

HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61

Minutes of Meeting of Board of Directors

March 18, 2020

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, March 18, 2020 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
Jon Morgan, 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, engineer 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. Under customer inquiries and input, Ms. Magee stated that today would have been disconnection day, but water disconnections were not made as a result of the Chinese coronavirus/COVID-19 (the “Virus”) and related public health concerns.

2. The Board considered the minutes for the meeting held on March 11, 2020. Upon motion made by Director Cangelose, seconded by Director Barroso, and unanimously carried, the Board approved the minutes as presented.

3. Mr. Rosenbaum then presented the engineer’s report, a copy of which is attached hereto. He discussed with the Board the 10-year capital improvements plan as it relates to preparation of a new bond application, which will reflect projects costing somewhere between \$12,000,000 and \$15,000,000. The Board expressed their approval.

After further review, upon motion made by Director Kelley, seconded by Director Morgan, and unanimously carried, the Board approved the engineer’s report as presented.

4. The Board considered formally authorizing the engineer to prepare the bond application it just discussed. Upon motion made by Director Barroso, seconded by Director Kelley, and unanimously carried, the Board authorized the engineer to proceed with preparation of the bond application.

5. The Board considered payment of the general fund bills. After review, upon motion made by Director Morgan, seconded by Director Barroso, 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. Homan stated that, despite the quickly evolving circumstances surrounding the spread of the Virus throughout the United States, the District's operations were proceeding as normal.

Ms. Seipel, Mr. Homan, and Mr. Breeding discussed certain suspensions of the Texas Open Meetings Act that will allow for the Board to hold meetings via telephone or video conference. Ms. Seipel covered the legal requirements for holding such meetings, and Mr. Homan and Mr. Breeding suggested that the District purchase a membership to WebEx in the approximate amount of \$150/year. This program will provide the District with an interface to hold telephone and video conferences that will satisfy the legal requirements for doing so. After a brief discussion, upon motion made by Director Barroso, seconded by Director Cangelose, and unanimously carried, the Board approved the purchase of the software membership.

Mr. Homan and Ms. Seipel then discussed the procedures available to the District under the Texas Water Code to disburse District funds. After some discussion, the Board agreed to place a resolution authorizing the general manager and assistant general manager to sign funds disbursements on the next agenda.

The Board then considered limiting its regular meetings to two per month until spread of the Virus and resulting quarantine rules have subsided. After discussion, the Board agreed to cancel its April 15, 2020 meeting unless circumstances change.

Mr. Homan and the Board discussed suspending water disconnections for the time being. The Board agreed to revisit the matter as circumstances change.

Mr. Homan reported on the extensive measures that the District is taking to address the Virus. He stated that the office is being cleaned and disinfected twice a day, hand sanitizer machines have been installed and are available to District customers who come to the District's administration building. District employees who are feeling ill have been instructed not to come to work. The Board also discussed the various methods through which District customers may pay their bills that do not require face-to-face interaction, including online bill pay, telephone, and the drop box. Mr. Breeding showed the Board updates that have been made to the District's website to reflect information about the Virus and its non-impact on drinking water. After a lengthy discussion, the Board expressed their satisfaction with the steps that Mr. Homan, Mr. Breeding, and Ms. Magee are taking to ensure that the District continues to provide the highest quality water and wastewater services to its constituents.

Lastly, Mr. Homan discussed running for reelection on the Board of Directors for the Association of Water Board Directors. Mr. Homan stated that he thought it would be best if he ran as the president of the Board for Harris County Municipal Utility District No. 220, just as he did last time. After some discussion, the Board agreed.

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

7. The Board lastly considered items for the next Board meeting, including a Resolution Authorizing the General Manager and Assistant General Manager to Sign Disbursements.

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

Secretary

Short Term Action Items

1. Resolution Authorizing General Manager and Assistant General Manager to Sign Disbursements

Long Term Action Items

1. 222 Rate Analysis for Wastewater Usage
2. Trunk Line Repair - Complete; Discussion of Costs with MUD 222 and MUD 248