

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 December 10, 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 November 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 November. A brief discussion was held. A motion was made by Director Boudreaux to approve the report as presented. The motion was seconded by Director Wright. The motion was approved 5-0.

Citizens before the Board –

- A. Discuss a request from Ed Deculus expanding the District North, on FM 2100. A brief discussion was held. No Action taken.
- B. Greg Gutierrez – 1331 Clearlake (outside district) additional water service. No Action taken.
- C. Vihn Nguyen – 321 Ellis School Rd (outside district) additional water and sewer service. A motion was made by Director Wright to approve additional water and sewer service. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve Tax Collection Report. 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 Birdsong to approve the said Write Off. The motion was seconded by Director Boudreaux. The motion was approved 5-0.
- B. New Tax Assessor Collector Contract. A motion was made by Director Birdsong to approve the said Contract. 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. Still under review. No Action taken.
- B. East Houston Well Site (Water Plant) Project. The project is 95% complete. No Action needed.
- C. Water Tower Renovations, 2020 project. Placing the words “Highlands Home of the Eagles” with logo of HCWCD#1 and Mascot of Highlands Junior School on

the water tower facing Highlands Junior High School. A brief discussion was held. No Action needed at this time.

Discuss and or approve Reconciliation forms to close out LJA Projects:

- A. LJA Project E073-0550-2018, Waterline extensions: Jones Rd, Lyndale Drive, Julie Lane and Camp Rd. A motion was made by Director Wright to approve and sign the said Reconciliation forms. The motion was seconded by Director Boudreaux. The motion was approved 5-0.
- B. LJA Project E073-0560-2018, Bluebell Lift Station. A motion was made by Director Wright to approve and sign the said Reconciliation form. The motion was seconded by Director Boudreaux. The motion was approved 5-0.
- C. LJA Project E073-0520-2017, Battlebell Water Plant. A motion was made by Director Wright to approve and sign the said Reconciliation form. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve 2-year Depository Agreement Extension with Woodforest Bank. A motion was made by Director Little to approve the said Agreement Extension. 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 Boudreaux. The motion was approved 5-0.

The General Managers report was presented. 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 6:59pm. The motion was seconded by Director Boudreaux. The motion was approved 5-0.


President Leon R. Mullins
VICE PRESIDENT BOBBY BIRDSONG


Secretary, Harvey Little