

# 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** at 847 Dominion, Katy, Texas 77450, including participation by telephone conference call with two-way audio (as authorized by the Governor of Texas under emergency declaration), on **March 17, 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

and all of the members were present except Mr. Hamblet, thus constituting a quorum. President Forsyth and Director Wills were present at the meeting location. Directors Cameron 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 and Mr. Brenton Stamper of Venturi Engineers LLC; and Mr. Jamie Parrott of the MCUD staff. Also present at the meeting location was Ms. Susan Saccomen. 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 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 February 23, 2021 minutes as presented, and Director Cameron seconded. All voted in favor, and the motion was passed.

**Delinquencies, Etc. Delinquencies, Etc.** Ms. Saccomen reported that there were no terminations, and that the District was continuing to assist those who needed a payment arrangement.

**Bookkeeping, Funds, Etc.** Ms. Colondres presented the bookkeeper's report including current budget (revenues and expenditures), and history of sales tax revenues. Director Wills 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 Connolly seconded; The motion was carried.

**Taxes.** Ms. Loaiza gave the Tax Assessor Collector report indicating total amount TY 2020 taxes collected at the end of February was \$2,293,922.43, leaving FY 2020 taxes receivable on February 28, 2021 at \$118,582.41. Total reported receipts in February were \$111,204.61. Checks were presented in the amount of \$105,756.04. The reported percentage of collection of the FY 2020 taxes was 96.9%. Director Cameron moved to approve the Tax Assessor Collector's report as presented (and authorize the checks presented). Director Wills seconded, and all voted in favor of the motion.

**Bonds, Notes, Etc. and Reimbursement Resolutions.** There was nothing to report.

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

**Engineering, Projects, Etc.** Mr. de Leon reported that he would be submitting the Brondesbury Lift Station Conversion project to the City of Houston that week and would request Board approval to advertise the project at the next Board meeting.

He reported that the Rennie Lift Station project would be 4-6 weeks behind the Brondesbury Lift Station Conversion project. He said that the Galleon Oaks Water Plant Electrical upgrade project was completed, and the final inspection and start-up were performed on March 12<sup>th</sup>. He added that an issue arose with the well motor during the start-up and that the problem had to be taken care of before that job would be complete.

Mr. de Leon informed the Board that repairs to approximately 640 LF of pipe had been completed along Kingsland, and a second section was completed earlier that week, for the Kingsland Blvd. and Prince Creek Sanitary sewer rehabilitation project. He added that there were two sections remaining: one along Kingsland and the other on Rennie. He noted that the completed sections had been pressure-tested, and no problems were found on any of the sections.

He stated that he had addressed the comments from Harris County Engineering Department regarding the force main replacement project and would resubmit the plans to Harris County for final approval the next day. He said, the approval would take two to three weeks, at which point the project would be advertised.

Mr. de Leon reported that the demolition of the pool deck was almost complete. He indicated he had inspected, and there were no problems at that time.

He informed the Board that the water leak at the intersection of Cranfield and Ellingham had been stopped, three gate valves had been installed, the waterline replacement had been completed, and a void in the storm sewer had been repaired. He added that the only pending item was the repair and county inspection of the re-poured pavement. He noted that the county's final inspection could take up to two weeks to be completed.

Mr. de Leon reported that he was preparing the drawings and specifications for the Dominion Water Plant GST Recoating project, and that the project would be advertised in the next month or so. He added that no city approval was required for that project.

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

**Energy & Streetlights.** Director Wills reported electricity bill that covered that period of the time freeze has not been received yet, but he expected it to have some excessive charges. Mr. Dougherty reported that P3, the aggregator for the group that purchased electricity for the District and others, had recommended that its members; (i) file a dispute over two line items, T&D (transmission and distribution) Losses and UFE (unaccounted-for electricity); and (ii) pay the undisputed remainder of the electricity bills before the penalty date. Mr. Dougherty recommended the Board authorize both items. After discussion, Director Wills moved to authorize (i) filing a dispute over the T&D Losses and the UFE charges; (ii) signing of the check to pay the undisputed remainder of the electricity bills before the penalty date; and (iii) send a letter with the payment explaining the disputed payment. Director Cameron seconded, and the motion was unanimously carried.

