

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 11, 2022. 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, Mr. Andy Johnson, Attorney and Mr. Josh Rambo with McCall Gibson Swedlund Barfoot PLLC.

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 Wright. The motion was approved 5-0.

The accounts payable were presented for the month of December. A motion was made by Director Wright to approve the reports as presented. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Citizens before the Board –

- A. 715 S. Main, Adil Zahir, capacity letter extension request. A motion was made by Director Little to approve capacity letter extension request to March 15, 2022. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve 2020-21-year end audit. A motion was made by Director Birdsong to approve the said 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: Pay estimate #6. A motion was made by Director Birdsong to pay estimate #6 in the amount of \$397,156.05. The motion was seconded by Director Wright. The motion was approved 5-0.
- B. East Houston Well Site (Water Plant) Project: Pay estimate #7. A motion was made by President Mullins to Table this item. The motion was seconded by Director Birdsong. The motion was approved 5-0.
- C. Water Tower Renovations, 2020 bond project: Final retainage estimate / estimate #10, and project close out paperwork. A motion was made by Director Little to pay Final retainage estimate / estimate #10 in the amount of \$38,727.53 and project close out paperwork. The motion was seconded by Director Boudreaux. The motion was approved 5-0.
- D. Waterline Rehabilitation 2020 bond project: Pay estimate #12. A motion was made by Director Wright to pay estimate #12 in the amount of \$7,030.00 with no extension. The motion was seconded by Director Boudreaux. 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 WWTP, TCEQ Wastewater Permit Renewal. Update. No Action Taken.

Discuss and approve bond interest and principal payments to Bank of Texas, a division of BOK Financial, Bank of Oklahoma. A motion was made by Director Birdsong to approve the said bond interest and principal payments. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and authorize a resolution to open a checking account for the 2022 bond funds. A motion was made by Director Birdsong to open a checking account for the 2022 bond funds. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

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

Discuss and approve Financial Statements for November and December. A motion was made by President Mullins to approve the said Financial Statements. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

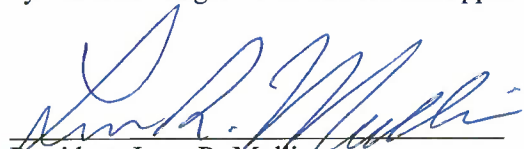
Discuss and approve Tax Collection Report. Mrs. Dawn Muth presented the report. A brief discussion was held. A motion was made by Director Little to accept the report as presented. The motion was seconded by Director Birdsong. The motion was approved 5-0.

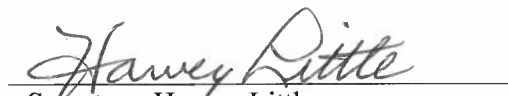
General Managers Report. The General Managers report was presented. No Action needed.

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. Include a Retirement Policy. No Action needed.

A motion was made by Director Birdsong to Adjourn the meeting at 6:55pm. The motion was seconded by Director Wright. The motion was approved 5-0.

  
\_\_\_\_\_  
President, Leon R. Mullins

  
\_\_\_\_\_  
Secretary, Harvey Little