. Upon motion made by Director Merritt, 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 August 21, 2019. 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 74,771,000 gallons from its wells, with an average daily flow of 2,411,968 gallons. The ratio of water pumped to billed was 90% during the month.

At the wastewater treatment plants, the total combined treatment amounted to 72,477,000 gallons with an average daily flow from the plants of 2,337,968 gallons per day. There were 2.9 inches of rainfall during the month of July.

With respect to the distribution and collection system, 20 bacteriological samples were taken with no coliforms detected. The operator changed out 290 meters in the month of July and made no commercial or residential taps.

With respect to out-of-district water use, Harris County Municipal Utility District No. 248 used 15,637,000 gallons.

As for personnel matters, a safety meeting on getting along with co-workers is scheduled for September.

Mr. Breeding and Mr. Homan reported that the shaft on a blower at the Hastings Green wastewater treatment will cost \$14,845.00 to repair. With the District's deductible being \$10,000.00, Mr. Homan recommended that the District perform the repair and not file an insurance claim. The Board agreed.

After review, upon motion made by Director Kelley, seconded by Director Cangelose, 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 is in the process of performing the survey work needed to determine what repairs should be made to the detention ponds at Wortham Falls.

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. Ms. Seipel then presented a memorandum detailing certain changes in the law that affect how District business is conducted. She discussed these changes and made several recommendations to the Board in order to maintain compliance with the law.

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

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

Mr. Homan and Mr. Breeding reported that they hired a new employee needed to replace an employee who recently quit.

Mr. Homan stated that the Local Government Committee of the Association of Water Board Directors ("AWBD") has a meeting with representatives of the Texas Commission on Environmental Quality on September 4, 2019.

The Board discussed the August 23, 2019 directors workshop put on by AWBD. The Board thanked Mr. Homan and Ms. Seipel for their efforts and said the workshop was very informative.

Ms. Magee stated that Cindy Ashworth recently celebrated her 30th anniversary as a District employee. To thank her for her many years of service, the District presented her with a pair of earrings.

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

10. The Board considered items for the next agenda, including discussion of the District's 2019 tax rate and employee insurance.

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

Secretary

Short Term Action Items

1. 2019 Tax Rate
2. Employee Health Insurance

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