

**HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 110
MINUTES OF MEETING OF BOARD OF DIRECTORS**

MAY 8, 2024

**THE STATE OF TEXAS
COUNTY OF HARRIS
HARRIS COUNTY WATER CONTROL AND
IMPROVEMENT DISTRICT NO. 110**

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The Board of Directors (the “Board”) of Harris County Water Control and Improvement District No. 110 (the “District”) met in **regular session**, open to the public, at the designated meeting place of the Board in the District on **May 8, 2024, at 5:00 p.m.** Whereupon, at 5:03 p.m., the roll was called of the duly constituted officers and members of the Board, to-wit:

James N. Williams	-	President
Jeannie Perkins	-	First Vice President/Asst. Secretary
Jerry A. Strickland	-	Second Vice President
Vanessa Sommer	-	Secretary
Tom Dowdy	-	Treasurer/Investment Officer

All Directors were present, except Director Dowdy, thus constituting a quorum.

Also present at the meeting were Brian Mills, District Manager; Shane Breyette, Maintenance Manager; Norman Gutierrez of Lanford Engineering Inc. (“LEI”), Engineers for the District; J.C. Reno of Storm Water Solutions (“SWS”); Pat Hall of Equi-Tax, Tax Assessors for the District; Kim Shelnuitt of Myrtle Cruz, Inc. (“Myrtle Cruz”), Bookkeeper for the District; Captain Medina, Sgt. Walker, and Lt. Flores of Harris County Precinct 4 Constables’ Office; Mike Williams and Mario Garcia of Municipal Operations (“MOC”), Operators for the District; Dane Turner of Best Trash; Maria S. Parker, Joshua J. Kahn, and Deidra Daniels (paralegal) of Sanford Kuhl Hagan Kugle Parker Kahn, LLP (“SK Law”), Attorneys for the District; and members of the Public listed on the attached Attendance Sheet.

The meeting was called to order and the following business was conducted.

Some Agenda items were taken out of order.

HEAR FROM THE PUBLIC

The Board recognized Mr. Olesen, who thanked the Board for its great communications and the Easter Egg Hunt. He also inquired about an audit of recycling.

CONSENT AGENDA

The Board considered the following items under its Consent Agenda:

1. **Detention and Drainage Facilities Reports:** The Board recognized Mr. Reno, who reviewed the report from SWS regarding the maintenance of various detention ponds in the District.
2. **Tax Assessor/Collector’s Report and Delinquent Tax Report:** The Board recognized Ms. Hall, who presented the Tax Assessor/Collector’s Report, a copy of which is attached hereto and the checks presented for payment from the District’s Tax Account.

3. **Bookkeeper's Report/Investment Report:** The Board recognized Ms. Shelnutt, who presented the Bookkeeper's Report and Investment Report, copies of which are attached hereto, and certain invoices for payment by the Board.
4. **Peace Officer's Report:** The Board recognized Sgt. Walker, who provided a summary of call/complaints originating in the District.
5. **Minutes of Meetings:** Proposed minutes of the meetings held April 2, April 10, and April 18, 2024, previously distributed to the Board, were presented for consideration and approval.
6. **Revenue Management Services:** No Report was offered.
7. **Emergency Preparedness Plan.** LEI has completed the update of the Emergency Preparedness Plan ("EPP") and requests approval to provide the updated EPP to appropriate agencies.
8. **Trash CPI Increase.** Mr. Turner presented to and reviewed with the Board the annual CPI increase for trash collection, noting that the District's rate would increase from \$17.00 to \$17.99 per month per household.
9. **FYE 2024 Audit.** The Board considered authorizing preparation of the District's Audit for fiscal year ending July 31, 2024.

Upon motion by Director Strickland, seconded by Director Perkins, and after full discussion, the Board voted unanimously, as follows: (1) approve the Detention and Drainage Facilities Report; (2) approve the Tax Assessor/Collector's Report and payment of checks listed therein; (3) approve the Bookkeeper's Report, the Investment Report, and the checks presented for payment; (4) approve the Peace Officer's Report; (5) approve the Minutes of the meetings held April 2, April 10, and April 18 2024, as submitted; (6) approve the Resolution Evidencing Annual Review of the Emergency Preparedness Plan; (7) acknowledge the CPI increase for Best Trash; and (8) authorize preparation of the District's FYE 2024 Audit.

