

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 15, 2020. The meeting was called to order by President Mullins at 6:00 P.M. In attendance were Directors Birdsong 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 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 November. A motion was made by Director Birdsong to approve the reports as presented. The motion was seconded by Director Wright. The motion was approved 3-0.

Citizens before the Board –

- A. Eddie Marshall / 8611 Thompson (outside district) reactivation of water service, locating the meter on the NW corner of E. Wallisville and Thompson. A brief discussion was held. A motion was made by Director Wright to approve the said reactivation and locating if the meter. The motion was seconded by Director Birdsong. The motion was approved 3-0.

Discuss and approve generator maintenance and or extended warranty contracts. A brief discussion was held. A motion was made by Director Birdsong to approve the said contracts. The motion was seconded by Director Wright. The motion was approved 3-0.

Discuss a Violation Letter from the TCEQ dated October 8, 2020. A brief discussion was held.

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

- A. Wastewater Treatment Plant Improvements – Disaster Relief, Bond / FEMA / TDEM Project: Revised assignment letter removing T&M cost and converting them to lump sum cost. A brief discussion was held about the said Revised Assignment letter. A motion was made by Director Wright to approve the said Revised assignment letter. The motion was seconded by Director Birdsong. The motion was approved 3-0.
- B. East Houston Well Site (Water Plant) Project: Pay estimate #1. A motion was made by Director Birdsong to pay estimate #1 in the amount of \$30,400.00. The motion was seconded by Director Wright. The motion was approved 3-0.
- C. Water Tower Renovations, 2020 bond project. Plan Review Questions. A brief explanation was given by Jimmy Flowers with LJA Engineering. No Action required.
- D. Waterline Rehabilitation 2020 bond project. Award project. A brief discussion was held. A motion was made by Director Birdsong to Award the project to D.L. Glover, Inc. in the amount of \$1,517,495.00. The motion was seconded by Director Wright. The motion was approved 3-0.
- E. Waterline intersection project, Wallisville @ Main and @ Thompson Rd. No Action taken.

Discuss and approve Christmas Dinner plans or substitution. A motion was made by Director Wright to approve a Christmas dinner substitution of a jacket and pie for 10 employees. The motion was seconded by Director Birdsong. The motion was approved 3-0.

Discuss Safekeeping Transition and 2-year Depository Agreement Extension with Woodforest Bank expiring on December 22, 2021. A brief discussion was held. No Action needed.

Texas Legislative Report for the week of December 4, 2020 from Linebarger. A brief discussion was held for information only. No Action needed.

Discuss and approve Barn Renovations: Payment in full \$65,965.00 to CL CM, Inc. A motion was made by Director Wright to make payment in full of \$65,695.00 in two check payments due to the door being damaged. The motion was seconded by Director Birdsong. The motion was approved 3-0.

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 Wright. The motion was approved 3-0.

Discuss and approve Financial Statement. 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 Wright. The motion was approved 3-0.

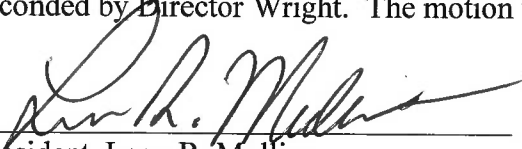
General Managers Report. The General Managers report was presented.

A. Valve location company will be working again after it dries up. No Action needed.

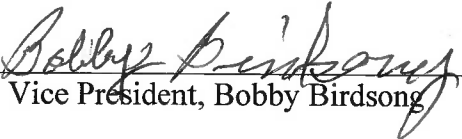
Attorney's Report:

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. Discussion only – election coming up. No Action needed.

A motion was made by Director Birdsong to Adjourn the meeting at 7:00pm. The motion was seconded by Director Wright. The motion was approved 3-0.



President, Leon R. Mullins



Vice President, Bobby Birdsong