

The regular monthly meeting of the Board of Director of Harris County Water Control and Improvement District No. 1 was held in the conference room at 125 San Jacinto Street, Highlands, Texas on August 13, 2019. The meeting was called to order by President Mullins at 6:03 P.M. In attendance were Directors Little, Birdsong, Boudreaux and Wright. Also in attendance were Mr. Mark Taylor, General Manager, Mrs. June Muth, Tax Assessor, Mr. Jimmy Flowers with LJA Engineering, Mr. Zach Petrov, Attorney.

The minutes for the month of July were presented. A motion was made by Director Birdsong to approve the minutes. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

The accounts payable were presented for the month of July. A brief discussion was held. A motion was made by Director Birdsong to approve the report as presented. The motion was seconded by Director Wright. The motion was approved 5-0.

Citizens before the Board –None.

Discuss and approve Tax Collection Report. Mrs. June Muth presented the report. A brief discussion was held. A motion was made by Director Little to accept the report as presented. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve Tax Account Write-offs for 2019. A motion was made by Director Little to approve the said Tax Account Write-offs for 2019. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve any necessary actions, offer letters and progress on obtaining Sanitary Control Easements for both well locations, triggered by the TCEQ Inspection on August 2, 2018. A motion was made by Director Wright to approve an additional \$250.00 for the said Easement. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Discuss and or approve any necessary actions for the following items:

- A. Waterline extensions: Jones Rd, Lyndale Drive, Julie Lane and Camp Rd, discuss Estimate No. 3, 4 and Final, Change Order to Balance Project, and Final Documents for Project #E073-0550-2018. A motion was made by Director Birdsong to pay Estimate No. 3 in the amount of \$17,450.39 and to pay Estimate No. 4 in the amount of \$29,906.73. The motion was seconded by Director Wright. The motion was approved 5-0.
- B. Battlebell Water Plant Project - Discuss Pay Estimate No. 15 for LJA Project E073-0520-2017. A brief discussion was held. No Action Taken at this time. Waiting on contractor to pay for repair for lightening damage.

- C. Wastewater Treatment Plant Digester. No Action needed.
- D. Bluebell Lift Station Project - Discuss Estimate No. 9 for LJA Project E073-0560-2018. A motion was made by Director Wright to approve Pay Estimate No. 9 for LJA Project E073-0560-2018 in the amount of \$24,007.45. The motion was seconded by Director Little. The motion was approved 5-0.
- E. East Houston Well Site (Water Plant) Project. Revised plan submitted. No approval needed.
- F. LJA Assignment Letter for Water Tower Renovations, 2020 Project. A motion was made by Director Wright to approve the said Assignment Letter. The motion was seconded by Director Birdsong. The motion was approved 5-0.
- G. FEMA Update. No Action needed.

Discuss and approve Medical Insurance COBRA Administrative Agreement. A motion was made by Director Birdsong to Table this item. The motion was seconded by Director Wright. The motion was approved 5-0.

Discuss 2018-19 Budget and Set time and date for the 2019-20 Budget and Rate Ordinance Workshop, August 20, 2019 at 6:00pm. A motion was made by Director Wright to hold the 2019-20 Budget and Rate Ordinance Workshop on August 20, 2019 at 6:00pm. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve the proposal from Ratliff and Jentho, CPA for the 2018-19 year end audit. A motion was made by Director Birdsong to Table this item until the next meeting. The motion was seconded by Director Wright. The motion was approved 5-0.

The Financial Statement was presented. A brief discussion was held. A motion was made by Director Birdsong to approve the said report. The motion was seconded by Director Wright. The motion was approved 5-0.

The General Managers report was presented. A brief discussion was held. No Action needed.

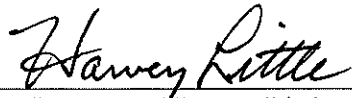
Attorney's Report:

- A. Johnson Petrov LLP, Legislative Update.
- B. Discuss and approve proposal from The Texas Network, for website hosting. A motion was made by Director Wright to approve the Said proposal. The motion was seconded by Director Birdsong. The motion was approved 5-0.
- C. Update on personnel policy/ safety policy, topics: 1. Review protocols for theft, sexual harassment and discrimination. 2. Update safety procedures. 3. Place provisions for marking and maintaining district assets including small tools. 4. Include a social media policy and name a point of contact. 5. Include a Retirement Policy. This list will grow as we dive into the current policies. No Action needed.

A motion was made by Director Birdsong to Adjourn the meeting at 7:41pm. The motion was seconded by Director Boudreaux. The motion was approved 5-0.



President, Leon R. Mullins



Secretary, Harvey Little