

MINUTES OF SPEICAL MEETING
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 191
August 26, 2019

STATE OF TEXAS §
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COUNTY OF HARRIS §

The Board of Directors of Harris County Municipal Utility District No. 191 of Harris County, Texas, met in **special session**, open to the public, beginning at **6:30 PM** at the Champions MPC Clubhouse, 13719 Champions Centre Drive, Houston, Texas 77069, on **August 26, 2019**, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Robert Price	President
Ernest F. Gigliotti	Vice President
Rob Harris	Secretary
Vaughan G. Miller	Treasurer
Ronald Young	Assistant Secretary and Director

and all were present, thus constituting a quorum. Also present were: Howard Wilhite and Richard Rankin of Hays Utility South Corporation; and James Dougherty, attorney for the District.

After the President called the meeting to order, the following occurred:

1. Engineering & Projects. The Board discussed the statements of interest and qualifications for serving as District engineer. There was a brief discussion of the various functions that engineers perform for water districts, focused on five major functions: basic services, project planning-management, design service, value engineering and contract administration.

Mr. Mark Adams of Bleyl Engineering arrived and introduced himself to the Board. He described his early background in surveying and utility operations and his later experience running an engineering firm. He described his more recent joining with Bleyl Engineering. He said he mostly worked on water and sewer (not so much on drainage), primarily for mature water districts. He said he had worked for his current clients for years, sometimes many years, and they expected him to provide all five major engineering functions. He said they generally did not try to do master plans longer than five years, and it was important to consider available funds.

Mr. Price explained possible ways to separate the five major functions. Mr. Adams said his firm did most water-sewer engineering themselves, but they had used third-party engineers. He said they generally present options to water districts Boards, including, for example, replacing facilities, patching-up facilities, etc. Mr. Price described the FM 1960 project planned by TxDOT. Mr. Adams explained that he did no work for TxDOT or the County, just water districts. He said Ponderosa MUD had encountered a similar project on FM 1960, and he had helped the district with it.

Mr. Price asked about GIS capabilities. Mr. Adams said that some utility operators did not have compatible systems to interchange information with the engineers via GIS, and some did not use GIS, but his firm did have GIS capabilities, and “there was a lot of value to it, if it’s done right.”

After Mr. Adams left, Mr. Rico Rodriguez arrived and introduced himself. He said he had graduated from the University of Houston and immediately started work with a large engineering firm where he did a lot of utility district work. He said he had started his own firm about six years previously and was focusing on mature districts. He said the City of Houston was no longer annexing, so there were a lot of water district facilities that were wearing out. He said he had started work for the Northgate Crossing MUD about five years previously and had prepared a master plan for facility replacements.

Mr. Price asked about separating the five major functions. Mr. Rodriguez said he would prefer not to separate them but could work with it. He said if he had to choose, he would prefer the “execution” side. He emphasized dialog and exchange of information on a regular basis. Mr. Gigliotti asked about a

typical rehab project. Mr. Rodriguez described a water tank rehab project where “unknowns” (like replacing support rafters) were covered by unit price items, allowing them to be replaced as needed, with no need to negotiate a change order. He said he had used the Phoenix Coating firm (Tim Smith) to handle the coating inspections.

Mr. Price asked about the FM 1960 project. Mr. Rodriguez described a project in Northgate Crossing where land was taken for the Grand Parkway. He described an approach to working with TxDOT, trying to find the right person to work with, etc. Mr. Gigliotti asked about the Civil Grade capabilities with GIS systems. He said his prior employer (a big firm) had a special GIS group. He said Civil Grade did not, but he could team-up with a specialized provider and could help with housing the system on a cloud-based server (which the District could control).

After Mr. Rodriguez departed, Mr. Asim Tufail of Blackline Engineering, LLC arrived and introduced himself. He described the formation of the Blackline firm about eight years previously. He said they did MUD work, also development projects and city-county work. He described some facility replacement projects his firm had handled and presented a sample CIP his firm had done for Clear Brook City MUD. He noted that MUD#191 was on the “cutting edge” by having eliminated its debt service tax while keeping a low maintenance tax.

Mr. Price described possible ways to separate functions and described the need for it. Mr. Tufail said his firm could serve in any role the District needed, but, as between planning vs. design, his firm would prefer to concentrate on design work. He noted that project planning did not necessarily need to be done by an engineer.

Mr. Price described the FM 1960 project. Mr. Tufail said he could help in working with TxDOT. Mr. Price asked about GIS. Mr. Tufail described his firm’s GIS capabilities, including a specialist who was on staff. He said his firm hosted its clients’ GIS systems. There was a discussion about project planning, including televising and investigations.

After Mr. Tufail left, Mr. Bill Rosenbaum arrived. He introduced himself and gave a summary of his background. He said he had been in the business for 44 years, 28 of which were with L.A.N. He said they had mechanical, electrical and structural engineers on staff, also architects and process engineers, but they still had “a small firm mentality.” He said several of the senior staff in his section (general district services) also served as water district directors. He said L.A.N. had worked with TxDOT for years, including major projects on US 290. He said that sometimes there was TxDOT money available to pay for relocating facilities, and sometimes TxDOT will work with districts to avoid dislocation of district facilities. He gave, as an example, “notching” a TxDOT right of way to avoid encroaching on a lift station site. He described a program in a large water district (CLCWA) for doing sanitary sewer rehabilitation over a period of years, postponing work that did not need to be done immediately.

Mr. Price asked about possible separation of the planning function from the design function. Mr. Rosenbaum described a CIP process that would start with Board suggestions and operator input about projects that need to be done. He also described third-party inspection and testing services. Mr. Gigliotti asked about GIS systems. Mr. Rosenbaum said they were “invaluable,” pointing out that operators can use tablets to view GIS maps. He said L.A.N. hosts GIS systems.

Mr. Price asked about work for TxDOT. Mr. Rosenbaum said L.A.N. did do work for TxDOT and Metro, but his section (general district engineering services) did not. He mentioned that sometimes his firm could facilitate discussions between TxDOT and districts. He also mentioned a project that the Champions Forest district was doing with Harris County that involved drainage, detention and use of reclaimed water.

The Board then discussed the qualifications of the interviewees, also work that needed to be done.

2. FM 1960 Project. There was some discussion of the project during the interviews, but no action was taken.

3. Records Management. The President discussed the need to investigate “cloud” storage and central email accounts. Mr. Harris estimated a cost of about \$800 to set up five principal addresses, with the

capability of using proxies. After discussion, it was duly moved and seconded to authorize Mr. Harris to set up those accounts. The motion was seconded, and all voted in favor.

Adjournment) The meeting adjourned at approximately 9:15 PM.

(SEAL)


Secretary, Board of Directors