

HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61

Minutes of Meeting of Board of Directors

April 28, 2021

The Board of Directors (“Board”) of Harris County Fresh Water Supply District No. 61 (“District”) met on Wednesday, April 28, 2021 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 Catherman, employee for the District; Mr. Bill Rosenbaum and Ms. Kelly Shipley, engineers for the District; Mr. Joseph Ellis and Ms. Michelle Townes, auditors 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. There were no customer inquiries or input for consideration.
2. Mr. Ellis and Ms. Townes of McCall Gibson Swedlund Barfoot, PLLC presented an audit of the District’s books and records for the fiscal year ended December 31, 2020. He stated that the District experienced another good year and his firm was issuing an unmodified opinion. Mr. Ellis reviewed the audit with the Board in detail. Director Kelley raised several questions regarding certain notes in the report. Upon motion made by Director Solis, seconded by Director Morgan, and carried, with Director Kelley abstaining, the Board approved the audit as presented, subject to finalization and approval by the attorney and District representatives, and authorized its filing as required by law.
3. Ms. Catherman presented the tax assessor-collector’s report, a copy of which is attached hereto. The report showed an 92.89% collection rate for the 2020 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.

4. 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) \$13,860.00 to Core & Main, (ii) \$163,359.41 to King Solutions Services, LLC, (iii) \$62,899.87 for engineering services, and (iv) numerous checks to consultants, landowners, and special commissioners in connection with the District's N. Eldridge Parkway utility relocation project. After discussion, upon motion made, seconded, and unanimously carried, the Board approved the fund manager's report and the checks listed thereon.

5. The Board then considered the minutes for the meeting held on April 21, 2021. After discussion, upon motion made by Director Kelley, seconded by Director Cangelose, and unanimously carried, the Board approved the minutes as presented.

6. Mr. Meza presented the operations report, a copy of which is attached hereto. With respect to water production, the District pumped 52,372,000 gallons from its wells, with an average daily flow of 1,689,419 gallons. The ratio of water pumped to billed was 83% during the month.

At the wastewater treatment plants, the total combined treatment amounted to 76,656,000 gallons with an average daily flow from the plants of 2,472,774 gallons per day. There were 2.2 inches of rainfall during the month of March.

With respect to the distribution and collection system, 20 bacteriological samples were taken with no coliforms detected. The District made no commercial or residential taps.

With respect to out-of-district water use, Emerald Forest Utility District used 172,000 gallons and Harris County MUD No. 248 used 8,400,000 gallons.

As for personnel matters, a meeting on power tool and motor safety is scheduled for May.

After review, upon motion made by Director Solis, seconded by Director Cangelose, 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 presented for approval and recommended payment of Pay Application No. 8 in the amount of \$163,359.41 to King Solutions Services for their work in connection with phases 7 and 9 of the District's sanitary sewer rehabilitation project.

The Board also discussed the replacement of a line at Huffmeister and Cypress N. Houston, noting that the contractor may be submitting a change order related to unforeseen time and expense relating from their inability to pipe burst certain portions of the line.

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

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

9. Mr. Homan, Mr. Breeding, and Ms. Magee presented the management report. Ms. Magee reviewed the District's March financials with the Board. Director Barroso asked a question regarding a line item in the budget.

The Board discussed the recent CPR training held at the District.

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

10. The Board considered items for the next agenda.

Secretary

Short Term Action Items

1. Normal Business

Long Term Action Items

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