

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 February 9, 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 January were presented. A motion was made by Director Birdsong to approve the minutes. The motion was seconded by Director Wright. The motion was approved 5-0.

The accounts payable were presented for the month of January. 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. 519 N. Main, Pit Stop Express, Water Capacity Request. A motion was made by Director Wright to approve the said request. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Discuss and approve 2019-20-year end audit. Mr. Josh Rambo, Auditor with McCall Gibson Swedlund Barfoot PLLC presented the report. A motion was made by Director Little to approve the 2019-2020-year end audit. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

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 #3. A motion was made by Director Wright to Table this item. The motion was seconded by Director Boudreaux. The motion was approved 5-0.
- C. Water Tower Renovations, 2020 bond project. Award Contract. A motion was made by Director Wright to accept low bid of \$809,950.00 without alternate A of \$7,500.00. The motion was seconded by Director Boudreaux. The motion was approved 5-0.
- D. Waterline Rehabilitation 2020 bond project: Pay estimate #1. A motion was made by Director Birdsong to pay Estimate #1 in the amount of \$58,387.00. The motion was seconded by Director Wright. The motion was approved 5-0.
- E. Waterline intersection project, Wallisville @ Main and @ Thompson Rd. Assignment letter for LJA project representative. A motion was made by Director Wright to approve the said Assignment Letter. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve a proposal: Risk and Resilience 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 Birdsong to approve the estimated cost of \$22,000.00. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and Approve Public Funds Depositor Collateral Security Agreement. A motion was made by Director Wright to approve the said Agreement. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss Write-Offs: Sent to collections. No Action taken.

Discuss and Adopt Resolution Regarding Annual Review of Investment Policy. This Policy was updated on February 13, 2018. A motion was made by Director Little to Adopt the said Resolution. The motion was seconded by Director Birdsong. 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 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 Wright. The motion was approved 5-0.

Discuss and Adopt Tax Order:

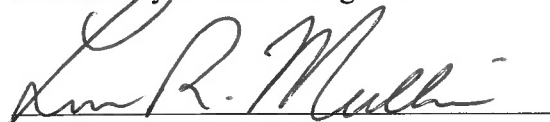
- A. Order determining Ad Valorem Tax Exemptions. A motion was made by Director Birdsong to Adopt the said Order. The motion was seconded by Director Wright. The motion was approved 5-0.
- B. Order Authorizing Additional 20% Penalty on Delinquent Tax Accounts. A motion was made by Director Wright to approve the said Order. The motion was seconded by Director Birdsong. The motion was approved 5-0.
- C. Resolution Authorizing Petition Challenging Appraisal Records. A motion was made by Director Wright to approve the said Resolution. The motion was seconded by Director Birdsong. The motion was approved 5-0.

General Managers Report. The General Managers report was presented. No Action needed.

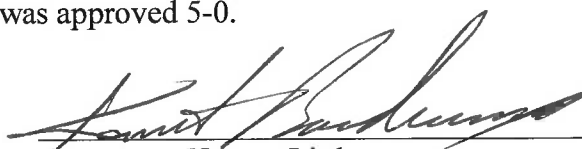
Attorney's Report:

- 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.
- B. Discuss and or Approve Cyber Security Training. No Action taken.

A motion was made by Director Birdsong to Adjourn the meeting at 7:19pm. The motion was seconded by Director Wright. The motion was approved 5-0.



President, Leon R. Mullins



Secretary, Harvey Little