

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 15, 2019. The meeting was called to order by President Mullins at 6:00 P.M. In attendance were Directors Little, Birdsong, Boudreaux and Wright. Also in attendance were Mr. Mark Taylor, General Manager, Mr. Jimmy Flowers with LJA Engineering, Mrs. June Muth, Tax Assessors and Mr. Zach Petrov, Attorney.

Discuss Check #42530 to the Texas Commission on Environmental Quality for \$16,269.23. This is an annual permit fee paid to the TCEQ for wastewater discharge. A brief discussion was held. No Action Taken.

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 Boudreaux to approve the report as presented. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Discuss and approve Tax Collection Report. Mrs. June 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.

Citizens before the Board

- A. Discuss and approve request for extension on capacity letter issued on July 10, 2018 for 803 N. Main. A motion was made by Director Birdsong to approve the said extension for 6 months. The motion was seconded by Director Wright. The motion was approved 5-0.
- B. Discuss and approve request for extension on capacity letter issued on May 8, 2018 for 621 S. Main. A motion was made by Director Little to approve the said extension for 6 months. The motion was seconded by Director Wright. The motion was approved 5-0.

Supplemental Election Agenda:

- A. Notice of Appointment of Designated Agent; - No Action taken.
- B. Update on May 4, 2019 Directors Election matters, and take any necessary actions on same; - No Action Taken
- C. Adopt Order Calling Directors Election scheduled for Saturday, May 4, 2019 – A motion was made by Director Birdsong to adopt the order calling Directors Election and hold the election jointly with Harris County. The motion was seconded by Director Wright. The motion was approved 5-0.

D. Determine canvassing date for May 4, 2019 Directors Election – No Action Taken.

Discuss and approve 2017-18 year end audit. A motion was made by Director Boudreaux to Table this item until the next meeting. The motion was seconded by Director Birdsong. The motion was approved 5-0.

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

- A. Waterline extensions: Jones Rd, Lyndale Drive, Julie Lane and Camp Rd, and Project #E073-0550-2018.- No Action taken.
- B. Battlebell Water Plant Project discuss letter of Liquidated Damages sent to the Contractor, Estimate No. 14 for LJA Project E073-0520-2017. A brief discussion was held. A letter will be sent to the Contractor LJA Project E073-0520-2017 explaining that we will collect \$500.00 a day damages for being late. A motion was made by Director Wright to approve the said letter. The motion was seconded by Director Boudreaux. The motion was approved 5-0. A motion was made by Director Birdsong to approve Pay Estimate No. 14 in the amount of \$251,303.50. The motion was seconded by Director Wright. The motion was approved 5-0.
- C. Wastewater Treatment Plant Digester. – No Action taken.
- D. Bluebell Lift Station Project - Discuss new date to proceed, December 5, 2018, Estimate No. 2 for LJA Project E073-0560-2018. A motion was made by Director Birdsong to approve Pay Estimate No. 2 for LJA Project E073-0560-2018 in the amount of \$171,475.00. The motion was seconded by Director Wright. The motion was approve 5-0.
- E. East Houston Well Site (Water Plant) Project – No Action taken.
- F. Drought Contingency Plan, update. - No Action taken.
- G. LJA letter for addressing alleged violations found during the investigation #1506243 on August 2, 2018, update. – No Action taken.

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 Little to approve the said Report. The motion was seconded by Director Wright. The motion was approved 5-0.


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.

The General Managers report was presented. A brief discussion was held. No Action required.


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. This list will grow as we dive into the current policies, Update on Annexation Policy. No Action taken.

A motion was made by Director Birdsong to Adjourn the meeting at 7:04pm. The motion was seconded by Director Wright. The motion was approved 5-0.



President, Leon R. Mullins



Secretary, Harvey Little