

MASON CREEK UTILITY DISTRICT

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J.G. Hamblet III
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MINUTES

Meeting of the Board of Directors

The Board of Directors of Mason Creek Utility District of Harris County, Texas, convened in a **scheduled regular meeting** at 851 Dominion, Katy, Texas 77450, on **November 13, 2019** at 7:30 P.M., and the roll was called of the duly elected members of the Board of Directors, to wit:

Len Forsyth	President
James G. Hamblet III	Vice-President
Brian C. Connolly	Secretary/Treasurer
John H. Cameron	Assistant Secretary/Treasurer
Robert J. Wills	Director

and all of the members were present, thus constituting a quorum. Also, present were James L. Dougherty, Jr., Attorney for the District; Debbie Arellano of Bob Leared Interests; Cynthia Colondres of Municipal Accounts & Consulting; Jose de Leon of Venturi Engineers LLC; and Susan Saccomen and Jamie Parrott of the MCUD staff. The meeting was called to order, and in accordance with notice posted pursuant to law, the following business was transacted:

Notices & Minutes. Ms. Saccomen presented the Board a copy of the notice of the meeting including a written report that the notice was given in accordance with the Texas Open Meetings Act. Director Wills moved to approve the September minutes as presented, Director Cameron seconded, and the motion was passed.

Delinquencies, Etc. Ms. Saccomen presented a list of utility accounts, a copy of which is attached to these minutes, and advised the Board there were delinquent utility charges owed on each of the accounts. She indicated notice of proposed discontinuation of service for non-payment of water/sewer services (and the opportunity for a hearing at that night's hearing) had been given to the ratepayer on each account (and the occupant, if different). President Forsyth opened a public hearing regarding such utility accounts. After providing an opportunity for anyone to be heard and determining that no one was present to be heard, Director Hamblet then moved that: (i) the amount shown on the lists for each account be found to be correct and delinquent, (ii) although notice of tonight's hearing was given, no one appeared, and (iii) discontinuation of utility service be authorized for the accounts listed, except as specially provided by the Board, in accordance with the District's standard operating procedures. The motion was seconded by Director Connolly and was carried by a unanimous vote.

Bookkeeping, Funds, Etc. Ms. Colondres gave the bookkeeper's report including current budget (revenues and expenditures), history of sales tax revenues, and a summary of pledged security as of November 13, 2019. Director Cameron moved to accept the bookkeeper's report as presented. Director Wills seconded, and all voted in favor of the motion.

Bills, Etc. Director Cameron moved to accept the bills as presented and authorize payment. Director Wills seconded, and all voted in favor of the motion.

Taxes. Ms. Arellano gave the Tax Assessor Collector report indicating total taxes collected at the end of October were \$9,998.56 leaving taxes receivable on October 31, 2019 at \$2,297,168.07. Total reported receipts in October were \$7,813.36. Checks were presented in the amount of \$5,522.99. The reported percentage of collection of the 2019 taxes was 0.28%. After discussion, Director Connolly moved to approve the Tax Assessor Collector's report as presented. Director Wills seconded, and all voted in favor of the motion.

Bonds, Notes, Etc. and Reimbursement Resolutions. Mr. Dougherty presented a resolution from Mr. Michael Cole, the District's Bond counsel. He pointed-out the Board that three separate resolutions were adopted last month, and Mr. Cole had sent a combined form. Mr. Dougherty recommended the Board approve the resolution from Mr. Cole listing all three projects with his anticipated recommended dollar amount. After discussion, Director Cameron moved to adopt the resolution from Mr. Cole. Director Wills seconded and the motion was unanimously carried.

Water Supply & Regulations and Agreements. There was nothing to report.

Engineering, Projects, Etc. Mr. de Leon reported that he performed a site inspection of the Brondesbury Lift Station electrical upgrade last week. Mr. de Leon noted the duct banks, conduits, new service pole and rack were all installed. He added that the startup and testing of the generator were pending completion of the electrical upgrades.

