

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 January 12, 2021. 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 December 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 December. 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 –

- A. 504 Lyndale, Water quality complaint. A brief discussion was held. No Action taken
- B. 519 N. Main, Pit Stop Express, Water Capacity Request. A motion was made by Director Birdsong to Table this item. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss 2019-20-year end audit. The report is scheduled for the February meeting. No Action taken.

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

- A. Wastewater Treatment Plant Improvements – Disaster Relief, Bond / FEMA / TDEM Project: Update. No Action taken.
- B. East Houston Well Site (Water Plant) Project: Pay estimate #2. A motion was made by Director Wright to pay estimate #2 in the amount of \$57,000.00. Project completion extended 1 day. The motion was seconded by Director Birdsong. The motion was approved 5-0.
- C. Water Tower Renovations, 2020 bond project. Pre-Bid Meeting set. No Action taken.
- D. Waterline Rehabilitation 2020 bond project: Pre-Construction Meeting set. Meeting was held on January 12, 2021. No Action taken.
- E. Waterline intersection project, Wallisville @ Main and @ Thompson Rd. No Action taken.

Discuss and approve a proposal: Risk Assessment required by American Water Infrastructure Act for water systems serving more than 3,300 people starting in 2021. A motion was made by Director Little to Table this item until the February meeting. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Supplemental Election Agenda.

- A. Notice of Appointment of Designated Agent; No Action taken.
- B. Update on May 1, 2021 Directors Election matters and take any necessary actions on same; No Action taken.
- C. Adopt Order Calling Directors Election scheduled for Saturday, May 1, 2021. A motion was made by Director Birdsong to Adopt the said Order. The motion was seconded by Director Wright. The motion was approved 5-0.
- D. Determine canvassing date for May 1, 2021 Directors Election. No Action taken.

Discuss and Approve the Write-Offs for October, November, and December. A motion was made by Director Wright to approve the said Write-Offs. The motion was seconded by Director Birdsong. 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 Birdsong to accept the report as presented. The motion was seconded by Director Little. The motion was approved 5-0.

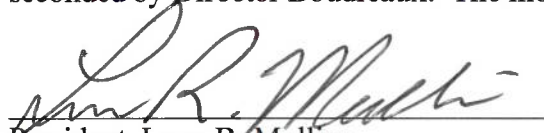
Discuss and approve Financial Statement. The Financial Statement was presented. A brief discussion was held. A motion was made by Director Birdsong to approve the said report. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

General Managers Report. 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.

A motion was made by Director Birdsong to Adjourn the meeting at 6:40pm. The motion was seconded by Director Boudreaux. The motion was approved 5-0.



President, Leon R. Mullins



Secretary, Harvey Little