

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 **January 11, 2023**, at 7:30 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, Kasey Lorraine, 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 Connolly moved to approve the December 14, 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, Director Cameron 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. Mr. Davenport presented the bookkeeper’s report including the cash disbursement report for December 15th, 2022, through January 11th, 2023.

Mr. Davenport also presented the investment report for the period ending December 31st, 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 Connolly moved to accept the bookkeeper’s report as presented. Director Cameron 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 December were \$747,406.63, leaving TY 2022 taxes receivable on December 31, 2022, at \$1,825,542.21. Total reported receipts of TY 2022 taxes in December were \$558,433.80. The reported percentage of collection of TY 2022 taxes was 29.5%. Director Connolly moved to approve the Tax Assessor Collector’s report as presented (and authorize the checks presented). Director Nordhaus 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 the Green Trails MUD had completed its ground storage tank repair, and the interconnect was closed.

Engineering, Projects, Etc. Mr. de Leon informed the Board that the delivery of the replacement valves for the Brondesbury Lift Station had been delayed to late February. He said he would stay in contact with the contractor and keep the Board updated.

He also reported that the pre-construction meeting for the Rennie Drive Lift Station project was scheduled for the following day, and a project schedule would be presented to the Board at the next Board meeting.

Mr. de Leon reported that all line and manhole work for the Ellingham Sanitary Sewer Rehabilitation Project had been completed. He added that the punch list remained to be completed and he was waiting from the video footage of lines from the contractor.

He also stated that he had addressed comments for the Drought Contingency Plan and had submitted the plan to the District's attorney for review and final draft of the plan.

Further, Mr. de Leon reported that the replacement of the section of concrete removed for the repair at the intersection of Rustic Knolls and Prince Creek had begun and should be completed sometime that week. He mentioned that the emergency waterline repair at the intersection of Rennie Drive and Wickham was scheduled to begin next Monday.

Finally, Mr. de Leon presented Job Assignment 23-001 for miscellaneous tasks that required engineering services. He added that the fee was the same as the previous year, and the District would be billed hourly on for the miscellaneous items. President Forsyth noted that this fee was mainly for the engineering inspection program started to ensure that District projects would be performed properly.

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 reported that 221 BCF of natural gas reserves had been withdrawn in the preceding few weeks. He noted that the five-year average of gas reserve withdrawals was 98 BCF. Director Cameron reported that Governor Abbott and Lt. Governor Patrick were pressing for legislation to increase construction of natural gas power plants, but ERCOT wanted to increase the use of wind and solar energy for power.

Regional Matters. There was no report or action.

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

STP's. President Forsyth reported that the Cinco Regional STP was fully operational with no issues. He noted that WMMUD was taking down its digestors for repairs and refurbishment but would do so one at a time.

Recreational Facilities, Etc. President Forsyth informed the Board that there were many things to discuss regarding deposits, rates and facility security. He recommended the Board hold a special meeting to discuss these topics. After discussion, it was decided that the date of the meeting would be determined and posted as required.

Mr. Parrott informed the Board that the siding work for the west side of the community center was scheduled to begin the following Monday. He said he would have an electrician move any existing conduits from the exterior wall to the interior wall.

System Operations, Rates, Etc. Mr. Parrott reported that all parts of the Green Trail MUD interconnect had been closed. He noted that Green Trails MUD had requested the bypass be closed, but to leave the pressure sustaining valve open during the upcoming winter freeze. He added that the bypass was closed on December 21, and the pressure sustaining valve was shut down on December 28th. Mr. Parrott said that the total amount of water that passed through the interconnect for the duration of the project was 29,947,180 gallons.

Mr. Parrott noted that the total pumped for December was 32,122,000, and consumption was 32,463,400. He added that there would be a slight discrepancy between gallons pumped and gallons consumed because the billing cycle runs mid-month to mid-month.

Mr. Parrott informed the Board that a 40-hp pump motor located at the Houghton Water Plant had failed. He said the motor was pulled and sent to be evaluated. Mr. Parrott said he would bring to the Board the cost to rebuild and the cost to purchase a new motor. He added that it was also discovered that the pump connected to the motor had several parts that had deteriorated to the point of failure. He noted that the pump in question was no longer produced, but Pearlex could manufacture a replacement pump. He said that the cost to replace both the pump and motor was approximately \$20,000. He added that once the motor and pumps were put back down into the well, he would pull the other motors one at a time for inspection.

Mr. Parrott informed the Board that the resident of 1010 Barkston had called regarding a sinkhole in the backyard. He said he had investigated and tried to televise the sinkhole but was not properly equipped. Mr. Parrott said he had had a contractor come out to televise the sinkhole, and it was found that a large section of pipe was missing. He said he would report to the Board whether the repair could be made as a maintenance item or would require engineering and project bids.

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

Administrative Matters. President Forsyth reported that he asked Ms. Saccomen to purchase a laptop for Samantha Saccomen to use for work at home.

President Forsyth opened discussion of appointment of officers. Mr. Dougherty noted that the Water Code required election (or re-election) of Board officers after each director election. After discussion, Director Cameron moved to re-elect Director Forsyth

President and to elect: Director Cameron as Energy Liaison, Director Connolly as Vice President, Director Nordhaus as Secretary-Treasurer, and Director Castellano as Assistant Secretary-Treasurer. Director Connolly seconded, and the motion was unanimously passed.

Next Meeting: The February regular meeting was scheduled for Wednesday, February 15, 2023, at 7:30 PM at the District Main Office.

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

February 1, 2023
January 11, 2023

SIGNED: _____

[Handwritten signature]