

MASON CREEK UTILITY DISTRICT

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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** by telephone conference call with two-way audio (as authorized by the Governor of Texas under emergency declaration), on **January 13, 2021** 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

President Forsyth and Director Wills were present at the meeting location. Directors Cameron, Hamblet and Connolly were present via telephone conference call audible at the meeting place, as authorized by the Governor of the Texas (under an emergency declaration). Also present by telephone conference call were Mr. James L. Dougherty, Jr., Attorney for the District; Ms. Lina Loaiza of Bob Leared Interests; Ms. Cynthia Colondres of Municipal Accounts & Consulting; Mr. Jose de Leon of Venturi Engineers LLC; Mr. Jamie Parrott of the MCUD staff. Also present at the meeting location were Ms. Susan Saccomen and Ms. Kasey Lorraine 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 referred to the the notice of the meeting attached as Appendix A and reported that the notice had been posted as required by the Texas Open Meetings Act. Director Wills moved to approve the December 16, 2020 minutes as presented, and Director Cameron seconded. All voted in favor, and the motion was passed.

Delinquencies, Etc. Delinquencies, Etc. Ms. Saccomen reported that the staff had prepared notices of delinquency for accounts that were delinquent 120 days or longer. She was asked to send those notices (which would include notice of possible discontinuation of service). Ms. Saccomen also reported that notices had been previously sent to customers with payout agreements. Mr. Forsyth opened a public hearing on those accounts, but 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 Cameron and was carried by a unanimous vote.

Bookkeeping, Funds, Etc. Ms. Colondres presented the bookkeeper's report including current budget (revenues and expenditures), history of sales tax revenues, and summary of pledged security as of January 13, 2021. Director Cameron moved to accept the bookkeeper's report as presented. Director Connolly seconded, and all voted in favor of the motion.

Bills, Etc. Director Wills moved to accept the bills as presented (and authorize the checks prepared to pay them). Director Cameron seconded; The motion was carried.

Taxes. Ms. Loaiza gave the Tax Assessor Collector report indicating total taxes collected at the end of December was \$1,360,015.99, leaving taxes receivable on December 31, 2020 at \$1,041,607.91. Total reported receipts in December were \$1,195,123.58. Checks were presented in the amount of \$1,167,834.32. The reported percentage of collection of the 2020 taxes was 57.5%. Director Cameron moved to approve the Tax Assessor Collector's report as presented (and authorize the checks presented). Director Connolly seconded, and all voted in favor of the motion.

Bonds, Notes, Etc. and Reimbursement Resolutions. Mr. Dougherty informed the Board that the next date a bond election could be held would be in May and stated that the deadline to call a May election would be February 12, 2021. He indicated that the approaching deadline would require that preparations start immediately, and there would have to be a special meeting called. He also mentioned that the next possible date for a bond election would be in November. After discussion, Director

Wills asked the President to discuss the election with the attorney, bond counsel and engineer and take necessary action prior to the next meeting. Director Cameron seconded and the vote passed unanimously.

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

Engineering, Projects, Etc. Mr. de Leon informed the Board that he did not meet the goal as previously discussed for Brondesbury and Rennie lift station conversion. He stated that he hired a new engineer to assist him in meeting that goal for the project.

He reported that the automatic transfer switch (ATS) had been delivered but there were some missing parts. He stated that he was addressing those issues with the supplier. After discussion, Director Hamblet moved to approve a change order approving a time extension due to unforeseeable circumstances. Director Wills seconded and the vote passed unanimously.

Mr. de Leon reported that the contractor had submitted all insurance certificates that the District required for the Kingsland Blvd. and Prince Creek Sanitary Sewer Rehabilitation. He mentioned that the City of Houston had made a comment regarding a cleanout to be converted to a manhole. He stated that he was addressing the comment to receive the final approval. He stated that a notice to proceed would follow the final approval from the City of Houston.

He stated that he was addressing a comment from Harris County Engineering Department about a temporary sidewalk during replacement of a force main segment. He also stated that he was waiting on comments from Harris County Flood Control District. He mentioned that he hoped to make a request to advertise the project by the following meeting.

Mr. de Leon reported that the bid opening for the pool deck project occurred on January 6, 2021. He stated that the documents had been reviewed and he recommended awarding the contract in the amount of \$204,915.50 to Sweetwater Pools, Inc. After discussion, Director Cameron made a motion to adopt the resolution to award the contract and to authorize Vice President Hamblet to make decisions on the contract, including insurance. Director Wills seconded, and all voted in favor of the motion.

Mr. de Leon informed the Board that he had received emergency approval from TCEQ to repair the water main failure at the intersection of Cranfield Dr. and Ellingham Dr. He said he was preparing plans to submit to Harris County and would coordinate with the attorney to finalize the contract documents. After discussion, Director Wills moved to approve and authorize execution of the contract documents upon finalization. Director Cameron seconded; The vote was unanimous.

Mr. de Leon reported that he had reviewed the videos and reports from the inspection of the ground storage tanks from the District Operator. He stated that the issues were minor. He recommended that the ground storage tank at the Dominion Water Plant be rehabilitated and recoated. After discussion, Director Wills moved to authorize an engineering work order for the ground storage tank repairs. Director Cameron seconded and all voted in favor of the motion.

Mr. de Leon stated that he was in the process of reviewing the Ellingham sanitary sewer video.

Director Wills moved to accept the engineer's report as presented. Director Cameron seconded, and all voted in favor of the motion.

Energy & Streetlights. There was nothing to report.

Regional Matters. Mr. Cameron reported that the desilting project had progressed downstream between S. Fry Rd. and Prince Creek. He stated that anchor sodding and hydro mulching sodding between the Memorial MUD pedestrian bridge and S. Fry Rd. were near completion.

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

STP's. President Forsyth reported that the Cinco STP operator was still in the process of repairing the small leak in the main line that carries sewage from the lift station into the STP. He said the installed bypass was still working. President Forsyth added that Cinco MUD #1 had previously requested additional space for two ground storage tanks for reclaimed water. He presented an amendment to the "Reclaimed Water Agreement." After discussion, Director Cameron moved to approve the amendment. Director Wills seconded and all voted in favor of the motion.

Recreational Facilities. Director Hamblet reported that the dive platform at MCCC would be removed while the pool deck is replaced. He stated that measurements of the area indicated it was not eligible for either the current or a new diving structure. He added that a possible future enhancement would be to install a sliding structure.

Ms. Saccomen stated that the number of room rental requests for MCCC had increased. Director Wills moved to decline any rentals due to the ongoing COVID-19 crisis. Director Connolly seconded and all voted in favor of the motion.

System Operations, Rates, Etc. Mr. Parrott informed the Board that District did not exceed the allotted pumpage by the HGSD permit, as previously stated. He said the District pumped 399,866,000 gallons in 2020. He mentioned that the yearly loss was roughly 73,315,000 gallons. He indicated that the unaccounted-for loss was going down with the smart meter system. Director Wills moved to accept the operator's report as presented. Director Cameron seconded, and all voted in favor of the motion.

Administrative Matters. There was nothing to report.

Next Meeting: The January regular meeting was scheduled for Wednesday, February 17, 2021 at 7:30 PM.

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

REVIEWED AND APPROVED BY THE BOARD on February 23, 2021

SIGNED: 