

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 March 9, 2021. The meeting was called to order by President Mullins at 6:00 P.M. In attendance were Directors Birdsong, 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 February were presented. A motion was made by Director Wright to approve the minutes. The motion was seconded by Director Birdsong. The motion was approved 4-0.

The accounts payable were presented for the month of February. A motion was made by Director Birdsong to approve the reports as presented. The motion was seconded by Director Wright. The motion was approved 4-0.

Citizens before the Board –

- A. Michael McCullah, 300 W. Canal, RV Park. Customer is asking for capacity for 6 unit RV Park. A motion was made by Director Wright to Table this item until the next meeting. The motion was seconded by Director Birdsong. The motion was approved 4-0.

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 Birdsong. The motion was approved 4-0.
- C. Water Tower Renovations, 2020 bond project: Interlocal agreement with GCCISD to fund Alternate A – Eagle Logo. Waiting on Agreement.
- D. Waterline Rehabilitation 2020 bond project: Pay estimate #2. A motion was made by Director Birdsong to pay Estimate #2. The motion was seconded by Director Wright. The motion was approved 4-0.
- E. Waterline intersection project, Wallisville @ Main and @ Thompson Rd. No Action taken.
- F. Assignment letter for Highland Woods sewer work. A motion was made by Director Birdsong to approve the said letter. The motion was seconded by Director Wright. The motion was approved 4-0.
- G. Risk Assessment: Update.

Discuss and Approve Investment Officer Actions and Recommendations.

- A. Transfer of funds from the reserve fund to the construction fund. A motion was made by Director Wright to approve the transfer. The motion was seconded by Director Birdsong. The motion was approved 4-0.

Discuss fees associated with the joint May 1, 2021 election. No Action taken. Tabled until the next meeting.

Discuss and or approve Primary Electronic Notification System: (Rave911, CodeRed, Swift91, Nixle) and or Secondary Media Notifications: (Facebook, website, text, or E-mail service) A

motion was made by Director Birdsong to allow a Facebook page to be opened for information only for the Water Department. The motion was seconded by Director Wright. The motion was approved 4-0.

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 4-0.

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 4-0.

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

A. Discuss Cyber Security Training Link. Discussion only.

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. Report was given for the election. No Action needed.

A motion was made by Director Wright to close regular business meeting. The motion was seconded by Director Birdsong. The motion was approved 4-0.

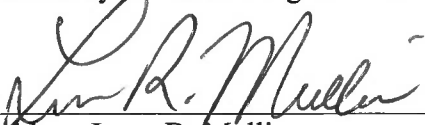
Convene in executive session to discuss personnel matters pursuant to Open Meetings Act Section 551.074 of the Texas Government Code and/or Section 551.071 of the Texas Government Code for consultation with Attorney for pending or contemplated litigation.

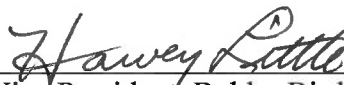
A motion was made by Director Wright to open an executive session to discuss Personnel matters, including employee cost of living adjustments. The motion was seconded by Director Birdsong. The motion was approved 4-0. After a brief discussion, a motion was made by Director Wright to close the executive session and open regular session. The motion was seconded by Director Birdsong. The motion was approved 4-0.

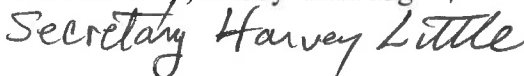
Re-convene in open session and authorize any necessary action concerning personnel matters and /or pending or contemplated litigation.

Approve employee cost of living adjustments. A motion was made by Director Birdsong to approve the said Pay adjustments. The motion was seconded by Director Wright. The motion was approved 4-0.

A motion was made by Director Birdsong to Adjourn the meeting at 7:15pm. The motion was seconded by Director Wright. The motion was approved 4-0.

  
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President, Leon R. Mullins

  
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Vice President, Bobby Birdsong

  
Secretary Harvey Little