

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 February 12, 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.

The minutes for the month of January were presented. A motion was made by Director Birdsong to approve the minutes. The motion was seconded by Director Wright. The motion was approved 4-0.

The accounts payable were presented for the month of January. A brief discussion was held. A motion was made by Director Birdsong to approve the report as presented. The motion was seconded by Director Little. 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 Director Little to accept the report as presented. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Citizens before the Board - None

Tax Orders:

- A. Order determining Ad Valorem Tax Exemptions. A motion was made by President L. R. Mullins to approve the said Order with corrections. The motion was seconded by Director Birdsong. The motion was approved 5-0.
- B. Order Authorizing Additional 20% Penalty on Delinquent Tax Accounts. A motion was made by Director Birdsong to approve the said Order. The motion was seconded by Director Wright. The motion was approved 5-0.
- C. Resolution Authorizing Petition Challenging Appraisal Records. A motion was made by Director Wright to approve the said Resolution. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Discuss collections of written off accounts by Collections Unlimited of Texas. A brief discussion was held. No Action Taken.

Discuss and approve 2017-18 year end audit. A motion was made by President L.R. Mullins 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. 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. 15 for LJA Project E073-0520-2017. No Action Taken.
- C. Wastewater Treatment Plant Digester. – A brief discussion was held. No Action taken.
- D. Bluebell Lift Station Project - Discuss new date to proceed, December 5, 2018, Estimate No. 3 for LJA Project E073-0560-2018. A motion was made by Director Birdsong to approve Pay Estimate No. 3 for LJA Project E073-0560-2018 in the amount of \$42,750.00. The motion was seconded by Director Wright. The motion was approve 5-0.
- E. East Houston Well Site (Water Plant) Project – A brief discussion was held. 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.

FEMA Update. No Action Taken.

Discuss and Adopt Resolution Regarding Annual Review of Investment Policy. This Policy was updated on February 13, 2018. A motion was made by Director Wright to Adopt the said Resolution. The motion was seconded by Director Birdsong. The motion was approved 5-0.

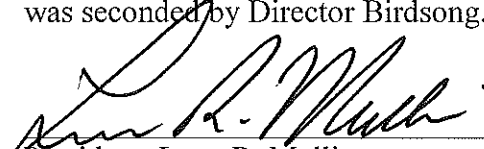
The Financial Statement was presented. A brief discussion was held. A motion was made by Director Birdsong to approve the said report. The motion was seconded by Director Little. The motion was approved 5-0.

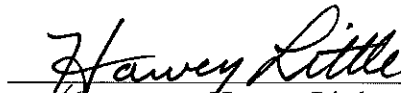
The General Managers report was presented. A brief discussion was held. No Action required.

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. No Action taken.
- B. Discuss Cyber Risk Assessment. A brief discussion was held. No Action Taken at this time.
- C. Discuss and or Adopt District Annexation Policy. A motion was made by Director Birdsong to Adopt District Annexation Policy striking out type of service. The motion was seconded by Director Wright. The motion was approved 5-0.

A motion was made by Director Little to Adjourn the meeting at 6:58pm. 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