

HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61

Minutes of Meeting of Board of Directors

April 27, 2022

The Board of Directors (“Board”) of Harris County Fresh Water Supply District No. 61 (“District”) met on Wednesday, April 27, 2022 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; Ms. Norma Catherman, tax assessor-collector for the District; Mr. Samuel Meza, operations manager for the District; Mr. Adam Anderson, engineer for the District; Mr. Bob Ideus, bookkeeper for the District; Mr. Scott Gray, representative for Champions Hydro-Lawn; and Ms. Jennifer B. Seipel, attorney for the District. Also present was Mr. Ron Chapman and Mr. Gary Boudreaux.

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. Ms. Catherman presented the tax assessor-collector’s report, a copy of which is attached hereto. The report showed an 94.08% collection rate for the 2021 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 and/or wire transfers in the amounts of (i) \$23,965.00 to CSI Consolidated, LLC, (ii) \$750.00 to Bank of New York Mellon, (iii) \$45,926.82 for engineering services, (iv) \$58,561.86 to Persons Services Corp., (v) \$35,260.00 to Alexander Dubose Jefferson, LLP, (vi) \$1,875.00 to Core and Main, (vii) \$3,000.00 to Software Solutions, and (viii) \$78,616.80 to Smith, Murdaugh, Little & Bonham, LLP. After discussion, upon motion made by Director Solis, seconded by Director Cangelose, 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 April 20, 2022. After discussion, upon motion made by Director Cangelose, seconded by Director Solis, 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 52,250,000 gallons from its wells, with an average daily flow of 1,685,484 gallons.

At the wastewater treatment plants, the total combined treatment amounted to 77,401,000 gallons with an average daily flow from the plants of 2,496,806 gallons per day. There were 3.8 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.

With respect to out-of-district water use, Emerald Forest Utility District used 177,000 gallons and MUD No. 248 used 9,465,000 gallons.

As for personnel matters, a safety meeting on treatment plant safety is scheduled for May.

Mr. Breeding also provided an update of the District's conversion from landlines to wireless phone service at its facilities, noting that the conversion project is complete and such project will result in thousands of dollars in savings on an annual basis.

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

6. Mr. Anderson then presented the engineer's report, a copy of which is attached hereto. With regard to phase 8 of the District's sanitary sewer rehabilitation project, Mr. Anderson presented and recommended approval of Pay Application No. 2 in the amount of \$23,965.20 to CSI Consolidated. Upon motion made by Director Solis, seconded by Director Cangelose, and unanimously carried, the Board approved the pay application as presented.

The engineer provided an update on the status of the District's sanitary sewer and water line relocation project at N. Eldridge Parkway and F.M. 1960. He stated that members of his office and District representatives met with the contractor for the project to discuss the logistics of switching from the existing lines to the new lines. The meeting went well.

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

7. Mr. Gray provided a report on behalf of Champions Hydro-Lawn. He presented photographs of all of the District's drainage facilities and presented a separate report on the repair to the Ravensway pond, which had sustained damage from erosion. The Board expressed their satisfaction with the repairs made.

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 March financials with the Board, noting that she is working to update some of the figures on the first page.

Mr. Breeding then showed several minutes of clips of the television work done in connection with phase 8 of the District's sanitary sewer rehabilitation project. He noted several areas where the District's lines are in need of repair and contrasted such segments of pipe with ones in good condition despite their age. The Board asked questions about the video shown and thanked Mr. Breeding for taking the time to present it.

Mr. Homan reminded the Board that the District's annual shrimp boil will be held on May 5, 2022.

Lastly, Mr. Homan also confirmed that the District's annual family day is scheduled for May 7, 2022. This year's event is to attend a Sugar Land Space Cowboys baseball game. Mr. Homan and Ms. Magee provided additional information about the outing.

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 approval of the District's audit.

Secretary

Short Term Action Items

1. Audit for F.Y.E. 12/31/21

Long Term Action Items

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