

# 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 **April 14, 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, thus constituting a quorum. President Forsyth and Director Wills were present at the meeting location. Directors Hamblet, 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; Mr. Jamie Parrott of the MCUD staff; and Ms. Jana Miller and Mr. Toni Neumann, residents of the District. 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 March 17, 2021 minutes as presented, Director Hamblet abstained due to his absence at the March meeting, and Director Cameron seconded. All except Director Hamblet 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. Ms. Colondres informed the Board that the AWBD would be holding an election. She mentioned that one board member could be the voting representative for the board and that the Election would be via virtual meeting. After discussion, Director Cameron stated he would be the voting representative. President Forsyth mentioned that he was negotiating the contract with the Municipal Accounts & Consulting. After discussion, Director Wills authorized and accepted President Forsyth to review and sign the contract once completed. Director Cameron seconded and all voted in favor of the motion.

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

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

**Taxes.** Ms. Loaiza gave the Tax Assessor Collector report indicating that the total amount of TY 2020 taxes collected at the end of March was \$2,322,088.31, leaving FY 2020 taxes receivable on March 31, 2021 at \$89,983.24. Total reported receipts in March were \$31,367.74. The reported percentage of collection of the FY 2020 taxes was 98.05%. Checks were presented in the amount of \$24,430.57. 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.** President Forsyth recommended a work order to authorize the engineer to gather needed data for the next bond election.

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

**Engineering, Projects, Etc.** Mr. de Leon reported that he had received comments from the City of Houston for the Brondesbury Lift Station Conversion. He stated that there were minor changes and would be resubmitted the following week. After discussion, Director Cameron moved to authorize the engineer to advertise the project contingent upon completed contract documents. Director Wills seconded, and all voted in favor of the motion.

Mr. de Leon reported that the Rennie Lift Station project would be two weeks behind the Brondesbury Lift Station Conversion (two meetings away from advertising). He informed the Board that the final inspection for the Galleon Oaks Water Plant would be scheduled the following week. He also mentioned that the well motor was repaired and reinstalled.

Mr. de Leon informed the Board that most of the work for the Kingsland Blvd. and Prince Creek Sanitary sewer rehabilitation project had been completed. He added that the pending section was near Rennie, and it would be the final section. He said a manhole needed rehabilitation and presented a change order. The change order increased the contract time by 20 days. After discussion, Director Wills moved to approve the change order. Director Connolly seconded, and the motion was unanimously passed.

Mr. de Leon stated that he had received final approval from Harris County regarding the force main replacement project. He stated that he had received and addressed comments from Harris County Flood Control District and was waiting on final approval. After Discussion, Director Cameron moved to authorize the engineer to begin the advertisement and bidding process. Director Wills seconded, and all voted in favor of the motion.

Mr. de Leon reported that the final pay application was approved and paid for the second phase of the smart water meter system.

He also reported that the first phase of the pool deck project had been completed, and the second phase was pending. He informed the Board that the water leak at the intersection of Cranfield and Ellingham had been repaired. He said the pavement had been removed and the first two replacement sections were poured, and the remaining sections would be poured the following week.

Mr. de Leon reported that he was in the process of researching options to avoid taking down the Dominion Water Plant for the ground storage tank recoating project. He stated he would have an update at the following meeting. He presented a work order for work to prepare for a 2020 bond election.

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

**Energy & Streetlights.** President Forsyth informed the Board that the non-disputed portions of the electricity bill had been paid on time, but negotiations were underway on disputed portions. He stated that the P3 technical committee had recommended withholding the disputed amount, but it could become necessary to pay it. After discussion, Director Wills moved to authorize a check for the disputed amount, with payment being subject to the P3 recommendation.

**Regional Matters.** Director Cameron reported that he had spoken with a Mr. Saunders with Harris County regarding the overgrown vegetation near Prince Creek. He stated that the area had been mowed the following day. He also mentioned that the desilting project from Westgreen to Prince Creek was about 20% complete, and the portion north of Prince Creek to South Fry was in the beginning stages.

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

**STP's.** President Forsyth reported that WMMUD was in the final stages of the generator installation. He also reported that the operating district of the Cinco Regional STP had completed the repair of a failed 36-48" line and that a repair to the force main would be completed within the next month.

**Recreational Facilities.** Mr. Toni Neumann approached the Board regarding the potential opening for the 2021 pool season. Director Hamblet stated that information would be discussed with the Board to help make such a decision, and he informed the Board that the Sweetwater insurance policies were similar to the previous years. After discussion, Director Wills moved to authorize the negotiated insurance certificate with Sweetwater. Director Connolly seconded, and all voted in favor of the motion.

After further discussion, Director Hamblet moved to authorize a normal pool season in accordance with the swim team schedule, pending completed repairs at the pool. Director Connolly seconded, and all voted in favor of the motion.

Ms. Saccomen presented the swim team schedule and stated that no swim meets will be held at the facility. She mentioned that the revised insurance certificate had some discrepancies and would follow up with Ms. Allen and the insurance agent the following morning.

After further discussion Director Hamblet moved to authorize the swim team permit and authorize him to review and approve revisions. Director Wills seconded and all voted in favor of the motion.

Ms. Saccomen mentioned that the District had purchased pool tags for the 2020 pool season and would use those tags for the 2021 pool season. She 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.

**System Operations, Rates, Etc.** Mr. Parrott reported that the District's had pumped 20,739,00 gallons with 19,211,800 gallons billed, for a loss of about 1.5 million gallons. He mentioned that phase two of the smart water meter system was over halfway completed. He also informed the Board that the frame on the jet machine was deteriorating, and he would get with the welder to determine if it could be repaired.

**Administrative Matters.** Ms. Saccomen informed the Board that, due to COVID-19, the District had not been imposing charges for credit/debit card payments. After discussion, it was decided to reinstate the charges.

**Next Meeting:** The May regular meeting was scheduled for Wednesday, May 12, 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 May 12, 2021

**SIGNED:** 