

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 18, 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, Mrs. June Muth, Mrs. Dawn Muth, Tax Assessors, and Mr. Zach Petrov, Attorney.

The minutes for the month of May were presented. A motion was made by Director Little 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 May. 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 5-0.

Citizens before the Board - No Action Taken.

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.

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. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Delinquent Property Tax Report from Linebarger Goggan Blair & Sampson, LLP, set for June or July meeting – No Action Taken.

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

- A. Waterline extensions: Jones Rd, Lyndale Drive, Julie Lane and Camp Rd, discuss Estimate No. 2 Project #E073-0550-2018.- A brief discussion was held. A motion was made by Director Birdsong to approve Pay estimate No.2 for Project #E073-0550-2018 in the amount of \$21,056.40. The motion was seconded by Director Boudreaux. The motion was approved 5-0.
- B. Battlebell Water Plant Project - Discuss Estimate No. 15 for LJA Project E073-0520-2017. A brief discussion was held. No Action Taken.
- C. Wastewater Treatment Plant Digester. –No Action taken.
- D. Bluebell Lift Station Project - Discuss and approve Estimate No. 7 and change order #1, (Thirty day time extension), for LJA Project E073-0560-2018. A motion was made by Director Birdsong to approve Pay Estimate No. 7 and change order #1 for LJA Project E073-0560-2018 in the amount of \$85,889.50

with a 33 day extension. The motion was seconded by Director Wright. The motion was approved 5-0.

- E. East Houston Well Site (Water Plant) Project – No Action taken.
- F. LJA letter for alleged violations found during the investigation #1506243 on August 2, 2018. No Action taken.
- G. FEMA Update. No Action taken.

Review the 2019 Retirement Plan Assessment and authorize contribution rate. A brief discussion was held. A motion was made by Director Wright to keep the contribution rate at 14%. The motion was seconded by Director Birdsong. The motion was approved 5-0.

Discuss the Water Quality Report. Consumer Confidence Report “2018 CCR”. The report was sent to the printer on May 15, 2019 and was mailed out on June 5, 2019. No action needed.

Discuss and approve Medical Insurance renewal. A motion was made by Director Little to approve the said Insurance renewal. The motion was seconded by Director Wright. 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.

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 Taken.

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. A brief discussion was held. No Action taken.

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, Leon R. Mullins to Convene in executive session to discuss personnel matters. The motion was seconded by Director Wright. The motion was approved 5-0.

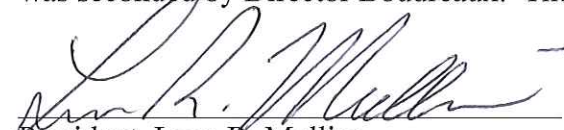
1. Personnel.

- a. Overview of District Employee's Retirement dates and their replacements.
A brief discussion was held. No Action needed.
- b. Review Draft of Retirement policy. Information only. No Action Needed.
+ SERVICE RECOGNITION

Re-convene in open session and authorize any necessary action concerning personnel matters and/or pending or contemplated litigation. A motion was made by President, Leon R. Mullins to re-convene in open session. The motion was seconded by Director Wright. The motion was approved 5-0.

Approve adding the retirement policy into the new personnel policy. A brief discussion was held. No Action taken.

A motion was made by Director Birdsong to Adjourn the meeting at 7:30pm. The motion was seconded by Director Boudreaux. The motion was approved 5-0.



President, Leon R. Mullins



Secretary, Harvey Little