

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 November 12, 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. Dawn Muth Tax Assessor, Mr. Jimmy Flowers with LJA Engineering and Mr. Zach Petrov, Attorney.

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

The accounts payable were presented for the month of October. 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 – Greg Gutierrez – 1331 Clearlake (outside district) additional water service. A motion was made by Director Little to Table this request. The motion was seconded by Director Wright. The motion was approved 5-0.

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

- A. 1993 Tax Write Off in the amount of \$12.38 on account 0572710000104. A motion was made by Director Little to Table this item. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Consider Acclaim Energy electricity contract options and authorize any necessary action. The current contract at \$0.04119 per kWh with Reliant ends November 2025. A motion was made by Director Birdsong to authorize Mark Taylor, General Manager to sign new contract for electricity with rates that are acceptable at \$0.03995 or below. The motion was seconded by Director Wright. The motion was approved 5-0.

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

- A. Wastewater Treatment Plant Digester. No Action taken.
- B. East Houston Well Site (Water Plant) Project. No Action taken.
- C. Water Tower Renovations, 2020 project. No Action taken.

Discuss FEMA Public Assistance Grant Award Letter administered by TDEM (Texas Department of Emergency Management). A brief discussion was held. No Action taken.

Discuss and approve an amendment to the Interlocal Agreement to the sponsor 325 students in the Water Wise program for the 2019-2020 school year, allowing District to sponsor any available school or schools. See attached agreement. A motion was made by Director Little to approve the said Amendment. The motion was seconded by Director Birdsong. 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 Boudreaux. The motion was approved 5-0.


The General Managers report was presented.

- A. Annual Fish Fry to take place on November 20, 2019. No Action needed.
- B. Christmas Party to take place on December 5, 2019 at 6:30pm at Saltgrass Steakhouse -(4400 East Fwy, Baytown) – 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. No Action needed.

A motion was made by Director Birdsong to Adjourn the meeting at 7:03pm. The motion was seconded by Director Little. The motion was approved 5-0.



President, Leon R. Mullins



Secretary, Harvey Little