

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 22, 2022. The meeting was called to order by President Mullins at 6:00 P.M. In attendance were Directors Little, Boudreaux, and Wright. Also in attendance were Mr. Mark Taylor, General Manager, Mrs. June Muth, Tax Assessor, 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 Boudreaux. The motion was approved 4-0.

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

Citizens before the Board – None.

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

- A. Wastewater Treatment Plant Improvements – Disaster Relief, Bond / FEMA / TDEM Project: Pay estimate #8 in the amount of \$706,135.95. A motion was made by Director Little to pay estimate #8 in the amount of \$706,135.95 with 2-day extension. The motion was seconded by Director Boudreaux. The motion was approved 4-0.
- B. Approve a CenterPoint easement at the WWTP. A motion was made by President Mullins to Table this Item. The motion was seconded by Director Boudreaux. The motion was approved 4-0.
- C. East Houston Well Site (Water Plant) Project: Pay estimate #8 in the amount of \$93,355.50, final retainage, and project closeout paperwork. A motion was made by President Mullins to pay estimate #8 in the amount of \$93,355.50 and approve the Said paperwork. The motion was seconded by Director Wright. The motion was approved 4-0.
- D. Waterline Rehabilitation 2020 bond project: Pay estimate #13 in the amount of \$105,869.74. A motion was made by Director Little to pay estimate #13 in the amount of \$105,869.74. The motion was seconded by Director Boudreaux. The motion was approved 4-0.
- E. Waterline intersection project, Wallisville @ Main and @ Thompson Rd. No Action Taken.
- F. Highlands Woods sewer project: Update. There were multiple point repairs completed by the District and the Contractor. No Action Taken.
- G. 2022 WWTP, TCEQ Wastewater Permit Renewal. Update. No Action Taken.
- H. Proposal for 2022 water line replacement phase 1, On hold. No Action Taken.

Discuss and approve letter outlining steps required for new commercial service. All future capacity letters issued by LJA will mirror language in the approved outline. A motion was made by Director Wright to approve the Said letter. The motion was seconded by Director Little. The motion was approved 4-0.

Public Management: Update on FEMA funding for the WWTP Project. A brief discussion was held. No Action Taken.

Discuss property between James Lane and W. Canal. “Notice to Abate Nuisance.” A brief discussion was held. No Action Taken.

Discuss damage to district property on N. Main: Sewer main ripped out by County Paving Contractor. “Aranda Brothers Construction (ABC).” A brief discussion was held. Need to make a claim to replace sewer main ripped out by County Contractor. Updates will be given. No Action required.

Discuss and approve Financial Statements for February. A motion was made by Director Little to approve the said Financial Statement. The motion was seconded by Director Boudreaux. The motion was approved 4-0.

Discuss and approve Tax Collection Report. Mrs. June Muth presented the report. A brief discussion was held. A motion was made by President Mullins to accept the report as presented. The motion was seconded by Director Little. The motion was approved 4-0.

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 President Mullins to close regular business meeting. The motion was seconded by Director Wright. 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 President Mullins to open an executive session to discuss Personnel matters, including employee cost of living adjustments. The motion was seconded by Director Wright. 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 President Mullins. 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 Little to approve the said Pay adjustments. The motion was seconded by Director Boudreaux. The motion was approved 4-0.

Approve General Manager cost of living adjustment. A motion was made by Director Wright to approve the said Pay adjustment. The motion was seconded by President Mullins. The motion was approved 4-0.

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



President, Leon R. Mullins



Secretary, Harvey Little