

HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 61

Minutes of Meeting of Board of Directors

March 27, 2024

The Board of Directors ("Board") of Harris County Fresh Water Supply District No. 61 ("District") met on Wednesday, March 27, 2024 in accordance with the duly posted notice of the meeting, with a quorum of Directors present, as follows:

Mike Kelley, President
Jon Morgan, Vice President
Ben Solis, Secretary
Darrell A. Barroso, Assistant Secretary
Lary Cangelose, 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, tax assessor-collector for the District; Mr. Adam Anderson and Mr. Eddie Streich, engineers for the District; Ms. Kayla Ray, bookkeeper for the District; Mr. Scott Gray, representative for Champions Hydro-Lawn; Ms. Jessica Espinoza; 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. Ms. Catherman then presented the tax assessor-collector's report, a copy of which is attached hereto. The report showed an 89.16% collection rate for the 2023 tax year, with most other tax years being 99% collected or better. Ms. Catherman also presented the 2023 year end collections summary. The Board expressed their appreciation for such chart, as it contained a lot of useful information. After further review of the report, upon motion made by Director Solis, seconded by Director Barroso, 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. Ms. Ray presented the fund manager's report, a copy of which is attached hereto. The report showed checks in the amount of (i) \$120,924.81 and \$89,809.11 to Lockwood, Andrews, and Newnam for engineering services, (ii) \$2,880.00 to Smith, Murdaugh, Little and Bonham, LLP, (iii) \$2,394.50 to Husch Blackwell, and (iv) \$360,199.00 to Weisinger. Ms. Ray also confirmed that the funds from the District's recent sale of two detention ponds to Harris County have been deposited in a separate drainage improvement project account that she created at the District's request. Subject to that discussion, upon motion made by Director Barroso, seconded by Director Cangelose, and unanimously carried, the Board approved the fund manager's report and the checks listed thereon.

4. The Board considered the minutes for the meeting held on March 13, 2024. Upon motion made by Director Solis, seconded by Director Cangelose, 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 51,925,000 gallons from its wells, with an average daily flow of 1,790,517 gallons. There was 95% water accountability for the prior month.

At the wastewater treatment plants, the total combined treatment amounted to 78,845,000 gallons with an average daily flow from the plants of 2,718,793 gallons per day. The District received 2.0 inches of rain during the month of February.

With respect to the distribution and collection system, 20 bacteriological samples were taken with no coliforms detected. The District installed no meters or taps during the prior month.

With respect to out-of-district water use, Emerald Forest Utility District used 192,000 gallons and MUD No. 248 used 10,599,000 gallons.

As for personnel matters, a safety meeting on workplace stress was held earlier in the month. A safety meeting on working with rotating equipment is scheduled for April.

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

6. The Board then considered the District's drought contingency plan. Ms. Seipel stated that in order to remain compliant with state and local regulations, the Board must update and readopt the plans every five years. The District's consultants and employees have reviewed and revised the plan, and upon motion made by Director Barroso, seconded by Director Cangelose, and unanimously carried, the Board voted to adopt the plan as presented.

7. Because the engineers are still revising the attachments to the updated water conservation plan, the Board tabled the matter for the next meeting.

8. Mr. Streich presented the engineer's report, a copy of which is attached hereto. He noted that the water and sanitary sewer line project at N. Eldridge Parkway and F.M. 1960 continues.

Mr. Streich then stated that phase 11 of the District's sanitary sewer rehabilitation project continues, with the contractor waiting on the delivery of the cure-in-place materials.

With regard to the Hastings Green wastewater treatment plant no. 2 lift station rehabilitation project, the engineer reported that the pre-construction meeting with the contractor was held and went well.

Mr. Streich then stated that the notice to proceed on the project to relocated certain District utilities to accommodate Harris County’s E132 detention improvement project was issued for April 1, 2024.

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.

9. Mr. Gray presented a report on behalf of Champions Hydro-Lawn, copy attached. He noted that all of the District’s facilities are in good shape. Mr. Gray also confirmed that he has removed from their schedule all maintenance activities for the two ponds recently sold to Harris County.

10. The Board next considered payment of the general fund bills listed on the report, a copy of which is attached hereto. After review, upon motion made by Director Cangelose, seconded by Director Barroso, and unanimously carried, the Board approved payment of the general fund bills as presented.

11. Mr. Homan, Mr. Breeding, and Ms. Magee presented the management report. Ms. Magee presented the District’s February financials. Ms. Magee also asked which directors would like to be registered for the spring seminar held by the Association of Water Board Directors.

Mr. Breeding then provided an update on a variety of matters, including negotiations of the wastewater treatment agreement with Harris County MUD No. 222 and development throughout the District.

Mr. Homan then read a letter in support of Harris County’s initiative to construct drainage improvements in Barwood and Tower Oaks Meadows. The Board expressed its satisfaction with the letter.

Mr. Homan also provided an update on the status of discussions with Harris County MUD No. 222 and Harris County MUD No. 69.

Subject to that discussion, upon motion made by Director Solis, seconded by Director Barroso, and unanimously carried, the Board approved the management report as presented.

12. The Board considered items for the next agenda, including the audit for the December 31, 2023 fiscal year and the water conservation plan.

  
Secretary

Short Term Action Items

1. Water Conservation Plan
2. Audit for FYE 12/31/23

Long Term Action Items

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