

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 May 12, 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 and Mr. Zach Petrov, Attorney.

The minutes for the month of March were presented. A motion was made by Director Wright 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 March and April. A brief discussion was held. A motion was made by Director Birdsong to approve the reports as presented. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Citizens before the Board –

A. Trudy Gamblin, 120 Fern, Water Leak. No Action Taken

Discuss and approve Write-Offs for January, February and March. 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 and approve the 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.

Discuss and approve Tax Collection Report. Mrs. Dawn Muth presented the report. A brief discussion was held. A motion was made by Director Boudreaux to accept the report as presented. 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 bond, FEMA / TDEM Project. No Action required at this time.
- B. East Houston Well Site (Water Plant) Project. Award project to WW Payton. A motion was made by Director Birdsong to award the project to WW Payton. The motion was seconded by Director Wright. The motion was approved 5-0.
- C. Water Tower Renovations, 2020 project. A brief discussion was held. The Tower is ready for inspection on May 13, 2020. No Action needed at this time.
- D. Waterline Rehabilitation 2020 bond project. No Action taken.

- E. 104 – Acre Hollis Family tract East of Ellis School Road, Capacity request. A motion was made by Director Wright to approve the said capacity request. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve quotes for vehicles, one cargo van and one utility truck. A brief discussion was held. A motion was made by Director Little to purchase from Monument Chevrolet one Cargo Van in the amount of \$30,893.75 and one Utility Truck in the amount of \$36,158.00. The motion was seconded by Director Wright. The motion was approved 5-0.

Review the 2021 Retirement Plan Assessment and authorize contribution rate. A motion was made by Director Birdsong to continue with the existing plan and contribution rate for the 2021 Retirement Plan. 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.

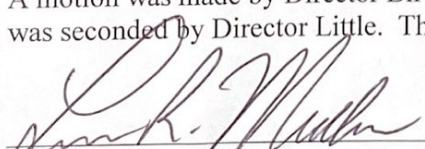
Discuss and approve moving the UDS Billing system to a cloud-based system. A motion was made by Director Birdsong to approve the said system change. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

The General Managers reports for March and April were presented. A motion was made by Director Wright to authorize Mark Taylor, General Manager to prepare a letter to collect unpaid water bills from delinquent bills. Water will be cut off if 50% of the bill is not paid by the notice date. The motion was seconded by Director Birdsong. The motion was approved 5-0.

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 7:17pm. The motion was seconded by Director Little. The motion was approved 5-0.

  
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President, Leon R. Mullins

  
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Secretary, Harvey Little