

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 November 13, 2018. The meeting was called to order by President Mullins at 6:03 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 Assessor and Mr. Zach Petrov, Attorney.

The minutes for the month of October were presented. A motion was made by Director Birdsong to approve the minutes. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

The accounts payable were presented for the month of October. A motion was made by Director Birdsong to approve the report as presented. The motion was seconded by Director Wright. 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 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

Discuss annexation pros and cons, look over policies from other districts and set a special meeting if needed. A motion was made by President Mullins to begin drafting a district Annexation policy and application form with the Attorney submitting the estimated cost of the legal work. The motion was seconded by Director Wright. 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 award bid for Project #E073-0550 to Shohil Construction Services, LLC. The Bids were opened on October 11, 2018. A motion was made by Director Birdsong to accept the bid of \$306,759.00 from Shohil Construction Services, LLC. The motion was seconded by Director Wright. The motion was approved 5-0.
- B. Battlebell Water Plant Project. A brief discussion was held. No action taken.
- C. Wastewater Treatment Plant Digester. –A brief discussion was held. No Action taken.
- D. Bluebell Lift Station Project. A brief discussion was held. No Action taken.
- E. East Houston Well Site (Water Plant) Project – A brief discussion was held. No Action taken.
- F. Drought Contingency Plan.- A brief discussion was held. No Action taken.

G. LJA letter for addressing alleged violations found during the investigation #1506243 on August 2, 2018. – A brief discussion was held. No Action taken.

Discuss and or approve Estimate No. 13 for LJA Project E073-0520-2017 Battlebell Water Plant Renovations. A motion was made by Director Birdsong to approve the said Estimate in the amount of \$140,695.00. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

Discuss and approve Sponsorship of 225 Students for the Water Wise Program. A motion was made by Director Wright to approve the said Sponsorship in the amount of \$8,203.50. The motion was seconded by Director Boudreaux. The motion was approved 5-0.

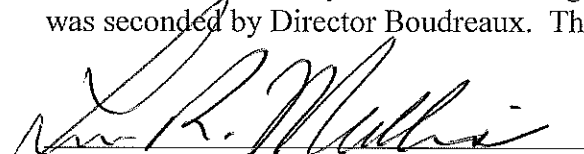
The Financial Statement was presented. A brief discussion was held. A motion was made by Director Birdsong to approve the said report. The motion was seconded by Director Wright. The motion was approved 5-0.

The General Managers report was presented. A brief discussion was held.

Attorney's Report:

- A. Update on personnel policy/ safety policy – 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.

A motion was made by Director Birdsong to Adjourn the meeting at 7:05pm. The motion was seconded by Director Boudreaux. The motion was approved 5-0.



President, Leon R. Mullins



Secretary, Harvey Little