

HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61

Minutes of Meeting of Board of Directors

October 23, 2019

The Board of Directors (“Board”) of Harris County Fresh Water Supply District No. 61 (“District”) met at the Board’s regular meeting place on Wednesday, October 23, 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. Bob Ideus, bookkeeper for the District; Ms. Kelly Shipley, engineer for the District; and Ms. Jennifer B. Seipel, attorney for the District. Also present was Mr. Joseph Chavez.

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. Ms. Magee presented the tax assessor-collector’s report, a copy of which is attached hereto. The report showed a 97.3% collection rate for the 2018 tax year, with all other tax years being 99% collected or better. After further review of the report, upon motion made by Director Barroso, seconded by Director Cangelose, 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) \$39,818.76 to Core & Main for automated meters and related supplies and (ii) \$35,957.05 to LAN for engineering services. 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 16, 2019. Upon motion made by Director Kelley, 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 66,633,000 gallons from its wells, with an average daily flow of 2,221,100 gallons. The ratio of water pumped to billed was 109% during the month.

At the wastewater treatment plants, the total combined treatment amounted to 74,525,000 gallons with an average daily flow from the plants of 2,484,167 gallons per day. There were 5.5 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 110 meters in the month of September and made three commercial taps.

As for personnel matters, a safety meeting on biological hazards and disease prevention is scheduled for November.

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

6. Ms. Shipley then presented the engineer's report, a copy of which is attached hereto. With regard to the relocation of District facilities necessitated by the expansion of N. Eldridge Parkway, Ms. Shipley reported that she attended a meeting with additional representatives for the City of Houston regarding the District's plans. She stated that the meeting went well and she is hopeful that the City will sign off on the proposed plans. Ms. Shipley stated that she would keep the Board, Mr. Homan, and Mr. Breeding apprised of an updates on the matter.

With respect to the water plant no. 3 and aerial line crossings recoating project, Ms. Shipley stated that there is a pre-bid meeting schedule for November 7, 2019, with bids being due on November 14, 2019.

As for the Wortham Falls detention pond improvements, the engineer reported that her group is working to address the problems with the back slope.

Ms. Shipley reported that the District is still waiting to receive some of the videos associated with the televising work for phase 6 of the sanitary sewer rehabilitation project.

Lastly, the engineer reported that the warranty inspection for the West End Lumber force main was conducted, and there were no punch list items.

After further review and discussion, upon motion made by Director Barroso, seconded by Director Merritt, 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 Kelley, seconded by Director Barroso, 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. Director Kelley asked several questions about the budget and expenses associated with the District's participation in the Texas County and District Retirement System ("TCDRS") program. Director Kelley asked that the matter be placed on the next agenda.

Ms. Magee also presented the July SPA check from the City of Houston in the amount of \$88,620.11.

Mr. Homan and Mr. Breeding reported that the District has hired a new employee.

Mr. Homan then discussed a main break at N. Eldridge Parkway and Foxburo. Mr. Homan stated that the District is working diligently to repair it.

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

9. The Board considered items for the next agenda, including the District's budget for next year and the TCDRS.

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

Secretary

Short Term Action Items

1. Budget for December 31, 2010 F.Y.E.
2. Discuss TCDRS

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