

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 November 10, 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.

The minutes for the month of October were presented and a correction in the first paragraph of the September 15, 2020 minutes. A motion was made by Director Little 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 October. A brief discussion was held. A motion was made by Director Birdsong to approve the reports as presented. The motion was seconded by Director Wright. The motion was approved 5-0.

Citizens before the Board – None present

Discuss and approve generator maintenance and or extended warranty contracts. A motion was made by Director Wright to Table the generator maintenance agreement until the December meeting. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss a Violation Letter from the TCEQ dated October 8, 2020. No Action taken. Waiting on a response from the TCEQ.

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. No pay estimate yet on this project.
- C. Water Tower Renovations, 2020 bond project. Waiting on County approval. No Action taken.
- D. Waterline Rehabilitation 2020 bond project. No Action taken.
- E. Waterline intersection project, Wallisville @ Main and @ Thompson Rd. No Action taken.
- F. 104 – Acre Hollis Family tract East of Ellis School Road, update. Both developers have backed out. 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 \$100 gift card for 10 employees. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Discuss and approve purchase of a tilt trailer for hauling equipment. A motion was made by Director Birdsong to purchase a tilt trailer from Nationwide Trailer, LLC for \$5,703.00. The motion was seconded by Director Wright. 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 approve Financial Statement. The Financial Statement was presented. 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.

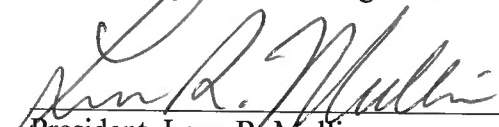
General Managers Report. The General Managers report for September was presented.

A. Hunter RV Park write-off explanation. No Action taken.

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. No Action needed.

A motion was made by Director Birdsong to Adjourn the meeting at 7:02pm. The motion was seconded by Director Wright. The motion was approved 5-0.



President, Leon R. Mullins



Secretary, Harvey Little