

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

Minutes of Meeting of Board of Directors  
December 16, 2020

The Board of Directors (“Board”) of Harris County Fresh Water Supply District No. 61 (“District”) met on Wednesday, December 16, 2020 in accordance with the duly posted notice of the meeting, with a quorum of Directors present, as follows:

Darrell A. Barroso, President  
Lary J. Cangelose, Vice President  
Mike Kelley, Secretary  
Jon Morgan, Assistant Secretary  
Ben A. Solis, 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; Ms. Norma Hernandez, employee for the District; Mr. Bill Rosenbaum and Ms. Kelly Shipley, engineers for the District; Mr. Bob Ideus, bookkeeper 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 disconnections were not made due to the holidays.

2. Ms. Hernandez presented the tax assessor-collector’s report, a copy of which is attached hereto. The report showed a 94.73% collection rate for the 2019 tax year, with all other tax years excluding 2020 being 99% collected or better. After further review of the report, upon motion made by Director Solis, 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) \$193,307.85 to King Solutions Services, Inc. and (ii) \$125,876.95 for engineering services. After discussion, upon motion made by Director Cangelose, seconded by Director Kelley, and unanimously carried, the Board approved the fund manager’s report and the checks listed thereon.

4. The Board then considered the minutes for the meeting held on December 9, 2020. After discussion, upon motion made by Director Kelley, seconded by Director Solis, and unanimously carried, the Board approved the minutes as presented.

5. The Board then discussed the audit continuance letter issued by Mr. Joseph Ellis, the District's auditor. The District previously engaged Mr. Ellis' firm to conduct the audit pursuant to an evergreen contract that does not require renewal. The auditor's letter stated that the estimated fee for the District's 2020 audit is between \$23,000 and \$24,000. The Board expressed their approval.

6. Mr. Meza presented the operations report, a copy of which is attached hereto. With respect to water production, the District pumped 56,467,000 gallons from its wells, with an average daily flow of 1,882,233 gallons. The ratio of water pumped to billed was 96% during the month.

At the wastewater treatment plants, the total combined treatment amounted to 76,200,000 gallons with an average daily flow from the plants of 2,540,000 gallons per day. There were 4.6 inches of rainfall during the month of November.

With respect to the distribution and collection system, 20 bacteriological samples were taken with no coliforms detected. The operator changed out 34 meters in the month of November and made one residential tap.

With respect to out-of-district water use, Emerald Forest Utility District used 230,000 gallons and Harris County MUD No. 248 used 10,434,000 gallons.

As for personnel matters, the 2020 yearly recap of safety meetings was held in December.

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

7. Mr. Rosenbaum then presented the engineer's report, a copy of which is attached hereto. He discussed the development of a potential apartment complex at the corner of Huffmeister and Birdcall. After discussion, the Board requested that the attorney respond to the development's most recent request for additional capacity.

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

8. Ms. Seipel then discussed the legal requirement that District submit to the Comptroller on an annual basis a report containing certain information relating to the District's exercise of its eminent domain authority during the prior year. She confirmed that her office would complete the annual eminent domain filing no later than the February 1, 2021 deadline.

9. 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 Morgan, seconded by Director Solis, and unanimously carried, the Board approved payment of the general fund bills as presented.

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

Mr. Breeding then reported that he continues to work on year-end business.

Mr. Homan provided updates on various matters, including the status of several ongoing projects, the District's use of the automated meter system, and the slate of projects scheduled to occur during the first quarter of 2021.

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

11. The Board considered items for the next agenda.

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Secretary

Short Term Action Items

1. Normal Business

Long Term Action Items

1. Contract Negotiations with Various Entities Served by the District
2. Plans for use of SPA Funds