

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 12, 2019. The meeting was called to order by President Mullins at 6:01 P.M. In attendance were Directors Little, Birdsong and Boudreaux. Also in attendance were Mr. Mark Taylor, General Manager, Mr. Jimmy Flowers with LJA Engineering, Mrs. June Muth, Tax Assessor, Mr. Zach Petrov, Attorney and Mr. Gary Ratliff, with Ratliff & Jentho, CPA.

The minutes for the month of February were presented. A motion was made by Director Birdsong 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 brief discussion was held. A motion was made by Director Birdsong to approve the report as presented. 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 Director Birdsong to accept the report as presented. The motion was seconded by Director Little. The motion was approved 4-0.

Citizens before the Board

- A. John Calderon, 305 Ave E, 8 Mobile Home Units. A motion was made by Director Birdsong to Table this item. The motion was seconded by Director Boudreaux. The motion was approved 4-0.

Supplemental Election Agenda.

- A. Discussion: Adopt Order Declaring Unopposed Candidates Elected to Office and Canceling Election. A motion was made by Director Little to Adopt the said Order. The motion was seconded by Director Birdsong. The motion was approved 4-0.

Discuss and approve 2017-18 year end audit. Mr. Ratliff was present and presented the said audit. A motion was made by Director Birdsong to approve the audit. The motion was seconded by Director Boudreaux. 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 Estimate No. 15 for LJA Project E073-0520-2017. No Action Taken.
- C. Wastewater Treatment Plant Digester. – No Action taken.

- D. Bluebell Lift Station Project - Discuss Estimate No. 4 for LJA Project E073-0560-2018. A motion was made by Director Birdsong to approve Pay Estimate No. 4 for LJA Project E073-0560-2018 with 3 day extension request, in the amount of \$4,750.00. The motion was seconded by Director Boudreaux. The motion was approve 4-0.
- E. East Houston Well Site (Water Plant) Project – No Action taken.
- F. Drought Contingency Plan, update. - No Action taken.
- G. LJA letter for alleged violations found during the investigation #1506243 on August 2, 2018. No Action taken.
- H. FEMA Update. No Action taken.

Discuss and Approve Investment Officer Actions and Recommendations.

- A. Change the Tax Debt service Account to a Public Fund Premium Account and Transfer funds from the General Fund to the General Reserve Fund. A motion was made by Director Birdsong to Transfer \$550,000.00 from the General Fund to the General Reserve Fund. The motion was seconded by Director Boudreaux. The motion was approved 4-0.

The Financial Statement was presented. A brief discussion was held. A motion was made by Director Little to approve the said report. The motion was seconded by Director Birdsong. The motion was approved 4-0.

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.


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 Director Birdsong to open an executive session at 7:00pm to discuss employee cost of living adjustments. The motion was seconded by Director Boudreaux. The motion was approved 4-0. After a brief discussion a motion was made by Director Birdsong to close the executive session and open regular session at 7:10pm. The motion was seconded by Director Boudreaux. 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 Birdsong to approve employee cost of living adjustments as presented. The motion was seconded by Director Boudreaux. The motion was approve 4-0.

A motion was made by Director Birdsong to Adjourn the meeting at 7:20pm. The motion was seconded by Director Boudreaux. The motion was approved 4-0.



President, Leon R. Mullins



Secretary, Harvey Little