OPERATIONS REPORT

The Board next recognized Mr. Willaims, who presented to the Board the Operations Report, a copy of which is attached hereto.

Upon motion by Director Strickland, seconded by Director Sommer, and after full discussion, the Board voted unanimously to approve the Operations Report and accounts listed for termination.

The Board recognized Ms. Aubrey, who advised that she is a resident and is requesting a one-time leak adjustment, noting that she had a leaking toilet, which has now been repaired.

Upon motion by Director Sommer, seconded by Director Strickland, and after full discussion, the Board voted unanimously to approve the one-time leak adjustment for the current month's bill and the prior two month's bills, including an adjustment for the Regional Water Authority fee.

ENGINEER REPORT

The Board recognized Mr. Gutierrez, who presented to and reviewed with the Board the Engineer's Report and updated the Board on the status of various projects and development within the District. Mr. Gutierrez also requested approval of the following:

- Pay Estimate No. 5, in the amount of \$78,033.02, payable to CFG Industries, LLC, for the Elevated Storage Tank rehab project;
- Authorize C&C Water Services, LLC to proceed with the replacement of the Well #3 pump motor at an approximate cost of \$97,216.00;
- Pay Estimate No. 1, in the amount of \$153,923.40, payable to Classic Sports for the tennis courts improvement project; and
- Proposal from Neil Technical Services, in the amount of \$42,000 to conduct SCADA improvements at Water Plant No. 1, the Wastewater Treatment Plant, and the Enchanted Stream Lift Station.

Mr. Gutierrez next provided an update on the commercial property owners which are not in compliance with the District's Drainage Policy.

Upon motion by Director Perkins, seconded by Director Strickland, and after full discussion, the Board voted unanimously to (1) approve the Engineer's Report; (2) approve Pay Estimate No. 5, in the amount of \$78,033.02, payable to CFG Industries, LLC, for the Elevated Storage Tank rehab project; (3) authorize C&C Water Services, LLC to proceed with the replacement of the Well #3 pump motor at an approximate cost of \$97,216.00; (4) approve Pay Estimate No. 1, in the amount of \$153,923.40, payable to Classic Sports for the tennis courts improvement project; (5) approve Proposal from Neil Technical Services, in the amount of \$42,000 to conduct SCADA improvements at Water Plant No. 1, the Wastewater Treatment Plant, and the Enchanted Stream Lift Station; and (6) authorize assessment of a \$1,500 fine to State Venture, Auto Nation, and Louetta Village Apartment for failure to comply with the District's drainage policy.

Mr. Gutierrez next advised that T Construction has submitted a Change Order in the amount of \$164,900 for hand excavations due to buried electrical lines. The Board discussed with Mr. Gutierrez the contractor delays and problems with the Sanitary Sewer rehab project. After discussion, the Board voted unanimously to deny approval of the Change Order, noting that the project is four (4) months past the completion date.

After discussion, it was the consensus of the Board that the District's Attorneys and Engineers determine the next steps and provide a report at the May 16 meeting.

CLOSED SESSION

Upon motion by Director Perkins, seconded by Director Sommer, and after full discussion, the Board voted unanimously to convene in Closed Session at 7:02 p.m. to discuss security matters.

OPEN SESSION

Upon motion by Director Sommer, seconded by Director Perkins, and after full discussion, the Board voted unanimously to reconvene in Open Session at 7:25 p.m.

Upon motion by Director Perkins, seconded by Director Sommer, and after full discussion, the Board voted unanimously to approve the security actions, as discussed in Closed Session.

ATTORNEY'S REPORT

No Report was offered.

DISTRICT AND MAINTENANCE MANAGERS' REPORT

The Board recognized Mr. Mills, noted that Mr. Breyette had engaged a new vendor to repair the waterfall pump motors.

The Board noted that no action was necessary in connection with the Managers' Reports.

FLOOD MITIGATION MATTERS

No Report was offered.

COMMITTEE REPORTS AND DIRECTOR COMMENTS

No Report was offered.

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THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, the meeting was adjourned.

APPROVED THIS June 12, 2024.



Vanessa Sommer
Secretary, Board of Directors