

# 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 **May 12, 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. Also present at the meeting location was Ms. Susan Saccomen and Ms. Kasey Lorraine. 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 April 14, 2021 minutes as presented, and Director Connolly seconded. All voted in favor, and the motion was passed.

**Delinquencies, Etc. Delinquencies, Etc.** Ms. Lorraine reported that five accounts were up for termination, and would receive door hangers notifying them, but the District was continuing to assist those who needed a payment arrangement. Ms. Lorraine 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 Cameron 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, unless a payment arrangement was agreed upon before discontinuation of service, or 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 presented the bookkeeper's report including current budget (revenues and expenditures), and history of sales tax revenues. Ms. Colondres presented a draft of the 2021-22 Annual Budget. She said she would email a copy to all directors, and staff for review. 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 Wills moved to accept the bills as presented (and authorize the checks prepared to pay them). Director Cameron 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 April was \$2,330,336.62, leaving FY 2020 taxes receivable at \$82,134.24 on April 30, 2021. Total reported receipts in April were \$10,114.40. The reported percentage of collection of the FY 2020 taxes was 98.4%. Checks were presented in the amount of \$11,019.03. Director Wills moved to approve the Tax Assessor Collector's report as presented (and authorize the checks presented). Director Cameron seconded, and all voted in favor of the motion.

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

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

**Engineering, Projects, Etc.** Mr. de Leon reported that he submitted final plans for the Brondesbury Lift Station Conversion project to the City of Houston and was waiting for approval. He stated that he was coordinating with the attorney to complete the contract documents. He added that the project would be placed on Civcast and advertised in The Katy Times the following day and the week after that. He said he would present the bid tabulation and recommendation at the June 16<sup>th</sup> meeting.

He reported that the Rennie Lift Station project would be two weeks behind the Brondesbury Lift Station Conversion (two meetings away from advertising). He said he would provide an updated project schedule at the next board meeting in order get Board approval and move forward with the advertising of the project.

Mr. de Leon reported that he met with the contractor for the Galleon Oaks Water Plant ATS Replacement and Electrical Upgrade project today and the contractor was addressing the punch list provided by the electrical engineer.

Mr. de Leon informed the Board that the slip lining and the pipe bursting for the Kingsland Blvd. and Prince Creek Sanitary sewer rehabilitation project had been completed. He noted that the only pending item was the cementitious rebuild of the manholes and the cleanup of the affected yards. He noted that the contractor had requested payment for Pay Application No. 1, but he had not received it in time for this meeting. He said he would submit it at the June board meeting.

Mr. de Leon stated that he had received final approval for the forcemain replacement project from Harris County and Harris County Flood Control. He stated that he and the attorney had completed the contract documents, and that the project would be placed on Civcast and advertised in *The Katy Times* the following day and the week after that. He said he would present the bid tabulation and recommendation at the June 16<sup>th</sup> meeting.

Mr. de Leon reported that the final pay application was approved and paid for the Smart Water Meter System (Phase II) project.

He also reported that the concrete work and decking for the pool deck replacement project had been completed, including the installation of trench drains and valley gutters. He added that he had walked the site that day, and there were a few items that needed to be addressed. Director Hamblet added that the concrete was supposed to be a color pour, but it did not match the sample provided prior to the start of the project. He said that the sealer laid out was very dark, and he was concerned that the color would likely need to be changed a few years down the road. He noted that the sealer was sprayed on the deck and plastic covers, but the paint would not stick to the plastic. He said he had addressed this with the contractor. After discussion, Director Hamblet moved to approve the release of the final payment to Sweetwater Pools Inc, subject to receipt of the required affidavits and approvals. Director Wills seconded and the motion was unanimously carried.

Mr. de Leon reported that the emergency waterline repair at Cranfield and Ellingham project had been completed, the necessary affidavits had been received, and he recommended the Board approve and sign the letter of acceptance, and final pay application. Director Cameron moved to approve the letter and application. Director Wills seconded, and all voted in favor of the motion.

