

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
OF HARRIS COUNTY W.C.I.D. NO. 50  
DECEMBER 14, 2011**

**MEMBERS OF THE BOARD PRESENT:**

Mario Runco      DuWayne Harman      Sheila Brown      J. L. Restivo      Earle Crum

**GUESTS & STAFF PRESENT:**

Davis Bonham      H. Carlos Smith      David Baker      Sabrina Herod      Jeff Tave  
Roger Brownlow      Ann Vernon

President Mario Runco called the meeting to order at 7:36 p.m. and declared the presence of a quorum.

1. The Minutes of the Meeting of November 9, 2011 were reviewed. President Runco made a motion to amend the minutes as follows: Add Item 13 to read City Representative-Mr. Tave inquired about the testing frequency of the District's fire hydrants as related to the Fire Departments Municipal Fire Insurance Rating. The Board requested that Mr. Baker provide documentation of Fire Hydrant Inspections and Maintenance. Item 14 to read Pending Business- There was no other pending business. The motion was seconded by DuWayne Harman and approved by a unanimous vote.

2. The October 2011 and November 2011 Financial Statements were tabled.

3. Review/Discuss/Approve request from City of El Lago for easement for Proposed Parking Lot for Community Center and City Hall –City Secretary Ann Vernon addressed the Board regarding changes in design of the proposed parking lot. The City has decided to pursue pull in parking in front of the new City Hall and Community Center.

4. Review/Discuss/Approve request from City of El Lago for installation of two water connections over ¾ inch for the Community Center and City Hall-City Secretary Ann Vernon introduced Mr. Roger Brownlow, the architect in charge of the City's project. Mr. Brownlow explained to the board that a request for a large water line and a large fire line to service the Community Center and City Hall was being made. After a discussion between all parties, a motion was made by President Runco to provide a metered 2" service line and a metered 4" fire line with all costs for materials and installation to be paid by the City of El Lago. The motion was seconded by J. L. Restivo and approved by a unanimous vote.

5. Review/Discuss/Approve Insituform Bid on Sewer Rehabilitation Project- Mr. Smith presented the Board with Bid received from Insituform Technologies, LLC for rehabilitation and replacement of sewer facilities within the District. Mr. Smith informed the Board that competitive bidding requirements have been satisfied through utilization of the Buy Board. Mr. Smith stated that the project would cover 1,562 feet of sewer line and that the District's Cost would be \$129,828.92. A motion to accept this bid was made by J. L. Restivo. The motion was seconded by Sheila Brown and approved by a unanimous vote. The contract will be presented at the next meeting for signatures.

6. Review/Discuss/Approve request for annexation of South Taylor Lake Village Water Supply- This item was tabled. Further research by the District's Engineer, Mr. Carlos Smith was requested to be presented at the next meeting.

7. Review/Discuss/ Approve Order Establishing Drought Contingency Plan-The board requested additional time to review the document. This item will be addressed at the Board's January 11, 2012 meeting.

8. Review/Discuss/Approve Resolution Authorizing Records Control Schedule-The board requested additional time to review the document. This item will be addressed at the Board's January 11, 2012 meeting.

9. Review/Discuss/Approve the Order Establishing the Code of Ethics-Mr. Bonham presented the board with an Order Establishing Code of Ethics, Policies and Procedures for District Financial Affairs and Management. A brief discussion was held. A motion to approve the Code of Ethics was made by Sheila Brown. The motion was seconded by DuWayne Harman and approved by unanimous vote.

10. Superintendent's Report – David Baker presented the report (copy attached) and some of the items discussed were: a.) Waste Management Company hauled 80 yards of sludge. b.) Javelina Mechanical Services rebuilt the west blower at the sewer plant. c.)TCEQ inspected water plant and system with only minor findings. d.)AAA Flexible Pipe Co. unstopped sewer main for 410 Woodvine and 530 Seaway Dr. e.) Rebuilt the sludge return float on South Clarifier at the sewer plant. f.) Inspected and tuned up the 99 Ford Pick-up. g.) Employees, Felipe Mata Jr. and Roy Herod Jr. attended water class in League City, TX.

11. Engineer's Report – H. Carlos Smith presented the report (copy attached). Mr. Smith stated that he had reviewed the plans for El Lago City Hall and Fitness Center Building. Plans for the fire protection system were not included. After further research a 4" meter was requested for the fire protection system. The drainage is inadequate in that the 4"pipe for the drain line is flowing across the property to a drainage ditch north of the buildings and the street south of the buildings. A recommendation of an overland flow would be faster; the sidewalk or walkway to the north of the city hall building encroaches on the utility easement north of this building. b). Met with Mr. Ellor to examine the existing service area including the line sizes, materials and condition of lines. A replacement cost estimate of the water and sewer system of the South Taylor Lake Village Water supply Corp. is being prepared and will include an estimate of cost for District 50 to supply water and to receive sewage from this system. c). Insituform Technologies submitted a bid on the sewer rehab project between Whitecap Dr. and Seaway Dr. as well as between Seaway Dr. and Bayview. Total Bid is \$129,828.92 for 1,562 Feet of sewer rehab including all new service taps and rehab of manholes.

12. Attorney's Report – Davis Bonham reported that all items to be presented by him had already been addressed.

13. Employees' Report – Office personnel presented the report (copy attached) and some of the items discussed were: a.) The possible purchase of a new server for the office to replace the one currently in use as it is nearing capacity. b.) All necessary paperwork for the transfer of the District's Financial Accounts to Frost Bank has been completed. c.) Received a supply of Luminaries to sell for the Christmas Season.

14. Review/Discuss/Approve Plan Contributions for the District's Retirement Benefits with the Texas County & District Retirement System (TCDRS) – This item was tabled.

15. Sheila Brown made a motion to approve Wells Fargo Bank Maintenance Check Numbers 10644 through 10716 for the month of November 2011. Earle Crum seconded the motion and it passed by a unanimous vote.

16 Pending Business – On the Boards own accord, a motion to purchase honey baked hams for Christmas for District personnel was made by DuWayne Harman. The motion was seconded by J. L. Restivo and approved by all.

Sheila Brown made a motion to adjourn the meeting at 9:40 p.m. J. L. Restivo seconded the motion and all approved it.

Respectfully submitted,

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Sheila Brown, Secretary  
Board of Directors