

# MASON CREEK UTILITY DISTRICT

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## MINUTES Meeting of the Board of Directors

The Board of Directors (“Board”) of Mason Creek Utility District of Harris County, Texas (“District”) convened in a **scheduled regular meeting** at the Mason Creek Community Center, 20201 Kingsland Blvd., Katy, Texas 77450, on **December 14, 2022**, at 6:00 P.M. The duly elected members of the Board of Directors were:

|                      |                               |
|----------------------|-------------------------------|
| Len Forsyth          | President                     |
| Brian C. Connolly    | Secretary/Treasurer           |
| James K. Nordhaus    | Assistant Secretary/Treasurer |
| John H. Cameron      | Assistant Treasurer           |
| Frederick Castellano | Director                      |

and all the members were present, thus constituting a quorum.

Also, present were James L. Dougherty, Jr., Attorney for the District; Lina Loaiza of BLICO, Inc., the District’s tax assessor-collector; Derek Davenport of McClennan and 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:

**Notices & Minutes.** Ms. Susan 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 November 10, 2022, regular meeting minutes as presented, and Director Cameron seconded. President Forsyth abstained, but all others voted in favor, so the motion was passed.

**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, Mr. Nordhaus 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 for November 11<sup>th</sup>, 2022, through December 14<sup>th</sup>, 2022.

Mr. Davenport presented the investment report for the period ending November 30<sup>th</sup>, 2022. Director Cameron moved to accept the investment report, as presented, 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. The motion passed unanimously.

After discussion, Director Cameron moved to accept the bookkeeper’s report as presented. Director Connolly 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 Connolly seconded. The motion was carried by a unanimous vote.

**Taxes.** Ms. Loaiza gave the Tax Assessor Collector report indicating total TY 2022 taxes collected at the end of November were \$194,813.98, leaving TY 2022 taxes receivable on November 30, 2022, at \$2,367,593.39. Total reported receipts of TY 2022 taxes in November were \$214,779.82. The reported percentage of collection of TY 2022 taxes was 7.62%. 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 no report or action.

**Water Supply & Regulations and Agreements.** President Forsyth reported that approximately 30 million gallons had passed through the Green Trails MUD interconnect for the water supplied during their ground storage tank repair.

**Engineering, Projects, Etc.** Mr. de Leon informed the Board that the replacement valves for the Brondesbury Lift Station were still scheduled for delivery in January.

Mr. de Leon reported the Board that the contract for the Rennie Drive Lift Station project was received, but the insurance documents were still outstanding. He added that a pre-construction meeting would be scheduled once the insurance issues were resolved.

Mr. de Leon reported that all line and manhole work for the Ellingham Sanitary Sewer Rehabilitation Project had been completed. He noted that site cleanup and the final punch list remained to be completed. He presented Pay Application No. 2 from T Construction, LLC in the amount of \$289,993.50 and his recommendation for payment in the amount of \$260,994.15 (amount of pay application less 10% retainage). He also presented Change Order No. 2 which increased the contract cost by \$1,921.25 and increased the contract time by one day. After discussion, Director Cameron moved to authorize Pay Application No. 2 in the amount of \$260,994.15 and Change Order No. 2 as presented. Director Castellano seconded, and all voted in favor of the motion.

Mr. de Leon reported that he had addressed comments for the Drought Contingency Plan and had submitted the plan to the District's attorney for review and discussion with the Projection Liaison (Mr. Connolly)

Mr. de Leon stated that he had received approval from Harris County for the emergency waterline repair at the intersection of Rennie Drive and Wickham, and Tackle Construction would be mobilized to the repair site. He presented Pay Application No. 1 from Tackle Construction in the amount of \$90,375.00 for the repair at the intersection of Rustic Knolls and Prince Creek, with his recommendation for payment in the amount of \$81,337.50 (amount of pay application less 10% retainage). After discussion, Director Cameron moved to authorize Pay Application No. 1 in the amount of \$81,337.50 as presented. Director Connolly seconded, and all voted in favor of the motion.

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

**Energy & Streetlights.** Director Cameron provided an update on the Public Power Pool electricity procurement. He noted that natural gas production was at an all-time high. He added that ERCOT indicated that while the power grid is stable for winter, rolling blackouts would likely occur during extreme conditions. Mr. Cameron reported that the latest short-term energy outlook indicated that Texas would generate most of its electricity from solar and wind.

**Regional Matters.** There was no report or action.

**Drainage, Detention/Retention.** There was no report or action.

**STP's.** President Forsyth reported that Cinco STP was fully operational with no issues. He added that WMMUD was developing a six-year plan for new digestors and equipment at its STP. He said it would cost approximately \$1.2 to 1.3 million. The WMMUD STP committee would be reviewing the plan during the first months of 2023, he said, and he would keep the Board informed.

**Recreational Facilities, Etc.** Mr. Parrott presented a quote from McIllhenny Inc. in the amount of \$19,690.00 for repairs at the community center. The quote included repairs to the exterior siding on the west side of the building, replacing two doors to the West Room, and removal of the French doors located in the West Room. Mr. Parrott added that the French doors would be replaced with a full view door. After discussion, Director Connolly moved to approve the quote as presented. Director Castellano seconded, and all voted in favor of the motion.

**System Operations, Rates, Etc.** Mr. Parrott reported that, in October, the District had pumped 42,109,000 gallons of water and had total consumption of 41,966,500 gallons, leaving a net water loss of 142,500 gallons, or 0.34 percent.

Mr. Parrott presented to the Board the abbreviated well tests that had been performed after the District provided water to Green Trails MUD while its water plant was out of service. He noted that the tests showed that the water levels were going back up. Mr. Parrott said that there would be another abbreviated test performed in December, and then full testing would be completed in January and June of 2023.

Mr. Parrott presented December daily totals as well as a complete total for water passing through the Green Trails Interconnect. He noted that the total water supplied to date was 25,600,400 gallons, and that the interconnect was scheduled to be closed on December 23<sup>rd</sup>.

Mr. Parrott informed the Board that the ground storage tanks (excluding the Dominion tank) and the elevated storage tank had been inspected, and the reports would be available at the end of January. He added that the inspections would satisfy the TCEQ annual requirement.

Mr. Parrott informed the Board that a collapsed sewer line was found on the 1400 block of Kempsford. He noted that a small section of the line had been replaced via pipe bursting, and concrete repairs to affected driveways and sidewalks were underway. He added that in January, the Operations Department would begin televising sewer lines regularly to locate any problem areas.

Mr. Parrott reported that the new trucks had been ordered and that it may take up to six months for delivery.

Director Cameron moved to approve the Operator's Report as presented. Director Nordhaus seconded, and all voted in favor of the motion.

**Administrative Matters.** Ms. Saccomen presented a proposed 2023 District holiday schedule. She added that the number of holidays would be unchanged from the prior year. After discussion, Director Connolly moved to approve the 2023 District holiday schedule as presented. The motion was seconded by Director Cameron and adopted by a unanimous vote.

President Forsyth presented a recommendation for the annual payment for the District's SEP/IRA program in the amount of 10% of individual annual salaries for full time employees of the District and a one-time payment of \$350 for the part-time employees. Director Cameron moved to authorize the payments as recommended. The motion was seconded by Director Connolly and passed unanimously.

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

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

REVIEWED AND APPROVED BY THE BOARD on January 11, 2023

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

