

MASON CREEK UTILITY DISTRICT

L.R. Forsyth
J.G. Hamblet III
B.C. Connolly
R.J. Wills
J.H. Cameron

Katy, Texas 77450
Phone 281-578-7272
Fax 281-578-1419

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 the Mason Creek Community Center, 20201 Kingsland Blvd., Katy, Texas 77450, on **November 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 Robert Wills, thus constituting a quorum. Also, present were James L. Dougherty, Jr., Attorney for the District; Lina Loaiza of Bob Leared Interests; Cynthia Colondres of Municipal Accounts & Consulting; Jose de Leon and Brenton Stamper 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:

Notices & Minutes. Ms. Saccomen reported that the notices of the meeting had been posted as required by the Texas Open Meetings Act. Director Cameron moved to approve the October 6, 2021, special meeting minutes as presented, and Director Hamblet seconded. All voted in favor. Director Cameron moved to approve the October 13, 2021, regular meeting minutes as presented, and Director Hamblet seconded. All voted in favor.

Delinquencies, Etc. Delinquencies, Etc. Ms. Saccomen presented a list of delinquent accounts proposed for service discontinuation (for which notices, including an opportunity to be heard, had been sent). President Forsyth provided an opportunity for anyone to be heard regarding the delinquencies or discontinuations. After it appeared that no one wanted to be heard, Director Hamblet moved that: (i) the amount shown on the list for each account be found to be correct and delinquent, and (ii) discontinuation of utility service be authorized for the accounts listed, unless a payment arrangement was agreed upon before discontinuation of service, in accordance with the District's standard operating procedures. The motion was seconded by Director Connolly and carried by a unanimous vote.

Bookkeeping, Funds, Etc. Ms. Colondres presented the bookkeeper's report including current budget (revenues and expenditures), with a history of sales tax revenues and the Quarterly Investment Report for the period ending September 30, 2021. Director Cameron moved to accept the bookkeeper's report as presented. Director Connolly seconded, and all voted in favor of the motion.

Director Cameron then moved to receive and approve the quarterly investment report submitted by the Investment Officers and to order that a written instrument be adopted, as shown on the report, stating that the Board had reviewed the District's investment policy and investment strategies and decided to make no changes to them. Director Connolly seconded, and all voted in favor, thus passing the motion.

President Forsyth informed the Board that the District would need to acquire a new bookkeeper, as Municipal Accounts and Consulting had asked to end their contract with the District. He stated that he had requested proposals from three or four firms and would be receiving them sometime the following week. After discussion, Director Cameron moved to authorize President Forsyth, Director Connolly and Ms. Saccomen to review the proposals and bring a recommendation to the Board in December. The motion was seconded by Director Connolly and carried by a unanimous vote.

Bills, Etc. Director Hamblet 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 total taxes collected at the end of October were \$7,184.45, leaving taxes receivable on October 31, 2021 at \$2,396,954.84. Total reported receipts in October were \$7,016.46. Checks were presented in the amount of \$11,660.66. The reported percentage of collection of the 2021 taxes was 4.9%. After discussion, Director Connolly 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 informed the Board that construction was underway for the Brondesbury Lift Station Conversion Project. He presented Pay Application No. 1 in the amount of \$115,800.00 and his recommendation for payment in the

amount of \$104,220.00 (amount of pay application less 10 percent retainage). After discussion, Director Connolly moved to authorize Pay Application No. 1 in the amount of \$104,220.00 as presented. Director Cameron seconded, and all voted in favor of the motion. Mr. de Leon presented an updated project progress schedule.

Mr. de Leon reported that he was coordinating with the attorney on the Contract Documents for the Rennie Lift Station Conversion project. He added that he was also coordinating with a consultant to finalize the design. He noted that the next submittal would be to the City of Houston.

Mr. de Leon stated that the changes to the insurance documents for the Forcemain Replacement Project were underway. He added that the changes would impact the core insurance form used for future contracts as well. After discussion, Director Hamblet moved to authorize the new forms, which included a roll back on substantive requirements in the insurance documents. Director Cameron seconded, and the motion carried unanimously. Mr. de Leon requested authorization to re-advertise the Forcemain Replacement Project. After discussion, Director Hamblet moved to authorize re-advertisement of the project. The motion was seconded by Director Cameron, and all voted in favor of the motion.

Mr. de Leon reported that the final walk-thru for the pool deck project with the contractor was held and he was waiting for a response from the contractor. Director Hamblet reported that the contractor had called him that day, and the contractor would be out on November 30th to address the punch list, expecting to have the items completed by December 7th.

