

HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61

Minutes of Meeting of Board of Directors
September 14, 2022

The Board of Directors (“Board”) of Harris County Fresh Water Supply District No. 61 (“District”) met on Wednesday, September 14, 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; 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. There were no customer inquiries or input.
2. The Board considered the minutes for the meeting held on August 24, 2022. Director Kelley suggested several changes, and upon motion made by Director Kelley, seconded by Director Solis, and unanimously carried, the Board approved the minutes as presented.
3. Mr. Rosenbaum then presented the engineer’s report, a copy of which is attached hereto. He reported that, with regard to the District’s relocation of water and sanitary sewer lines at the intersection of N. Eldridge Parkway and FM 1960, the second reimbursement package submitted by the District to the Texas Department of Transportation should be funded this week. He also confirmed that site restoration efforts related to the project are ongoing.

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. The Board then discussed a request for a utility commitment letter from the developer of the tract located at 12350 Huffmeister Road. The engineer confirmed that the District has the capacity to serve this development, which is within the boundaries of the District. Subject to that discussion, upon motion made by Director Kelley, seconded by Director Morgan, and unanimously carried, the Board approved issuance of the letter.

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. Breeding, and Mr. Homan presented the management report. Ms. Magee presented the June SPA check from the City of Houston in the amount of \$120,041.15.

Mr. Breeding reported that he and Mr. Homan attended the meeting of Harris County MUD No. 248 (“MUD No. 248”). They reported that, going forward, MUD No. 248’s meetings will be held at the District’s administration building.

Mr. Breeding then read a letter from a District resident thanking the Board and District personnel for their tireless efforts in providing superior water and wastewater service. In the letter, the customer stated that there was a leak on Bexhill, where he lives, and within thirty minutes, District personnel were on the scene to make the repair. The customer also noted that District personnel returned several days later to lay sod and complete a full restoration of the area that had been disturbed in connection with the repair. After reading the letter, the members of the Board expressed their satisfaction with the efforts of the District’s staff.

Mr. Breeding and Mr. Homan discussed the purchase of new billing software, servers, and a printer. Mr. Homan noted that such upgrades were needed in connection with the District’s ongoing meter replacement project. The gentlemen confirmed that this equipment will allow the District to implement the customer portal feature for the automated meters, and the Board agreed that such purchases were prudent. Mr. Breeding stated that he will bring formal proposals for such items when they become available.

Mr. Homan and Mr. Breeding also discussed the purchase of equipment needed in connection with the implementation of a GIS system. Mr. Breeding noted that the GIS system will allow the District to create a digital blueprint of all of its facilities, including meter and valve locations, among other items. Mr. Homan also noted that the District would participate in demonstrations from contractors for the equipment prior to purchase. Mr. Breeding stated that he will bring proposals for such equipment to a future meeting for further consideration.

Mr. Homan stated that he, Mr. Breeding, Mr. Rosenbaum, Ms. Magee, and Ms. Seipel met with Mr. Bill Russell, the District’s bookkeeper, on September 12, 2022 to discuss the bookkeeping processes and procedures being implemented by Myrtle Cruz, Inc. Mr. Homan stated that the meeting went very well, and everything appears in good order.

Mr. Homan confirmed that the town hall meeting of the North Harris County Regional Water Authority (the “Authority”) is scheduled for October 11, 2022. He encouraged the Board to register online if they want to attend.

Mr. Homan then noted that he, Mr. Breeding, and Ms. Magee attended financial training this week.

Mr. Homan provided an update on the status of the legislation related to the creation of a master district to oversee the Cypress Creek watershed. He stated that he spoke

with attorneys involved with the creation of the district, and they liked the idea of including language in the legislation that required an election by the voters to be held for the creation to be successful. Mr. Homan stated that he would continue to monitor the matter.

Lastly, Mr. Homan stated that, after speaking with some of the staff, the District may want to consider hosting an in-office Christmas party in even years, while hosting its out-of-office Christmas party in odd years. The Board expressed their approval of the idea.

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

7. The Board discussed the most recent meeting of the Authority, which several directors attended. The Board stated that the meeting was long but informative. The Board also discussed several discussions that were held at the meeting, as well as several posts on the internet about the happenings at the meeting.

8. With regard to the Water Users Coalition (the “Coalition”), Mr. Homan stated that the Coalition is working with the Community Impact newspaper to encourage them to interview candidates for the upcoming election of the Authority.

9. The Board lastly considered items for the next Board meeting.

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

Secretary

Short Term Action Items

1. Normal Business

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