

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

### **Minutes of Meeting of Board of Directors**

**May 28, 2025**

The Board of Directors (“Board”) of Harris County Fresh Water Supply District No. 61 (“District”) met on Wednesday, May 28, 2025 in accordance with the duly posted notice of the meeting, with a quorum of Directors present, as follows:

Jon Morgan, President  
Darrell Barroso, Secretary  
Lary Cangelose, Assistant Secretary  
Mike Kelley, Treasurer

and the following were absent:

Ben Solis, 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; Mr. Samuel Meza, operations manager for the District; Ms. Norma Catherman, tax assessor-collector for the District; Ms. Kayla Ray, bookkeeper for the District; Mr. Eddie Streich and Mr. Adam Anderson, engineers for the District; Mr. Scott Gray, representative for Champions Hydro-Lawn; and Ms. Jennifer Seipel, attorney for the District. Also present was Mr. John Turner, a District resident.

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 the Board’s consideration.
2. The Board then discussed the rotation of officers. Upon motion made by Director Barroso, seconded by Director Cangelose, and unanimously carried, the Board voted to remain in their same positions for another year.
3. Ms. Catherman then presented the tax assessor-collector’s report, a copy of which is attached hereto. The report showed a 93.95% collection rate for the 2024 tax year, with most other tax years being 99% collected or better. After further review of the report, upon motion made by Director Barroso, 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 and wire transfer(s) drawn from the tax fund.
4. Ms. Ray presented the fund manager’s report on behalf of the bookkeeper, a copy of which is attached hereto. The bookkeeper’s report reflected checks in the amounts of (i) \$39,127.57, \$3,311.79, and \$12,127.62 to Lockwood, Andrews and Newnam, Inc., (ii) \$800.00 to Smith, Murdaugh, Little and Bonham, LLP, and (iii) \$92,265.87 to Sustanite Support Services, LLC. Subject to that discussion, upon motion made by Director Kelley, seconded by Director Barroso, and unanimously carried, the Board approved the fund manager’s report and the check(s) listed thereon.

5. The Board considered the minutes for the meeting held on May 14, 2025. During discussion of the minutes, Director Kelley asked about the status of an agreement to provide temporary water service to a nearby neighborhood outside of the District boundaries. Mr. Homan stated that such agreement likely will be presented for approval in June. Upon motion made by Director Barroso, seconded by Director Cangelose, and unanimously carried, the Board approved the minutes as presented.

6. Mr. Meza presented the operations report, a copy of which is attached hereto. With respect to water production, the District pumped 59,542,000 gallons from its wells, with an average daily flow of 1,984,733 gallons. There was 92% water accountability for the prior month.

At the wastewater treatment plants, the total combined treatment amounted to 76,622,000 gallons with an average daily flow from the plants of 2,554,067 gallons per day. The District received 1.9 inches of rain during the month of April.

With respect to the distribution and collection system, 20 bacteriological samples were taken with no coliforms detected. The District replaced 11 meter registers and installed 5 residential taps during the prior month.

With respect to out-of-district water use, Emerald Forest Utility District used 169,000 gallons and MUD No. 248 used 12,659,000 gallons. Timber Lake Improvement District also used 7,000 gallons of water through their interconnect with the District.

As for personnel matters, a safety meeting on hurricane preparedness will be held next month.

Mr. Meza also discussed the leveling of concrete at the sludge pump base at the Barwood wastewater treatment plant. Mr. Breeding showed pictures of the concrete work.

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

7. Mr. Streich presented the engineer's report, a copy of which is attached hereto. He noted that his office had a meeting with representatives for the Texas Department of Transportation and District personnel regarding the supplemental reimbursement agreement needed to submit a final reimbursement package. The engineer stated that such package is slated to be submitted this summer.

With regard to the District's phase 11 sanitary sewer rehabilitation project, a pre-final inspection was held on May 8, 2025, and a final punch-list was generated for the contractor to complete.

With regard to the phase 12 television work related to the District's sanitary sewer rehabilitation project, work is underway.

As for the water plant no. 2 recoating project, Mr. Streich presented and recommended approval of Pay Application No. 3 in the amount of \$92,265.87 to Sustanite Support Services, LLC. Accordingly, upon motion made by Director Kelley, seconded by Director Cangelose, and unanimously carried, the Board approved the pay application as presented.

Director Kelley also suggested that the fund manager's report and checks thereon be approved following the engineering report in the future, to which the attorney and the Board agreed.

Lastly, the engineer reported that the Barwood and Tower Oaks Meadows drainage improvement projects are expected to be bid and awarded this summer. Mr. Homan provided a summary of the project and its benefit to the District.

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

8. The Board reviewed its annual consumer confidence report. Mr. Breeding and Mr. Homan noted several new pieces of information included on this year's report. Following discussion, upon motion made by Director Kelley, seconded by Director Barroso, and unanimously carried, the Board approved the report as presented and authorized its distribution by law.

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. Homan reported on Mr. Gray's recent inspection of the District's storm sewer inlets and outlets, stating that the team is determining which facilities need to be repaired and what the priority for such repairs should be.

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 Barroso, seconded by Director Kelley and unanimously carried, the Board approved payment of the general fund bills as presented.

11. Mr. Homan, Mr. Breeding, and Ms. Magee then presented the management report. Ms. Magee presented the District's April financials.

Mr. Homan and Mr. Breeding stated that they had nothing to report that was not already covered in the meeting.

Following such discussion, upon motion made by Director Barroso, seconded by Director Cangelose, and unanimously carried, the Board approved the management report as presented.

12. There was no executive session.

13. The Board considered items for the next agenda.

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

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Secretary

### Short Term Action Items

1. Normal Business

### Long Term Action Items

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