

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 June 15, 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 May were presented. A motion was made by Director Wright to approve the minutes. The motion was seconded by Director Birdsong. The motion was approved 5-0.

The accounts payable were presented for the month of May. 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. Makmo Design LLC., 715 S. Main, Capacity Request. A motion was made by President Mullins to approve capacity request. The motion was seconded by Director Wright. The motion was approved 5-0.

Discuss and approve Property, Liability, Auto and Workers Comp Insurance renewal. Arthur J. Gallagher & Co. W.I.N. (Waterworks Insurance Network) program. A motion was made by Director Wright to approve the said Insurance renewal in the amount of \$68,481.05. The motion was seconded by Director Boudreaux. The motion was approved 5-0. A motion was made by Director Wright to pay an additional \$759.00 to increase equipment breakdown to \$1,000,000.00. The motion was seconded by Director Birdsong. The motion was approved 5-0. 4-1

Discuss and approve TML Interlocal Agreement for Worker's Compensation. 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. Preconstruction Meeting set for June 8, 2021, TDEM Reimbursement Worksheet, LJA Cost Adjustment based on new construction cost. No Action Taken.
- B. East Houston Well Site (Water Plant) Project: Pay estimate #4. A motion was made by Director Birdsong to pay estimate #4 in the amount of \$150,765.00 <sup>AWO</sup> in 9 days. The motion was seconded by Director Wright. The motion was approved 5-0.
- C. Water Tower Renovations, 2020 bond project: Pay estimate #3. A motion was made by Director Little to pay estimate #3 in the amount of \$56,744.37 <sup>AWO</sup> in 16 days. The motion was seconded by Director Boudreaux. The motion was approved 5-0.
- D. Waterline Rehabilitation 2020 bond project: Pay estimate #5. A motion was made by Director Birdsong to pay Estimate #5 in the amount of \$282,671.06. The motion was ~~seconded~~ <sup>MADE</sup> by Director Birdsong. The motion was seconded by Director Wright. The motion was approved 5-0.
- E. Waterline intersection project, Wallisville @ Main and @ Thompson Rd. No Action Taken.
- F. Highlands Woods sewer project: Update. No Action Taken
- G. Risk Assessment: Update. No Action Taken.

H. 2022 Bond Application Report to the TCEQ. A motion was made by Director Wright to approve LJA Engineering to make the application. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Review of contracts for Bond Counsel Services and discussion and possible action on the engagement of Bond Counsel for the 2022 Bonds. A motion was made by President Mullins to approve the said contracts. The motion was seconded by Director Wright. The motion was approved 5-0. ↑ JOHNSON PETROV LLP FOR BOND COUNSEL

Discuss and approve an Order Declaring Surplus Property and Authorizing sale of 2014 Chevrolet 2500 HD Truck. A motion was made by Director Wright to approve the said Order and Authorize the said sale. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Discuss the Water Quality Report. Consumer Confidence Report "2020 CCR" The report was sent to the printer on June 1, 2020 and a link was posted on the back of the water bills for easy access and hard copies are available in the office upon request. A brief discussion was held. No Action needed.

Discuss and approve Medical Insurance renewal. A motion was made by President Mullins to Table this item. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Discuss and approve the COBRA Administrative Agreement. A motion was made by Director Wright to Table this item. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Discussion and possible action on a revision to the District Rate Ordinance and Rules and Regulations regarding service to properties with Mobile Homes, Manufactured Homes and/or Recreational Vehicles and limiting the number of connections. No Action Taken.

Discussion and possible action on a revision to the District Rate Ordinance and Rules and Regulations regarding classifying Mobile Homes, Manufactured Homes and/or Recreational Vehicles as separate customer classes and establishing rates and fees for such classes. No Action Taken.

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 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. Include a Retirement Policy. No Action needed.
- B. Cyber Security Training – Update Memorandum. 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 5-0.

Convene in executive session to discuss personnel matters pursuant to Open Meetings Act Section 551.074 of the Texas Government Code, deliberations regarding real property pursuant to Section 551.072 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 and Deliberations regarding the purchase of real property. The motion was seconded by Director Birdsong. The motion was approved 5-0. After a brief discussion, a motion was made by Director Little to close the executive session and open regular session. The motion was seconded by Director Birdsong. The motion was approved 5-0.

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

A motion to authorize Mark Taylor to proceed with negotiation to purchase the property not to exceed the amount discussed in executive session. A motion was made by Director Wright to approve said property purchase. The motion was seconded by Director Birdsong. The motion was approved 5-0.

A motion was made by Director Little to Adjourn the meeting at 7:57pm. The motion was seconded by Director Birdsong. The motion was approved 5-0.

  
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President, Leon R. Mullins

  
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Secretary, Harvey Little