

# MASON CREEK UTILITY DISTRICT

847 Dominion Dr., Katy, Texas 77450

## 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 847 Dominion Dr., Katy, Texas 77450, on **July 17, 2024**, at **6:30 P.M.** The duly elected members of the Board of Directors were:

Len Forsyth	President
Brian C. Connolly	Vice President
James K. Nordhaus	Secretary/Treasurer
Fredrick J. Castellano	Assistant Treasurer
John H. Cameron	Director

and all the members were present, except Brian Connolly, 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 and Benton Stamper of Venturi Engineers LLC; and Susan Saccomen, Kasey Lorraine, Samantha Saccomen, and Jamie Parrott of the District’s 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 notice of the meeting had been posted as required by the Texas Open Meetings Act. Director Cameron moved to approve the regular meeting minutes for June 12<sup>th</sup>, 2024, and Director Nordhaus seconded. The motion passed.

**Delinquencies, Etc.** Ms. Susan 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, Ms. Lorraine asked that the Board suspend discontinuations due to Hurricane Beryl. After discussion, Director Cameron moved to suspend authorization of discontinuations until the following month. The motion was seconded by Director Castellano and was carried by a unanimous vote.

**Bookkeeping, Funds, Etc.** Mr. Davenport presented the bookkeeper’s report including the cash disbursement report for June 12<sup>th</sup>, 2024, through July 17<sup>th</sup>, 2024. Mr. Davenport also presented the investment report for the period ending June 30<sup>th</sup>, 2024. Director Castellano moved to authorize Ms. Saccomen to initiate an electronic transfer in the amount of \$218,600.00 for debt service. Director Cameron seconded, and the vote passed unanimously. 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 Nordhaus seconded. The motion passed unanimously. After further discussion, Director Cameron moved to make changes to amend the investment policy to allow Director Castellano to act as investment officer if Director Nordhaus is not immediately available. Director Nordhaus seconded, and all voted in favor of the motion. After discussion, Director Cameron moved to accept the bookkeeper’s report as presented. Director Castellano seconded, and all voted in favor of the motion.

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

**Taxes.** Ms. Loaiza gave the Tax Assessor Collector report indicating total TY 2023 taxes collected through June were \$2,666,057.01 leaving TY 2023 taxes receivable on June 30, 2024, at \$83,163.60. Total reported receipts of TY 2023 taxes in June were \$7,859.20. Checks were presented in the total amount of \$11,132.44. The reported percentage of collection of TY 2023 taxes was reported at 98.8%. Director Cameron 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.

**Water Supply, Etc.** There was no report or action taken.

**Engineering, Projects, Etc.** Mr. Stamper informed the Board he was still waiting for punch list items to be addressed and the agreement to be finalized for the Brondesbury Lift Station Project. He stated that, on the following day, a meeting would be held between all parties to ensure the smart valves were working appropriately.

Mr. Stamper reported that the Rennie Road Lift Station Conversion project was moving forward quickly. He added that the CenterPoint power pole work had begun. He presented and recommended Pay Application No. 6 from Pioneer Construction Services LLC in the amount of \$44,359.36 (\$49,288.18 less the 10% retainage), contingent upon the receipt of the required "bills paid" affidavits. Mr. Stamper also informed the Board that additional Change Orders would be expected and contingent upon CenterPoint's work. He then presented Change Order No. 2 in the amount of \$16,481.45 for the addition of an underground duct bank and wire to relocate the electric service. After discussion, Director Cameron moved to accept Change Order No. 2 and Pay Application No. 6 as presented. Director Castellano seconded the motion. The motion passed unanimously.

Mr. Stamper reported that the successful bidder had submitted multiple requests for variations from the Insurance Specifications for the Section 6 Sanitary Sewer Rehabilitation project. Mr. Dougherty discussed the variations versus the District's requirements. After discussion, Director Cameron moved to authorize the President or Vice President to approve variations contingent upon approval from the Engineer. Director Castellano seconded, and all voted in favor of the motion.

Mr. Stamper reported that the Galleon Oaks Water Plant Improvements 2024 project had gone out for bid and recommended that the Board (i) find and determine that CFG Industries, LLC was a "responsible person" and that awarding it the contract would be the most advantageous to the District and result in the best and most economical completion of the project, and (ii) award the contract to CFG Industries, LLC on its bid in the amount of \$71,000.00 (based on unit prices and estimated quantities). After discussion, Director Cameron moved to make such findings and determinations and award the contract for the Section 6 Sanitary Sewer Rehabilitation project to CFG Industries, LLC on its bid in the amount of \$71,000.00 (based on unit prices and estimated quantities). The motion was seconded by Director Castellano, and all voted in favor of the motion.

Mr. Stamper presented: (1) a work order recommendation for the Section 1 and 3 Sanitary Sewer Rehabilitation project; (2) a work order recommendation for the Section 6 Water Rehabilitation Project; (3) a work order recommendation for the Dominion Well motor replacement. After discussion, Director Castellano moved to approve the work orders for the Section 1 and 3 Sanitary Rehabilitation Project and the Dominion Well replacement project.

Mr. de Leon informed the Board that discussions with Green Trails MUD regarding the emergency interconnect for the apartments were still underway. Mr. de Leon also informed the Board that discussions with HCMUD#345 regarding an interconnect were also still underway.

Mr. de Leon stated that he had spoken with the platting company for the Mason Garden Place Project and had explained the utility letter to them.

Director Castellano moved to accept the engineering report. Director Cameron seconded, and the motion passed unanimously.

**Energy & Streetlights.** Director Cameron informed the Board that the AWBD conference included discussions on reuse of water from air conditioning condensers.

**STP's.** President Forsyth informed the Board that West Memorial MUD had cancelled its monthly meeting due to Hurricane Beryl. He mentioned that the meeting for the Cinco Regional STP was scheduled for the following day.

**Recreational Facilities, Etc.** Director Nordhaus informed the Board that he had been present at the tennis courts observing the usage of courts and had advised players to purchase key cards.

Mr. Parrott informed the Board that, during Hurricane Beryl, the Mason Creek Community Center generator had run for four days. He suggested a program be put in place to allow public use by the community during power outages. The Board asked him to come back with additional details.

**System Operations, Rates, Etc.** Mr. Parrott reported that the total water pumped from May 16<sup>th</sup> through June 15<sup>th</sup> was 28,253,000 gallons, and consumption was 27,927,400 gallons, indicating a possible loss of 325,600 gallons, or 1.15%. He provided a detailed report of the static water levels and pump submergence levels at all well sites (except one of the Dominion sites, due to an issue with the generator). Mr. Parrott reported that the 2019 Ford Ranger was still in the shop, and he was expecting repairs to be completed within the month. He mentioned that the second vehicle was expected to begin repairs upon completion of the Ford Ranger.

**Administrative Matters.** Ms. Susan Saccomen informed the Board that she received several complaints regarding debris pickup. She discussed debris pick up by both Best Trash and Custom Scapes and noted that Harris County Commissioner Precinct 4 had been contacted, too. Ms. Lorraine informed the Board that work tablets were on sale (at a discount) and discussed the intended use of them. After discussion, Director Castellano moved to approve the purchase of the work tablets. Director Nordhaus seconded, and all voted in favor of the motion.

**Next Meeting:** Director Castellano moved to approve the regular meeting set for Wednesday, August 14, 2024, at 6:30 PM at the District's office. Director Cameron seconded, and the motion passed unanimously.

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

REVIEWED AND APPROVED BY THE BOARD on 8.14.2024.

SIGNED: 