

MASON CREEK UTILITY DISTRICT

L.R. Forsyth
J.G. Hamblet III
B.C. Connolly
R.J. Wills
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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 **special meeting**, at the Mason Creek Community Center, 20201 Kingsland Blvd., Katy, Texas 77450, on **October 6, 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 James Hamblet, thus constituting a quorum. Also, present were James L. Dougherty, Jr., Attorney for the District; Bill Blich of Blich & Associates; 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:

Hearings, Etc. Director Forsyth reported that the notices of the meeting were duly posted. Director Cameron moved to approve and adopt the notices. Director Wills seconded, and all voted in favor of the motion.

Bond Election, Mr. Dougherty presented a draft background memo for discussion. He said it was based on the work of the financial advisor, the engineer and others. He noted that it was not intended to be an official bond election document, but would be for background information only, and he recommended that it be posted on the District's website. He added that state law required the official bond election documents (in four languages) to be posted on the website. Director Forsyth said that he was in communication with the NCCIA, and they had agreed to send out an e-blast regarding the bond election. Ms. Saccomen said that a message could be placed on the October water bills. After discussion, Director Wills moved to authorize posting the background memo on website (with edits) and to provide a summary for the NCCIA e-blast and October water bills. Director Cameron seconded, and the motion was unanimously passed.

Engineering, Projects, Etc. Mr. de Leon reported on the Vera Industries invoice. Mr. Dougherty reminded the Board that Mr. Vera agreed to pay the bid security, which was 5% of the awarded amount, or \$7,082.28. Mr. Dougherty said he had prepared the invoice that would formally request payment. There was a request for additional wording to be added to the invoice. After discussion, Director Wills moved to authorize sending the invoice, with the added wording, to Vera Industries LLC. Director Cameron seconded, and all voted in favor, thus passing the motion.

Director Hamblet opened a discussion regarding the insurance specifications for future projects that require bids. Mr. Hamblet recommended that the District provide a sample certificate of insurance that would give the contractor an idea of the required insurance specifications. After discussion, it was decided that Director Hamblet, Mr. Dougherty and Mr. de Leon would review the insurance specifications and the bid process (including the official bid form).

Recreational Facilities. There was nothing to report.

System Operations, Rates, Etc. Mr. Parrott informed the Board that he would recommend changes to the rate order regarding tap fees and equipment charges at the October 15th regular Board meeting.

Financial Matters, Etc. Mr. Dougherty presented a Master Resolution to authorize signatures and administration for accounts at Allegiance Bank. After discussion, Wills moved to adopt the Master Resolution, as presented. Director Cameron seconded, and the motion was unanimously passed.

Inquiries, Next Meeting. 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 November 17, 2021

SIGNED: 