

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

**June 14, 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 **June 14, 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 of Lanford Engineering Inc. (“LEI”), Engineers for the District; Travis Benes 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; 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; Jan Van Meier and Russell Wolff of Best Trash; Matt Zeve of Gauge Engineering; Maria S. Parker (via Zoom), 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 Scott Hubert (via Zoom), Butch Perkins, and Robert Sordahl..

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

**HEAR FROM THE PUBLIC**

The Board recognized Mr. Van Meier, who discussed recycling within the District and responded to numerous questions from the Directors.

**CONSENT AGENDA**

The Board considered the following items under its Consent Agenda:

1. **Detention and Drainage Facilities Reports:** The Board recognized Mr. Benes, 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. Director Dowdy inquired about the bank service fees being charged by PNC Bank and requested that the District's bookkeeper investigate other banks which accept public funds to see if it would be advantageous for the District to move its accounts from PNC Bank.
4. **Peace Officer's Report:** The Board recognized Sgt. Walker, who provided a summary of events occurring in the District.
5. **Minutes of Meetings:** Proposed minutes of the meeting held May 10 and May 18, 2023, previously distributed to the Board, were presented for consideration and approval.
6. **Revenue Management Services:** No Report was offered
7. **Unclaimed Property:** The Unclaimed Property Report was presented for consideration and approval.
8. **Audit:** The Board considered authorizing preparation of the District's Audit for fiscal year ending July 31, 2023.
9. **Fees of Office:** The Board recognized Mr. Kahn, who advised that, due to legislation passed during this year's legislative session, Directors are entitled to fees of office in an amount equal to the daily per diem rate set by the Texas Ethics Commission for members of the legislature under Section 24a, Article III, Texas Constitution, which is currently \$221 per day. Mr. Kahn then presented to and reviewed with the Board an Amended and Restated Order Adopting Code of Ethics and Establishing Policies Relating to Travel Expenditures, Fees of Office, Professional Services, Financial Accounting, Annual Operating Budget, Audit Committee, and Meeting Conduct.

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) (i) approve the Bookkeeper's Report, the Investment Report, and the checks presented for payment, and (ii) authorize the District's Bookkeeper and Director Dowdy to investigate moving the District's accounts away from PNC Bank; (4) approve the Peace Officer's Report; (5) approve the Minutes of the meetings held May 10 and May 18, 2023, as submitted; and (6) approve the Resolution Regarding Unclaimed Property; (7) authorize preparation of the District's FYE 2023 Audit; and (8) approve the Amended and Restated Order Adopting Code of Ethics and Establishing Policies Relating to Travel Expenditures, Fees of Office, Professional Services, Financial Accounting, Annual Operating Budget, Audit Committee, and Meeting Conduct

### **FLOCK CAMERAS**

The Board recognized Mr. Mills, who provided an update on the installation of Flock Cameras in the District.

### **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 as of the time of the meeting was 420 customers. Mr. Williams requested authorization to hang door tags to notify customers of the delinquent accounts and that he would report to the Board next week how many of the 420 contacted MOC. Mr. Williams also advised the Board that there have been issues with the transition from InfraMark.

Upon motion by Director Strickland, seconded by Director Perkins, and after full discussion, the Board voted unanimously to (1) authorize MOC to hang door tags for delinquent accounts; and (2) approve the Operations Report.

The Board then recognized Mr. Garcia, who provided an update on the status of the WWTP cleanup. Mr. Garcia also presented to and reviewed with the Board proposal for hauling sludge from MagnaFlow, and K3-BMI, noting that there have been issues in getting GFL to haul sludge in a timely manner which impacts the WWTP operations.

Upon motion by Director Strickland, seconded by Director Perkins, and after full discussion, the Board voted unanimously to authorize MOC to use K3-BMI for sludge hauling.

Mr. Williams next requested authorization to purchase from Hach a TSS Portable Hand-held Turbidity, Suspended Solids, and Sludge Level System at a cost of \$4,122, noting that such system would remain at the District's WWTP.

Upon motion by Director Strickland, seconded by Director Perkins, and after full discussion, the Board voted unanimously to authorize MOC to purchase from Hach a TSS Portable Hand-held Turbidity, Suspended Solids, and Sludge Level System at a cost of \$4,122.

Mr. Williams next discussed with the Board a request from the homeowner at 19430 Craigchester to repair the fence which was damaged by EDP during repairs of a leak.

After discussion, it was the consensus of the Board that more information was required regarding whether the leak was a water or sewer line.

The Board recognized Mr. Sordahl, who advised that his water meter had been misread in May and showed a photo of his current meter reading. After discussion, the Board requested that Mr. Williams work with Mr. Sordahl to correct Mr. Sordahl's water bill.

**ENGINEER REPORT**

The Board recognized Mr. Zeve, who discussed with the Board funding and grant opportunities for flood mitigation projects through FMA, TWDB, and federal funds from Rep. Crenshaw and Senators Cornyn and Cruz. The Board discussed establishing a committee to work with Mr. Zeve, the District's Engineers, and the District's Attorneys.

Upon motion by Director Strickland, seconded by Director Perkins, and after full discussion, the Board voted unanimously to establish a committee and appoint Directors Perkins and Sommer to work with Mr. Zeve, the District's Engineers, and the District's Attorneys on funding/grants for flood mitigation projects.

The Board recognized Mr. Davis, 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. Davis also requested the following:

- Approval of Pay Application No. 2, in the amount of \$46,782.00, payable to RJ Construction for the Louetta Lift Station improvements;
- Approval of payment to (i) Neil Technical Services in the amount of \$16,664.70, (ii) Elite in the amount of \$47,954.13, and (iii) Source Point Solutions in the amount of \$7,348.64, all payments for WWTP emergency repairs.

Upon motion by Directory Strickland, seconded by Director Perkins, and after full discussion, the Board voted unanimously to (1) approve the Engineer's Report; (2) Application No. 2, in the amount of \$46,782.00, payable to RJ Construction for the Louetta Lift Station improvements; and (3) approve payment to (i) Neil Technical Services in the amount of \$16,664.70, (ii) Elite in the amount of \$47,954.13, and (iii) Source Point Solutions in the amount of \$7,348.64, all payments for WWTP emergency repairs.

**ATTORNEY'S REPORT**

No Report was offered.

**DISTRICT MANAGER'S REPORT**

The Board recognized Mr. Mills, who presented to and reviewed with the Board his District Manager's Report and provided a summary of ongoing matters in the District. Mr. Mills also discussed items to be included in the FYE 2024 budget

The Board noted that no action was necessary in connection with the District Manager's Report.

**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 July 12, 2023

Vanessa Sommer  
Secretary, Board of Directors