

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

**December 13, 2023**

**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 **December 13, 2023, at 9:00 a.m.** Whereupon, at 9:08 a.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 Langford 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 Assessor/Collector for the District; Kim Shelnett of Myrtle Cruz, Inc. (“Myrtle Cruz”), Bookkeeper for the District; Captain Medina and Sgt. Walker of Harris County Precinct 4 Constables’ Office; Mike Williams and Mario Garcia of Municipal Operations (“MOC”), Operators for the District; Stephen Eustis of R.W. Baird (“Baird”), Financial Advisors for the District; Kenneth Farrer of Best Trash; Matt Zeve of Guage Engineering; Kristen Thatcher of JSWA; 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.

**HAZARD MITIGATION**

The Board recognized Mr. Zeve, who advised that the Hazard Mitigation Plan (the “HMP”) Committee met on December 11, 2023, and reviewed with the Board the prioritized action items and discussed holding a virtual Stakeholders’ meeting on December 27, 2023.

Upon motion by Director Strickland, seconded by Director Sommer, and after full discussion, the board voted unanimously to approved the prioritized action items and the scheduling of a virtual Stakeholders’ meeting on December 27, 2023.

## **FINANCIAL ADVISOR'S REPORT**

The Board recognized Mr. Eustis, who reviewed with the Board the Preliminary Official Statement prepared in connection with the proposed issuance of the District's Waterworks and Sewer System Combination Unlimited Tax and Revenue Bonds, Series 2024 (the "Bonds"). Mr. Eustis also reviewed a proposed timeline for the sale of the Bonds, noting that the District would receive bids and award the sale of the Bonds at its meeting on January 10, 2024, with funding of the Bonds on February 15, 2024.

Upon motion by Director Strickland, seconded by Director Sommer, and after full discussion, the Board voted unanimously to approve the Preliminary Official Statement and to approve the Order Adopting Official Notice of Sale and Bid Form, Authorizing Distribution Thereof and of Preliminary Official Statement, and Authorizing Publication of the Notice of Sale.

## **TRASH/RECYCLING**

Director Strickland noted that recycling is down 10% from 2022. Director Strickland also noted that he is concerned with a lack of response from Best Trash.

The Board recognized Mr. Farrer, who advised that Best Trash would better identify its Recycling trucks and would be consistent with pickup dates/times.

The Board took no action on this item.

## **DRAINAGE POLICY**

The Board recognized Ms. Parker, who provided an update on the compliance of commercial property owners with the District's drainage policy and annual certification of detention facilities.

After discussion, it was the consensus of the Board to defer any terminations of service until January 8, 2024.

## **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. Mr. Reno also presented a proposal in the amount of \$7,900 for the removal and replacement of the Cypresswood Lakes P5 outfall storm water quality feature.
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 November 1, November 8, November 16 and November 27, 2023, previously distributed to the Board, were presented for consideration and approval.
6. **Revenue Management Services**: No Report was offered.

Upon motion by Director Dowdy, seconded by Director Perkins, and after full discussion, the Board voted unanimously, as follows: (1) approve the Detention and Drainage Facilities Report and the proposal in the amount of \$7,900 for the removal and replacement of the Cypresswood Lakes P5 outfall storm water quality feature; (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; and (5) approve the Minutes of the meetings held November 1, November 8, November 16 and November 27, 2023, as submitted.

### **FLOCK CAMERAS**

The Board recognized Mr. Kahn, who discussed with the Board a proposed renewal and extension of the Flock Camera Agreement, noting that, if, prior to December 31, 2023, the District renews for a term of five (5) years, the contract price of \$2,500 per camera per year will remain the same. However, if the contract is not renewed/extended, the price per camera will increase to \$3,000 at the end of the District's current contract term.

Upon motion by Director Strickland, seconded by Director Dowdy, and after full discussion, the Board voted unanimously to approve the five (5) year renewal and extension of the Flock Camera Agreement, subject to reducing the number of cameras from 49 to 37.

### **OPERATIONS REPORT**

The Board next recognized Mr. Williams, who presented to the Board the Operations Report, a copy of which is attached. Mr. Williams also advised that, to date, 1350 electronic water meters had been installed and that installation is ongoing. Mr. Williams also reviewed with the Board proposals from Kennedy Contracting for recommended repairs to District facilities, noting that the proposals were for discussion only and not for approval at this meeting.

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

### **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 the following:

- Approval of Pay Application No. 1, in the amount of \$49,163.57, payable to CFG Industries, LLC, for Rehabilitation of the Elevated Storage Tank;
- Approval of Change Order No. 1, to increase by \$11,604.00 the contract amount for the Sanitary Sewer Rehabilitation project;
- Approval of Pay Application No. 4, in the amount of \$157,156.92, payable to T-Construction Company, for the Sanitary Sewer Rehabilitation project;
- Authorization for LEI to prepare the Engineer Report for the District's May 2024, Bond Election;

- Authorization for LEI to prepare a Bond Application Report to the TCEQ for issuance of bonds; and
- Authorization for LEI to renew the Storm Water Quality Permit for Cypress Forest Lakes.

Upon motion by Director Dowdy, seconded by Director Strickland, and after full discussion, the Board voted unanimously to approve (1) the Engineer's Report; (2) Pay Application No. 1, in the amount of \$49,163.57, payable to CFG Industries, LLC, for Rehabilitation of the Elevated Storage Tank; (3) Change Order No. 1, to increase by \$11,604.00 the contract amount for the Sanitary Sewer Rehabilitation project; (4) Pay Application No. 4, in the amount of \$157,156.92, payable to T-Construction Company, for the Sanitary Sewer Rehabilitation project; (5) authorization for LEI to prepare the Engineer Report for the District's May 2024, Bond Election; (6) authorization for LEI to prepare a Bond Application Report to the TCEQ for issuance of bonds; and (7) authorization for LEI to renew the Storm Water Quality Permit for Cypress Forest Lakes.

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

No Report was offered.

#### **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.

#### **CLOSED SESSION**

Upon motion by Director Perkins, seconded by Director Dowdy, and after full discussion, the Board voted unanimously to convene in Closed Session at 10:52 a.m. to discuss real estate matters.

#### **OPEN SESSION**

Upon motion by Director Sommer, seconded by Director Strickland, and after full discussion, the Board voted unanimously to reconvene in open session at 11:25 a.m.

Upon motion duly made and seconded, the Board voted unanimously to approve the Letter of Intent, as discussed in closed session.

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

APPROVED THIS Jan 10, 2024.

Vanessa Sommer  
Secretary, Board of Directors