Mr. de Leon reported that the bond application had been submitted to TCEQ. He mentioned that he would submit the completed drawings for rehabilitations of both the Brondesbury Lift Station and the Rennie Lift Station to the City of Houston and TCEQ. He reported that he was working to finalize the technical specifications and bid documents for the Water Well #3 electrical upgrades and automatic transfer switch.

Mr. de Leon reported that the required documents had been submitted by Perry Construction for the replacement of the MCCC pool pump and restroom building. He added that the Notice to Proceed was on hold until the District received the necessary permit from Harris County.

After discussion, Director Hamblet moved to approve the engineer's report as presented. Director Cameron seconded, and all voted in favor of the motion.

Energy & Streetlights. There was nothing to report.

Drainage, Detention/Retention. There was nothing to report.

STP's. President Forsyth reported that WMMUD's lift station project had been completed under budget and ahead of schedule. He added that the treatment plant was experiencing a lot of infiltration after a heavy rain. Director Forsyth asked Mr. Parrott to start a project to check manholes and replace or install inflow preventors as necessary. Director Forsyth also reported that the new generator would be installed within the next 30 to 60 days.

President Forsyth reported that the Cinco Regional STP was operating normally. He added that all participants agreed to an increase to Cinco MUD 1 to cover the cost of an additional onsite storage tank, and the result would be a considerable revenue increase for the participants.

Recreational Facilities. Director Hamblet presented an update on the mechanical/pool equipment portion of the project to replace the building and equipment destroyed in the plane crash. He added that he would be soliciting bids for the project.

Director Forsyth informed the Board that water was still flowing into the Community Center building during heavy rains. He said he would investigate possible solutions and bring his findings to the Board. He noted that the new electronic sign would arrive within the next two weeks.

System Operations, Rates, Etc. Mr. Parrott informed the Board that the District pumped 36,924,000 gallons during the month of September, and the total gallons pumped for the year were 326,444,000, leaving 73,554,000 gallons for the remainder of the year.

He noted that the operations department had started looking for line breaks once a month but would begin checking weekly. He added that a large leak was found at the intersection of Laurel Lock and Kempsford. He said the department replaced 64 feet of 8-inch line to complete the repair. He recommended the District begin scheduled infrastructure replacement on a section by section basis. After discussion, the Board asked Mr. Parrott to approach the infrastructure replacements based on the critical nature of leaks, etc.

Mr. Parrott informed the Board that the District's dump truck was sold to Quality Concrete for \$2,500, because it was found to cost prohibitive to make the needed repairs. Mr. Parrott said he had found a new 14-foot dump trailer as a replacement for a cost of \$17,184.00. After discussion, Director Hamblet moved to authorize purchase of the dump trailer as presented. Director Connolly seconded, and all voted in favor of the motion.

Administrative Matters. Ms. Saccomen recommended that Paige Artall be awarded a pay increase. After Discussion, Director Wills moved to approve a pay increase to \$12.00 per hour effective November 16, 2019, seconded by Director Hamblet. The motion was unanimously carried.

Ms. Saccomen presented the only quote received for food at the holiday event at the MCCC. She added that Ms. Lorraine had asked three companies for quotes, but only Carrabbas responded, with a cost of \$2,082.62. After discussion, Director Wills moved to approve the quote as presented. Director Hamblet seconded, and all voted in favor of the motion.

President Forsyth informed the Board that it had been difficult to find a company that offered asbestos training for the District's field operators. He noted that he would continue to look and would bring his findings back to the Board.

Adjournment. There being no further business to discuss, Director Wills moved to adjourn. Director Hamblet seconded, and all voted in favor of the motion.

Next Meeting: The December regular meeting was scheduled for Wednesday, December 11, 2019 at 6:00 PM

REVIEWED AND APPROVED BY THE BOARD on December 11, 2019

SIGNED: 