Mr. de Leon reported that he was finalizing the drawings and specifications for the Dominion Water Plant GST, and he was coordinating with the attorney to complete the contract documents.

He also said he was working on the engineering report, summary, and evaluation to be included in the bond documents. He was also working with the District operator regarding the scope of the projects that would be covered by the bond issue. Ms. Saccomen reported that she did not have record of a motion to approve the engineer's job assignment for the 2020 Bond Election. Director Wills moved to approve the engineering job assignment related to the 2020 Bond Election, seconded by Director Hamblet, and the motion was unanimously carried.

Mr. de Leon presented a work order for related to the engineering fees for the Dominion Water Plant waterline locate. Director Cameron moved to authorize approval of an engineering job assignment for the coordination, oversight and field verification of the existing water plant waterline and appurtenances. Director Wills seconded, and all voted in favor of the motion. Mr. de Leon reported that he was in the process of reviewing the Ellingham sanitary sewer project video. Finally, Director Wills moved to approve the engineer's report. Director Cameron seconded, and all voted in favor of the motion.

**Energy & Streetlights.** Mr. Dougherty reported that P3 technical committee had met the day before, and most of the data requested from the provider had been received (but not all). He said P3 would be preparing reports for each P3 member, and the District should get that report soon. He mentioned that P3 was offering a more detailed report for the time the District was

not provided power. He explained that since the District did not receive power during that time, the line losses should not apply for that time. Mr. Dougherty recommended the Board ask P3 for the detailed inquiry. He added that P3 had recommended that members not pay the disputed amounts but pay only the current charges. P3 also informed members to be aware of a possible notice of default, and if one was received to send it immediately to P3.

**Regional Matters.** Director Cameron reported that he had received an update from a representative of Harris County who reported that the desilting had been completed along Mason Creek between Westgreen and Prince Creek. Mr. Cameron reported that he had checked the creek flow after a heavy rain, and it appeared the desilting had been effective.

He also reported on the Spring AWBD conference. He said AWBD was reporting that many new homeowners did not know how to turn off their meters in extreme emergencies. After discussion, the Board asked Mr. Cameron to prepare an emergency preparedness handout to go to all new residents and have it posted to the website.

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

**STP's.** President Forsyth reported that WMMUD had received approval to install a new automatic bar screen. He reported that both plants serving the District were in compliance and operating normally.

**Recreational Facilities.** Director Hamblet reported that the pool opened the prior weekend, and the District office had not received any complaints. He added that the swim team started practicing and were pleased with being able to use the pool again.

Mr. Forsyth reported that the Kingsland Room had a leak in the pipes feeding the bathrooms. He added that a portion of the wooden dance floor had been damaged by the leak. He said he had RBM Maintenance go and determine the needed repairs. Mr. Forsyth said he would update the Board at the next board meeting.

Mr. Forsyth opened a discussion regarding the opening of rentals of the community center. After discussion, it was decided that the goal was to open rooms for rental sometime in July.

**System Operations, Rates, Etc.** Mr. Parrott reported that the District had pumped 28,435,000 gallons with a loss of only 942,900 gallons the prior month. He added that the loss rate was the lowest ever, indicating the effectiveness of the new electronic meters. He reported that he was investigating purchasing of extended warranties for the District generators located at the water plants. He said he would report his findings to the Board.

Mr. Forsyth reported that he was getting quotes for an improved security system to monitor the fences and well sites. He added that the system would be accessible to all Directors, and it would also send out alerts when there is a breach to a site. After discussion, Director Wills moved to authorize Mr. Forsyth and Mr. Parrott to receive quotes for a new security system not to exceed \$50,000. Director Connolly seconded and all voted in favor of the motion.

**Administrative Matters.** Ms. Saccomen reported that over 300 pool tags had been sold, and the pool season was running smoothly.

**Next Meeting:** The May regular meeting was scheduled for Wednesday, June 16, 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 June 16, 2021

SIGNED: 