

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 February 11, 2020. The meeting was called to order by President Mullins at 6:00 P.M. In attendance were Directors Birdsong, Little, Boudreaux and Wright. Also in attendance were Mr. Mark Taylor, General Manager, Mrs. Dawn Muth Tax Assessor, Mr. Jimmy Flowers with LJA Engineering, Mr. Zach Petrov, Attorney and Mr. Gary Ratliff, with Ratliff & Jentho, CPA.

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

Citizens before the Board –

A. Angela Sanders, Thompson Road Annexation – No Action taken.

Discuss and approve 2018-19-year end audit. A motion was made by Director Little to approve the said audit. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Discuss and approve Tax Collection Report. Mrs. Dawn 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 Boudreaux. 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, discuss and award project. A motion was made by Director Wright to rebid the project. The motion was seconded by Director Boudreaux. The motion was approved 5-0.
- C. Water Tower Renovations, 2020 project. No Action taken.

FEMA/TDEM, RFP Update. Set a special meeting on February 25, 2020 at 6:00pm to award administrative contract for grant oversight. A brief discussion was held to add the water line project to the agenda of the meeting. A motion was made by Director Birdsong to approve the special meeting time and date. The motion was seconded by Director Boudreaux. The motion was approved 5-0

Discuss and Adopt Resolution Regarding Annual Review of Investment Policy. This Policy was updated on February 13, 2018. A motion was made by Director Birdsong to Adopt the said Resolution. 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 Boudreaux. The motion was approved 5-0.

#### Tax Orders

- A. Order determining Ad Valorem Tax Exemptions. A motion was made by Director Birdsong to approve the said Order. The motion was seconded by Director Boudreaux. The motion was approved 5-0.
- B. Order Authorizing Additional 20% Penalty on Delinquent Tax Accounts. A motion was made by Director Wright to approve the said Order. The motion was seconded by Director Little. The motion was approved 5-0.
- C. Resolution Authorizing Petition Challenging Appraisal Records. A motion was made by Director Birdsong to approve the said Resolution. The motion was seconded by Director Wright. 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.
- B. Discuss Cyber Risk Assessment. No Action needed.

A motion was made by Director Birdsong to Adjourn the meeting at 7:01pm. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

  
President, Leon R. Mullins

  
Secretary, Harvey Little

February 25, 2020


NOTICE IS HEREBY GIVEN OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1 TO BE HELD IN THE OFFICE AT 125 SAN JACINTO, HIGHLANDS, TEXAS ON THE 25<sup>th</sup> DAY OF FEBRUARY, 2020 AD AT 6:00 P.M. O'CLOCK, AT WHICH TIME THE FOLLOWING ITEMS OF BUSINESS WILL BE CONSIDERED. The meeting was called to order by President Mullins at 6:00 P.M. In attendance were Directors Birdsong, Little, Boudreaux and Wright. Also in attendance were Mr. Mark Taylor, General Manager and Mr. Jimmy Flowers with LJA Engineering.

Discuss and award, administrative contract for FEMA / TDEM grant oversight. A motion was made by Director Birdsong to Table this item until the March 10, 2020 meeting. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve, Assignment Letter for Engineering Services for the Design and Construction of the Waterline Rehabilitation 2020 Bond Project LJA Proposal No.20-00670. A motion was made by Director Birdsong to approve the said Assignment Letter. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve Cyber Security Training. A motion was made by Director Little to approve the said Training. The motion was seconded by Director Wright. The motion was approved 5-0.

A motion was made by Director Birdsong to adjourn the special meeting at 6:31 P.M. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

  
President, Leon R. Mullins

  
Secretary, Harvey Little