**Regional Matters.** Mr. Cameron reported that he attended a 12-hour virtual two-day class related to the Public Funds Investment Act. He reported on a program or service called "Zelle" that would provide paperless banking transactions to process refunds. He said the Board could still require all bills be approved, but it would be very economical to have virtual transactions. Mr. Dougherty asked Director Cameron to send him the contact information for the person who presented on the Zelle service, and he would get further information. Director Cameron also reported on "green bonds" sometimes referred to by the initials "ESG" (environmentally social governance), which were tax-exempt bonds common in California and New York. He added that Corpus Christi had also started using green bonds.

Director Cameron said he had spoken with Mr. Saunders with Harris County regarding the creek desilting project, who reported that the Fry Road end of the creek had been desilted and that the County would start on desilting Mason Creek's tributaries and the portion north of Prince Creek next. Director Cameron said he would find a map of Mason Creek, its tributaries and flow to Barker reservoir to provide to the Board. He also reported that he had asked the county to get the plastic and trash removed from the creek.

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

**STP's.** President Forsyth reported that WMMUD's was in the final stages of the generator installation. He also reported that operating district of the Cinco Regional STP was nearing completion of the repair to a failed 36-48" line and a repair of the forcemain that flowed into the plant.

**Recreational Facilities.** Directors Connolly and Hamblet reported that they had met with Ms. Allen, the swim team representative, to discuss CoVID guidelines, including guidelines the District would want the swim team to follow and guidelines already implemented by WHALe. They noted that the WHALe guidelines were very stringent. After discussion, Director Connolly moved to authorize that: (i) Nottingham County Swim Team would be allowed to have practices for the 2021 swim season; (ii) there would be no swim meets for the 2021 season; (iii) face coverings would be required to enter

the pool area and while not in the pool actively swimming; (iv) restrooms must be cleaned and disinfected hourly by the permittees (v) there would be a discontinuation of keeping any lost and found articles at MCCC; and (vi) the last day of practice would be June 30, 2021. Director Wills seconded, and the motion was unanimously carried.

The Board discussed opening of the pool for the 2021 summer season, but season but decided to table the matter until the next Board meeting. Ms. Saccomen asked whether the Board wanted to open the Community Center for rentals. After discussion, the Board decided to table the matter until the next meeting.

Mr. Parrott reported that most of the damages to the Community Center and tennis court bathrooms caused by the hard freeze had been completed, but that there were a few more repairs to be made.

**System Operations, Rates, Etc.** Mr. Parrott reported that the District's pumped 23,750,000 gallons with 22,380,000 billed, during the prior month, which was the lowest loss percentage to date. He noted that over 99 percent of all damages caused by the freeze had been repaired.

**Administrative Matters.** Mr. Dougherty presented a rate order amendment. The amendment would: (i) remove the \$9 charge to send a Notice of Disconnect; and increase the reconnect fee from \$50.00 to \$60.00; (ii) remove two outdated TCEQ forms (Back Flow Prevention Checklist and Customer Service Inspection Form) and replace them the current TCEQ; (iii) change the meeting date back to the first Wednesday after the 10<sup>th</sup> of each month; (iv) allow the meeting date to be rescheduled or special meetings to be called by the Board or the President; and (v) specify two addresses (847 Dominion Dr, Katy, TX 77450 and [billing@mcud.com](mailto:billing@mcud.com)) for submitting open records requests. Director Wills moved to adopt the rate order with the amendments as presented. The motion was seconded by Director Cameron, and the motion was unanimously carried.

**Next Meeting:** The April regular meeting was scheduled for Wednesday, April 14, 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 April 14, 2021

SIGNED: \_\_\_\_\_

