

HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61

Minutes of Meeting of Board of Directors

August 18, 2021

The Board of Directors (“Board”) of Harris County Fresh Water Supply District No. 61 (“District”) met on Wednesday, August 18, 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. 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 the District had disconnection day. There were 100 disconnections in the District and 11 disconnections in Harris County Municipal Utility District No. 248.

2. The Board then considered the minutes for the meeting held on August 11, 2021. Upon motion made by Director Solis, seconded by Director Cangelose, and unanimously carried, the Board approved the minutes as presented.

3. Mr. Rosenbaum presented the engineer’s report, copy attached. He noted that he received an inquiry from a developer regarding the District’s ability to provide water and sanitary sewer service to a tract of land along N. Eldridge Parkway. The engineer confirmed that the tract is well outside the District, and it is not feasible to serve. As such, the Board instructed the engineer to relay such information to the developer.

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

4. Having not yet received a final draft of the reimbursement agreement from the Texas Department of Transportation, the Board tabled the matter.

5. The Board considered payment of the general fund bills. After review, upon motion made by Director Morgan, seconded by Director Cangelose, 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. Ms. Magee presented the District's May SPA check from the City of Houston in the amount of \$95,443.58.

Ms. Magee presented a write-off list of delinquent accounts, which will be sent to collections. Upon motion made by Director Cangelose, seconded by Director Solis, and unanimously carried, the Board approved the write-off list as presented.

Mr. Breeding then reported that he repaired the audio-visual equipment in the conference room, with such repair costing approximately \$20.00.

Mr. Homan stated that, with respect to the Resolution Revoking Authorization for the General Manager and Assistant General Manager to Sign Disbursements, which was adopted at the last meeting, the District's bookkeeper stated that additional paperwork needs to be completed on his end before the Board can legally return to signing certain checks. Accordingly, upon motion made by Director Kelley, seconded by Director Solis, and unanimously carried, the Board moved to modify that resolution to state that it will be effective at such time as the required paperwork with the District's bank has been completed.

Mr. Homan next discussed a memorandum drafted by the District's attorney and presented to the District's employees regarding House Bill 872, which further protects customer information from disclosure to third parties. He discussed the District's implementation of new measures to ensure compliance with the law.

Lastly, Mr. Homan presented a memorandum related to a recommended increase in pay for certain District employees. In an effort to retain the District's current workforce, the memorandum recommended that the District increase the hourly employees' wages by \$1.00/hour effective on September 1, 2021. Mr. Homan noted that this would result in an annual increase in budget of \$46,000, but that the District currently is under budget on payroll due to the loss of an employee earlier in the year. As such, the recommended increase in wages would still be in line with the budgeted amount for payroll. After discussion, upon motion made by Director Solis, seconded by Director Morgan, and unanimously carried, the Board approved the wage increase as discussed.

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

7. The Board considered items for the next Board meeting, including discussion of the reimbursement agreement with the Texas Department of Transportation.

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

Secretary

Short Term Action Items

1. Discussion of Reimbursement Agreement with the Texas Department of Transportation

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