

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

Minutes of Meeting of Board of Directors

November 17, 2021

The Board of Directors (“Board”) of Harris County Fresh Water Supply District No. 61 (“District”) met on Wednesday, November 17, 2021 in accordance with the duly posted notice of the meeting, with a quorum of Directors present, as follows:

Darrell A. Barroso, President  
Mike Kelley, Secretary  
Jon Morgan, Assistant Secretary  
Ben A. Solis, Treasurer

and the following were absent:

Lary J. Cangelose, Vice President.

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; Ms. Norma Catherman, tax assessor-collector for the District; Mr. Samuel Meza, operations manager for the District; Mr. Bill Rosenbaum, engineer 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 the District had disconnection day. There were 92 disconnections in the District and 10 disconnections in Harris County Municipal Utility District No. 248.

2. Ms. Catherman presented the tax assessor-collector’s report, a copy of which is attached hereto. The report showed an 96.17% collection rate for the 2020 tax year, with all other tax years excluding 2020 being 99% collected or better. Ms. Catherman also presented an uncollectible list of tax accounts to be written off. After further review of the report, upon motion made by Director Solis, seconded by Director Morgan, and unanimously carried, the Board approved the tax assessor-collector’s report, the uncollectible list, 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 and/or wire transfers in the amounts of (i) \$37,606.21 for engineering services and (ii) \$77,100.29 to its appellate counsel. After discussion, upon motion made by Director Kelley, seconded by Director Morgan, 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 November 10, 2021. After discussion, upon motion made by Director Solis, seconded by Director Morgan, 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 58,258,000 gallons from its wells, with an average daily flow of 1,879,290 gallons. The ratio of water pumped to billed was 98% during the month.

At the wastewater treatment plants, the total combined treatment amounted to 79,216,000 gallons with an average daily flow from the plants of 2,555,355 gallons per day. There were 4.1 inches of rainfall during the month of October.

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

With respect to out-of-district water use, Emerald Forest Utility District used 230,000 gallons and MUD No. 248 used 11,539,000 gallons.

As for personnel matters, a safety meeting recapping all of the 2021 safety lessons is scheduled for December.

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

6. Mr. Rosenbaum then presented the engineer's report, a copy of which is attached hereto. He noted that, with regard to the District's project to relocate its water and sanitary sewer lines at N. Eldridge Parkway and F.M. 1960, construction has begun.

Mr. Rosenbaum also discussed topographic and right-of-way surveys received from Harris County (the "County") with regard to a proposed drainage improvement project in Barwood. Mr. Homan discussed his conversations with representatives for the County related to this project, noting that the project, as currently proposed, would be constructed and funded by the County, with the District assuming responsibility for the maintenance of certain newly-expanded detention ponds. The Board expressed their satisfaction with this proposal, and Mr. Rosenbaum stated that he would keep the Board apprised of any updates.

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

7. The Board then reviewed a proposed draft of the District's December 31, 2022 fiscal year end budget. In connection with budget review, the Board discussed certain increases and decreases in budgeted items, including, for example, an increase in chemical costs. After review of the proposed budget, the Board considered a Resolution Adopting Operating Budget for the Fiscal Year Ending December 31, 2022. After review and discussion, upon motion made by Director Solis, seconded by Director Kelley, and unanimously carried, the Board approved the resolution and budget 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 Solis, 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 October financials with the Board.

Ms. Magee reported that the District's Christmas party will be held on December 4, 2021.

Mr. Breeding stated that he continues to work on the District's many pending projects and administrative matters.

Mr. Homan provided additional details about the District's N. Eldridge Parkway utilities relocation project and the drainage improvement project proposed by the County.

Mr. Homan stated that he went to the recent budget workshop for the North Harris County Regional Water Authority.

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

10. The Board considered items for the next agenda, including personnel reviews.

*777 W Kelley 12-1-21*  
Secretary

Short Term Action Items

1. Personnel Reviews

Long Term Action Items

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