

# 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 the Mason Creek Community Center, 20201 Kingsland Blvd., Katy, Texas 77450, on **April 13, 2022**, 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
James Kevin Nordhaus	Director

Also, present were James L. Dougherty, Jr., Attorney for the District; Lina Loaiza of Bob Leared Interests; Derek Davenport of McClennan and Associates; 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 Hamblet moved to approve the March 16, 2022, regular meeting minutes as presented, and Director Cameron 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 Cameron and carried by a unanimous vote.

**Bookkeeping, Funds, Etc.** Mr. Davenport presented the bookkeeper's report including the cash disbursement report from March 16<sup>th</sup>, 2022 through April 13<sup>th</sup>, 2022.

After further discussion, Director Cameron moved to accept the bookkeeper's report as presented, including the investment report for the period ending March 31, 2022, submitted by the Investment Officer, 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 Hamblet seconded, and all voted in favor of the motion.

Mr. Dougherty presented master resolutions for PNC Bank, Allegiance Bank and Central Bank. After discussion, Director Hamblet moved to adopt the three master resolutions as presented. The motion was seconded by Director Connolly and was carried by a unanimous vote.

Mr. Dougherty mentioned a resolution and agreement with TexPool, which were available online. Director Forsyth noted that Mr. Davenport had agreed to retrieve all TexPool documents from the previous bookkeeper, Municipal Accounts and Consultants and begin the process of opening accounts with TexPool. Mr. Dougherty recommended the Board to readopt the TexPool resolution and contract, to include all updates. After discussion, Director Cameron moved to readopt the TexPool resolution (including all updates, and listing the Allegiance Bank accounts for funds transfers to and from TexPool) and contract. The motion was seconded by Director Connolly and was carried by a unanimous vote.

**Bills, Etc.** Director Cameron moved to accept the bills as presented (and authorize the checks prepared to pay them). Director Connolly seconded. The motion was carried by a unanimous vote.

**Taxes.** Ms. Loaiza gave the Tax Assessor Collector report indicating total TY 2021 taxes collected at the end of March were \$2,340,677.34, leaving TY 2021 taxes receivable on March 31, 2022, at \$95,797.55. Total reported receipts in March were \$19,411.34. Checks were presented in the amount of \$17,910.32. The reported percentage of collection of TY 2021 taxes was 97.97%. 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.** President Forsyth briefed the Board about the discussion with Green Trails MUD regarding water supply during the repairs to its ground storage tank. He noted that a twenty-four-hour test had been performed to determine how much water it would need.

**Engineering, Projects, Etc.** Mr. de Leon informed the Board that construction was still ongoing for the Brondesbury Lift Station conversion project. He presented Pay Application No. 6 in the amount of \$212,000.00 and his recommendation for payment in the amount of \$190,800.00 (amount of pay application less 10% retainage). Mr. de Leon also presented Change Order No. 2, which, due to supply chain issues, would extend the completion date by 10 days. He noted that he approved of the change order and that the substantial completion date would be May 6<sup>th</sup>. Director Connolly added that Mr. Parrott had requested a new walkway be poured as part of the Walsh contract. It was decided to include it in the contract through a change order. After discussion, Director Hamblet moved to authorize Pay Application No. 6 in the amount of \$190,800.00 and Change Order No. 2 as presented, with the additional change order for the walkway. Director Cameron seconded, and all voted in favor of the motion.

Mr. de Leon reported that he would be requesting authorization to advertise the Rennie Lift Station project in May. He noted that this would not interfere with the forcemain project, as that is scheduled during April.

Mr. de Leon reported that the preconstruction meeting for the forcemain replacement project was held the preceding week. He added that construction was to begin on April 16<sup>th</sup>. He noted that because of the precinct boundary changes that occurred, he was coordinating with a new precinct team to get permission for access. He said he had contacted them and was awaiting a return call, and he would reach out to them again the following morning.

Mr. de Leon informed the Board that he was also waiting for the final punch list items to be addressed for the pool deck Replacement Project. Director Hamblet informed the Board that the concrete repours had been completed and the District could proceed with preparations for the pool season.

Mr. de Leon stated that the GST recoating contract documents had been finalized, and the preconstruction meeting was scheduled for the following Tuesday.

Mr. de Leon informed the Board that he received comments from Harris County for the Ellingham Sanitary Sewer Rehabilitation Project and was still waiting for a response from the City of Houston.

Mr. de Leon reported that he had received the draft report regarding the interconnect test from Green Trails MUD and was awaiting the final report.

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

Mr. Dougherty informed the Board that the contract with Green Trails MUD called for two different arrangements for emergency supply, one through the pressure-control valve, one through a bypass. He noted that Green Trails MUD had reported a well failure that morning, and the contract covered emergency supply up to thirty days. He said it would have to be amended to extend emergency supply past thirty days. Mr. Parrott informed the Board that the Green Trails MUD interconnect pressure valve needed to be tested and exercised. He said he had contacted a company to test and repair or replace the valve. After discussion, Director Hamblet moved to authorize Director Forsyth to extend the emergency period under the existing contract past thirty days if necessary. Director Cameron seconded, and all voted in favor of the motion.

**Energy & Streetlights.** Mr. Dougherty reported that the P3 power pool was in the process of getting quotes for the new contract scheduled to begin in January of 2023. He added that the District needed to decide whether that want to continue with P3 or opt out. He noted that opting out required Board approval, but if Board took no action the District would automatically stay with P3. The Board decided to stay with P3.

**Regional Matters.** There was nothing to report.

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

**STP's.** President Forsyth reported that both the Cinco Regional STP and the WMMUD STP were operating in compliance.

**Recreational Facilities.** Ms. Saccomen reported that the swim team permits and insurance were sent to Mr. Dougherty for review. Mr. Dougherty recommended that the Board authorize the renewal permits for the swim team contingent upon receiving the proper insurance coverage. After discussion, Director Hamblet moved to authorize signing of the swim team permits contingent upon receiving the proper insurance. Director Cameron seconded, and the motion was unanimously passed. Director Forsyth reported that he would like to replace the trees that had been removed at the MCCC. He noted that two 60- gallon trees would cost \$600 to \$700 each.

**System Operations, Rates, Etc.** Mr. Parrott reported that, in February, the District had pumped 20,651,000 gallons of water and billed 19,939,000, with a net water loss of 3.45%. Mr. Parrott stated that the Board had already discussed all other items, so he nothing further to report.

**Administrative Matters.** Ms. Saccomen reported that residents were coming to the office to sign up for the pool and receive their tags. She noted that the open house was scheduled for May 22<sup>nd</sup>, and a food truck that serves hot dogs had been arranged. She added that the community center rentals were increasing.

**Next Meeting:** The May regular meeting was scheduled for Wednesday, May 11, 2022, at 7:30 PM at the Mason Creek Community Center.

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

REVIEWED AND APPROVED BY THE BOARD on May 11, 2022.

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

A handwritten signature in black ink, appearing to be "C. S. S.", is written over a horizontal line.