Mr. de Leon reported that the Dominion Water Plant Ground Storage Tank Recoat Project was ready to move forward and requested Board approval to advertise the project. After discussion, Director Cameron moved to authorize advertisement of the project. The motion was seconded by Director Hamblet, and all voted in favor of the motion. Mr. Parrott reported that all the valves had been located, but one valve is not operational, but it would not affect the project. He added that the contractor could get the project completed in six days.

Mr. de Leon said the survey for the Ellingham Sanitary Sewer Rehabilitation was complete, but he was awaiting the CAD file, certified survey, and final survey report.

He mentioned that the draft for the Emergency Response Plan was also underway and was due by December 31, 2021.

Mr. de Leon presented a recommendation for a utility information letter for the Mason Garden Place project. He indicated that there was adequate water and sewer capacity for the project, but more information was needed regarding how the services would be supplied to the individual lots and whether the arrangement would comply with City of Houston requirements. Mr. Dougherty presented a form for the letter, addressed to the developer, KOA Group, Inc. The letter would state that the District had the capacity to supply water and sewer services to the project but stated conditions the developer would need to satisfy before a permit could be issued or service could be provided. After discussion, Director Hamblet moved to authorize President Forsyth to finalize and send the utility letter to KOA Group, Inc. The motion was seconded by Director Cameron, and all voted in favor of the motion.

Mr. de Leon reported he had reviewed the capacity request for Osteria Michoacan No.17 (a proposed remodeling of the former Outback Restaurant on IH 10) and that Mr. Dougherty was writing a utility information letter. Mr. Dougherty noted that the letter would be simple as the request was for an existing location, and that the only item needed was to determine that there was capacity. Mr. de Leon indicated there was capacity and requested authorization to send the letter to the owner (Williamsburg Katy Rich, LLC). After discussion Director Hamblet moved to authorize sending the utility letter. Director Connolly seconded, and all voted in favor of the motion.

After the discussions, Director Connolly moved to approve the engineering report as presented. Director Hamblet seconded, and all voted in favor of the motion.

Energy & Streetlights. There was nothing further to report.

Regional Matters. Director Cameron presented information regarding the Willow Fork Drainage District's (WFDD) Barker Project. He noted that work on the project indicated that more storage capacity for flood waters was needed, and the project cost was \$24,000,000. He added that WFDD was asking other districts to help fund \$14,000,000 for the project.

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

STP's. President Cameron reported that HCMUD#81 was asking about increasing the ground storage capacity from 1,200,000 gallons to 2,400,000 gallons for the Cinco MUD#1 water reuse project and was waiting for authorization from the TCEQ.

Recreational Facilities. Director Hamblet presented a proposal for resurfacing four tennis courts, with a cost of \$24,550. He noted that due to the pandemic, the 2020 scheduled resurfacing of two courts did not occur. He recommended resurfacing four courts to get back on schedule. After discussion, Director Hamblet moved to authorize the proposal as presented. Director Connolly seconded, and all voted in favor of the motion.

System Operations, Rates, Etc. Mr. Parrott reported that the District had pumped 27,652,000 gallons of water, with consumption of 26,312,000 gallons and an adjusted loss of 822,000 gallons for the month.

Mr. Parrott informed the Board the generator maintenance contract with Total Energy Solutions was up for renewal. He noted that there was no change to the contract or the cost from last year. He stated that the cost was \$27,000 and recommended the District renew the contract. After discussion, Director Connolly moved to authorize renewal of the Total Energy Solutions contract as presented, seconded by Director Hamblet and the motion was unanimously passed.

Mr. Parrott presented changes to tap charges, equipment charges, and the secondary meter charge in the rate order. He recommended changing the secondary meter charge from \$175 to the current cost per meter. After discussion, Director Hamblet moved to authorize the attorney to make the changes discussed and bring a draft rate order to the December meeting with changes for taps, equipment charges and secondary meters as presented. Director Connolly seconded and all voted in favor of the motion. Mr. Parrott stated that he would coordinate with the engineers and attorney to further investigate rates for grease trap inspections and would bring their findings to the December Board meeting.

Administrative Matters. Director Hamblet presented the proposed agreement with Resourcing Edge Payroll Services LLC for human resources services. He noted that Mr. Dougherty had made several major changes to the agreement, and Resourcing Edge had agreed to them. He added that the cost would be \$136.50 per month per each employee for all Schedule A items. He added that Resourcing Edge normally had access to their customers' bank accounts to process payroll, but since the District was a governmental entity, that was not possible. Instead, Resourcing Edge had agreed to send a payroll file to the District for processing payroll checks. After discussion, Director Cameron moved to authorize the contract with Resourcing Edge. Director Connolly seconded and the motion was unanimously passed.

Next Meeting: The November regular meeting was scheduled for Wednesday, December 15, 2021, at 7:30 PM at the Mason Creek Community Center.

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

REVIEWED AND APPROVED BY THE BOARD on December 15, 2021

SIGNED:  _____