

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
HARRIS COUNTY W.C.I.D. NO. 50
JANUARY 11, 2017**

MEMBERS OF THE BOARD PRESENT:

Mario Runco Sheila Brown J.L. Restivo M. B. Eisenbarth George Shea Jr.

GUESTS & STAFF PRESENT:

Davis Bonham David Baker Sabrina Herod Ron Anderson Wes Guntharp and Randy Gagnon -Texas Commercial Diving, Inc.

President Mario Runco called the meeting at 7:00 P.M. and declared the presence of a quorum.

1. The Minutes of the December 9 2016 Meeting were presented for review. A motion to approve the minutes as written was made by M. B. Eisenbarth. The motion was seconded by J. L. Restivo and approved by a unanimous vote.
2. Citizen Comments – Mr. Guntharp and Mr. Gagnon addressed the meeting with regards to an outstanding invoice for partial services performed for the District. Discussion was held and President Runco requested District Engineer, Ron Anderson, to perform some tasks to determine an appropriate formula for payment of services that would be agreeable to both parties. As outlined in the original contract all progress was not satisfactorily reached. Information to be presented at the February meeting.
3. Office Manager's Report – Sabrina Herod presented the Office Manager's Report (copy attached). Some of the items discussed were: a) Annual Payroll Audit conducted by TML independent representative has been completed and a reduction of 10% in the District's annual premium will be affected. The records were found to be in order and easily accessible and interpreted. b). The new utility and accounting software has been received and installed. Training to begin next week with aspirations of utilizing it within the next 2-3 billing cycles. c). The 2016 Tax Levy collections seem to be progressing smoothly. The December monthly reports have not been received as of meeting date. They should arrive in the next few days. d).The adjusting entries from the Auditors have been received and are manually being entered into current accounting software. Once totals are verified to match the auditor's numbers, financials will be completed.
4. Financial Reports – a) Review of the Districts Expenses – A motion to approve Frost Maintenance Check Numbers 4413 through 4467; and Frost Debt Service Account Check Number 1506 was made by George Shea Jr. The motion was seconded by Sheila Brown and approved by a unanimous vote. b) The Financial Statements were distributed for review, discussion, and approval.
5. Superintendent's Report – David Baker presented the Superintendent's Report (copy attached). Some items discussed were: a). Checked and recorded compacted sludge levels on bottom of aeration basin at the sewer plant (Re: Item 2). b). Replaced the shear pins on the south clarifier worm gear drive assembly at the sewer plant. c). Repaired the north clarifier center well wash pump at the sewer plant. d). The electrical connection to sand filter backwash pump was found to be preventing operation of unit. e). Employee, David Baker, attended a plumbing class hosted by the City of Dickinson for continuing education credits.
6. Engineering Matters – Ron Anderson presented the report (copy attached). Some items discussed were: a). The Wastewater Treatment Plant Lift Station Replacement design phase continues and coordination with the sub consultants has commenced. The Board authorized the advertisement for bids to commence in February for review at the March Meeting. b). Job Assignment Proposal for Oxidation

Ditch Grit Removal is presented for review, discussion and approval. A motion to approve the Proposal was made by Sheila Brown. The motion was seconded was M. B. Eisenbarth and approved by all.

7. Order Adopting Residence Homestead Exemption; Order Adopting Residence Homestead Exemption for Persons 65 or Older or Disabled – Davis Bonham presented the orders (copy attached) adopting the above mentioned exemptions for property owner's residing within the district. Sheila Brown made a motion to approve the orders adopting the exemptions. M. B. Eisenbarth seconded the motion and it passed unanimously. The carried motion continues the exemptions unchanged.

8. Monarch Program - Sheila Brown addressed the meeting regarding a new program initiated by Mayors and local government executives to implement an action to promote the proliferation of Monarch butterfly habitat and support the Monarch butterfly species. The District has already begun participating by planting native plants in and around its facilities. Once additional information is forwarded additional steps could be implemented to help assist the City of El Lago with pledge items.

9. Litigation Engagement –Mr. Bonham addressed the meeting regarding an older easement variance that was requested but not completed. A discussion was held and a motion to approve the Litigation Agreement was made by Sheila Brown. The motion was seconded by J. L. Restivo and approved by a unanimous vote.

10. Items for inclusion on Board's Next Agenda – Annual review of FTC Identity Theft Red Flag Policy; Employee Leave Policy.

11. Pending Business – Next Board Meeting is scheduled for February 10, 2017 @ 1:30 pm.

At 8:25 pm a motion to adjourn the meeting was made by M. B. Eisenbarth. George Shea seconded the motion and it was approved by a unanimous vote.

Respectfully submitted:



M. B. Eisenbarth, Secretary
Board of Directors