

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 October 15, 2019. The meeting was called to order by President Mullins at 6:00 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 and Mr. Zach Petrov, Attorney.

Open Public Hearing to discuss proposed 2019 Tax Rate. A motion was made by Director Wright to Open Public Hearing. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Close Public Hearing. A motion was made by Director Little to Close Public Hearing. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and Adopt an Order Setting Rate and Levying a Tax for Harris County Water Control & Improvement District No. 1 for 2019. A motion was made by Director Wright to adopt the Said Order. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Discuss and Adopt a Resolution Concerning Tax Collection Procedures. A motion was made by Director Wright to Adopt the Said Resolution. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and Adopt the Amended District Information Form and authorize filing of the Amended District Information Form. A motion was made by Director Birdsong to Adopt the said Amendment and authorize filing of said Amended Form. The motion was seconded by Director Wright. The motion was approved 5-0.

The minutes for the month of September 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 September. A brief discussion was held. A motion was made by Director Birdsong to approve the report as presented. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Citizens before the Board – 206 Kerry, Mr. Buckalew, 310 E. Wallisville Mr. Soffes. No Action Taken.

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 or approve any necessary actions for the following items:

- A. Battlebell Water Plant Project - Discuss Pay Estimate No. 15, 16 & Final, Change Order to Balance Project, and Final Documents for LJA Project E073-0520-2017. A brief discussion was held. The job is complete. A motion was made by Director Birdsong to Pay Estimate No. 15 in the amount of \$52,625.00 and to Pay Estimate No. 16 in the amount of \$58,170.31 for LJA Project E073-0520-2017. The motion was seconded by Director Boudreaux. The motion was approved 5-0.
- B. Wastewater Treatment Plant Digester/ FEMA Update. No new updates. No Action taken.
- C. Bluebell Lift Station Project - Discuss Estimate No. 10, 11 & Final, Change Order to Balance Project, and Final Documents for LJA Project E073-0560-2018. A motion was made by Director Birdsong to Pay Estimate No. 10 in the amount of \$8,360.00 and to Pay Estimate No. 11 in the amount of \$31,225.30. The motion was seconded by Director Wright. The motion was approved 5-0.
- D. East Houston Well Site (Water Plant) Project. No Action taken.
- E. Water Tower Renovations, 2020 project. No Action taken.

Discuss HCFCD – Creel Country Estates Subdivision Drainage Improvements Request Letter. (Harris County Flood Control District) Mr. Ilorin Varadi and Mr. Reid Mrsny, Representatives of HCED presented information and a brief discussion was held. No Action taken.

Discuss and approve Medical Insurance COBRA Administrative Agreement. A motion was made by Director Birdsong to approve the said Agreement. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve Write-offs for July, August and September. A motion was made by Director Birdsong to approve the said write-offs. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss debt collection list sent to Collections Unlimited. No Action taken.

Discuss lead copper testing results. No Action taken.

Discuss and approve Investment Officers Report. A motion was made by Director Birdsong to approve the said Report. The motion was seconded by Director Boudreaux. 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.

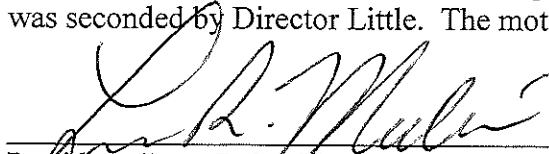
Discuss and review a Letter of Credit issued by the Federal Home Loan Bank. A motion was made by Director Wright to approve the said Letter of Credit contingent on being reviewed that no change is made. The motion was seconded by Director Birdsong. The motion was approved 5-0.

The General Managers report was presented and staffing efforts were discussed. No Action needed.

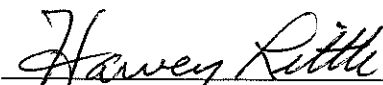
Attorney's Report:

- A. 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. A brief discussion was held about the Website being updated. No Action needed.

A motion was made by Director Birdsong to Adjourn the meeting at 7:17pm. The motion was seconded by Director Little. The motion was approved 5-0.



President, Leon R. Mullins



Secretary, Harvey Little