

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

**November 8, 2023**

<b>THE STATE OF TEXAS</b>	<b>§</b>
<b>COUNTY OF HARRIS</b>	<b>§</b>
<b>HARRIS COUNTY WATER CONTROL AND</b>	<b>§</b>
<b>IMPROVEMENT DISTRICT NO. 110</b>	<b>§</b>

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 **November 8, 2023, at 5:00 p.m.** Whereupon, at 5:00 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, thus constituting a quorum.

Also present at the meeting were Brian Mills, District Manager; Shane Breyette, Maintenance Manager; John Davis and Norman Gutierrez of Lanford Engineering Inc. (“LEI”), Engineers for the District; Ryan Fortner of Revenue Management Services (“RMS”); J.C. Reno of Storm Water Solutions (“SWS”); Pat Hall of Equi-Tax, Tax Assessors for the District; Kim Shelnett of Myrtle Cruz, Inc. (“Myrtle Cruz”), Bookkeeper for the District; Captain Medina, Sgt. Walker, and Deputy Flores of Harris County Precinct 4 Constables’ Office; Mike Williams and Mario Garcia of Municipal Operations (“MOC”), Operators for the District; Alyssa Saccomen of McCall Gibson Swedlund Barfoot, PLLC (“McCall”), Auditors for the District; 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 noted that no Public wished to address the Board.

**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 Deputy Flores, who provided a summary of call/complaints originating in the District.
5. **Minutes of Meetings**: Proposed minutes of the meetings held October 11 and October 19, 2023, previously distributed to the Board, were presented for consideration and approval.
6. **Revenue Management Services**: No Report was offered.
7. **FYE Audit**: The Board recognized Ms. Saccomen, who presented to and reviewed with the Board the Annual Audit for fiscal year ending July 31, 2023.

Upon motion by Director Sommer, 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 meeting held October 11, 2023, as submitted, and the Minutes of the meeting held October 19, 2023, as amended; and (6) approve the Annual Audit for fiscal year ending July 31, 2023, subject to final review and comments by the Directors and Consultants.

#### **FINANCIAL ADVISOR'S REPORT**

No Report was offered.

#### **OPERATIONS REPORT**

The Board next recognized Mr. Williams, who presented to the Board the Operations Report, a copy of which is attached hereto, noting that the pre-cutoff list at of the time of the meeting was 61 customers and that door tags would be hung November 9. Mr. Williams also advised that, to date, 565 electronic water meters had been installed and that installation is ongoing.

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

#### **ENGINEER REPORT**

The Board recognized Mr. Gutierrez, who introduced Mr. Stephens, noting that Mr. Stephens would address the Board regarding a proposed annexation of property.

The Board recognized Mr. Stephens, who advised that his company is proposing to develop a business park on the Meadow Edge Ln property adjacent to the District, which, when developed, would have a taxable value of approximately \$25,000,000 to \$30,000,000. Mr. Stephens advised that the development would need approximately 25 ESFC/6,250 gallons per day ("gpd") of water and wastewater capacity.

Upon motion by Director Strickland, seconded by Director Perkins, and after full discussion, the Board voted unanimously to authorize the District's Engineer to conduct a feasibility study, subject to receipt of the fee paid by Mr. Stephens for the preparation of the study.

Mr. Gutierrez next 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 the following:

- Approval of Pay Application No. 2, in the amount of \$75,527.10, payable to T-Construction, LLC for the 2022 Sanitary Sewer Rehabilitation project;
- Approval of Utility Commitment for Motel 6 for 16,810 gpd of water and wastewater capacity; and
- Authorization for District Engineer to advertise for bids for the tennis courts project.

Upon motion by Director Perkins, seconded by Director Sommer, and after full discussion, the Board voted unanimously to approve (1) the Engineer's Report; (2) Pay Application No. 2, in the amount of \$75,527.10, payable to T-Construction, LLC for the 2022 Sanitary Sewer Rehabilitation project; (3) Utility Commitment for Motel 6 for 16,810 gpd of water and wastewater capacity; and (4) authorization for the District Engineer to advertise for bids for the tennis courts project.

#### **ATTORNEY'S REPORT**

The Board recognized Ms. Parker, who discussed with the Board having a special meeting to discuss bond capacity and funding of capital improvement projects and flood mitigation projects. Ms. Parker also discussed changing the time of the December 13 meeting.

After discussion, it was the consensus of the Board to hold a special meeting at 9 a.m. on November 27, 2023, to discuss bond capacity and funding of capital improvement projects and flood mitigation projects and to hold the December 13 meeting at 9 a.m.

#### **MAINTENANCE MANAGER'S REPORT**

No Report was offered.

#### **DISTRICT MANAGER'S REPORT**

No Report was offered.

#### **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 Dec 13, 2023.



Vanessa Sommer  
Secretary, Board of Directors