

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 March 10, 2020. The meeting was called to order by Vice President Birdsong at 6:00 P.M. In attendance were Directors Little 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 February were presented. A motion was made by Director Wright to approve the minutes. The motion was seconded by Director Birdsong. The motion was approved 3-0.

The accounts payable were presented for the month of February. A brief discussion was held. A motion was made by Director Little to approve the report as presented. The motion was seconded by Director Wright. The motion was approved 3-0.

Citizens before the Board – None.

Discuss and approve Tax Collection Report. Mrs. Dawn 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 Wright. The motion was approved 3-0.

- A. A motion was made by Director Wright to wave the penalty amount of \$69.80 for the tax payment for True Hearts Flower. The motion was seconded by Director Little. The motion was approved 3-0.

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

- A. Wastewater Treatment Plant Digester bond, FEMA /TDEM Project. No Action taken.
- B. East Houston Well Site (Water Plant) Project. No Action taken.
- C. Water Tower Renovations, 2020 bond project. No Action taken.
- D. Waterline Rehabilitation 2020 bond project. Not Action taken.

Discuss and Approve Investment Officer Actions and Recommendations.

- A. Transfer of funds from the general fund to the reserve fund. A motion was made by Director Wright to Transfer \$600,000.00 from the general fund to the reserve fund. The motion was seconded by Director Little. The motion was approved 3-0.

Discuss and adopt resolution regarding award of administrative contract to assist the district in the overall management of its Hurricane Harvey DR#4332 FEMA / TDEM Public Assistance activities including reimbursements of category F and category Z projects. A motion was made by Director Little to adopt the said Resolution. The motion was seconded by Director Wright. The motion was approved 3-0.

Discuss and approve quote for replacing the remaining V3 registers and nodes with SSR registers and nodes with a new 20 year warranty period. A motion was made by Director Wright to approve to pay the said quote in the amount of \$39,050.00. The motion was seconded by Director Little. The motion was approved 3-0.

The Financial Statement was presented. A brief discussion was held. A motion was made by Director Little to approve the said report. The motion was seconded by Director Wright. The motion was approved 3-0.

The General Managers report was presented.

A. Discuss All Risk Assessment, including Cyber Risk. 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 Wright to close regular business meeting. The motion was seconded by Director Little. The motion was approved 3-0.

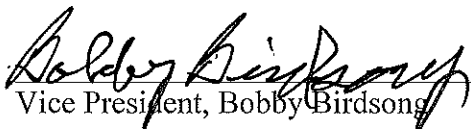
Convene in executive session to discuss personnel matters pursuant to Open Meetings Act Section 551.074 of the Texas Government Code and/or Section 551.071 of the Texas Government Code for consultation with Attorney for pending or contemplated litigation.

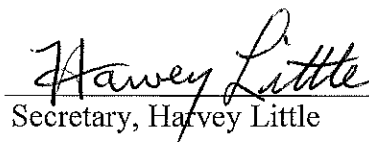
A motion was made by Director Wright to open an executive session to discuss Personnel matters, including employee cost of living adjustments. The motion was seconded by Director Little. The motion was approved 3-0. After a brief discussion a motion was made by Director Wright to close the executive session and open regular session. The motion was seconded by Director Little. The motion was approved 3-0.

Re-convene in open session and authorize any necessary action concerning personnel matters and/or pending or contemplated litigation.

Approve employee cost of living adjustments. A motion was made by Director Wright to approve employee cost of living adjustments as presented. The motion was seconded by Director Little. The motion was approve 3-0.

A motion was made by Director Little to Adjourn the meeting at 7:30pm. The motion was seconded by Director Wright. The motion was approved 3-0.


Vice President, Bobby Birdson


Secretary, Harvey Little