

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 **August 14th, 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, 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 Castellano moved to approve the regular meeting minutes for June 12th, 2024, and Director Cameron 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, 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 was carried by a unanimous vote.

Bookkeeping, Funds, Etc. Mr. Davenport presented the bookkeeper’s report including the cash disbursement report for July 17th, 2024, through August 14th, 2024. Mr. Davenport also presented the investment report for the period ending June 30th, 2024. 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. Director Nordhaus seconded, and all voted in favor of the motion. Director Nordhaus informed the Board that he had missed the maturity date for the CD for account ending in 4520 and mentioned that it had automatically renewed. He stated he did attempt to negotiate the rates but was unsuccessful. Ms. Susan Saccomen presented a transfer form that would allow the money from the CD to be transferred from Stellar Bank to TexPool. She also mentioned that any penalties would be waived. After discussion, Director Connolly moved to accept the bookkeeper’s report as presented. Director Castellano seconded, and all voted in favor of the motion.

Bills, Etc. Director Connolly moved to accept the bills as presented (and authorize the checks that had been prepared to pay them). Director Cameron 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 July were \$2,661,234.08 leaving TY 2023 taxes receivable on July 31, 2024, at \$76,249.20. Total reported receipts of TY 2023 taxes in July were \$7,979.84. Checks were presented in the total amount of \$14,803.91.

The reported percentage of collection of TY 2023 taxes was 99.0%. Director Connolly moved to approve the Tax Assessor Collector's report as presented (and authorize the checks presented). Director Castellano 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 that a meeting would be held with the contractor, electrical subcontractor and electrical engineer finalize electrical components for the electrical installation of the smart check valves for the Brondesbury Lift Station Conversion Project. He presented Change Order No. 6 in the amount of \$2,239.20 for additional materials, supplies and labor. After discussion, Director Cameron moved to approve Change Order No. 6 as presented, Director Nordhaus seconded, and all voted in favor of the motion. Mr. Dougherty informed the board that the engineer had been coordinating with DeZURIK's regional sales staff regarding the special extended warranty of the smart check valves (previously quoted—and previously approved—at a cost to the District of about \$6,000 for the three valves). He added that DeZURIK would change more to cover the control boards and non-mechanical components of the valves. After discussion, there was no action taken, it being the consensus to get just the previously quoted warranty for the mechanical components (at a cost of about \$6,000), as previously approved by the Board.

Mr. Stamper reported that the Rennie Road Lift Station Conversion project was progressing. He mentioned that he was still waiting for CenterPoint to complete its portion of the project and had contacted the Contractor for an estimated completion date. He stated that there could be a cost associated with the final startup of the Rennie Project but mentioned that the cost for the final start up for Brondesbury would be waived. He also advised that DeZURIK's field rep be present for the final start up for the Rennie Project. After discussion, Director Cameron moved to authorize Director Connolly to review and accept associated start up costs. Director Nordhaus seconded, and all voted in favor of the motion.

Mr. Stamper stated that a preconstruction meeting had been held the preceding Monday with PM Construction for the Section 6 Sanitary Sewer Rehabilitation project. He stated he was expecting the start date to be within roughly 3 to 4 weeks and would review the date with the Contractor. He also presented a special contract that would specifically name the District, Venturi Engineering, and specific officers, agents and employees as entities and persons to be covered by the insurance provisions in the construction contract. Director Cameron moved to approve the special contract as presented. Director Nordhaus seconded. The motion passed unanimously.

Mr. Stamper informed the Board that he was waiting for the contract documents to be executed for the Galleon Oaks Water Plant Improvements 2024 Project. Mr. Dougherty stated that there were issues with the contract documents and the proof of insurance. After discussion, Director Castellano moved to authorize Director Connolly to (i) review future submissions and if necessary, (ii) work with the attorney to grant variations and (iii) give notice to the contractor of any proposal for revoking the award. Director Nordhaus seconded, and all voted in favor of the motion.

Mr. Stamper informed the Board that the design was underway for both Section's 1 and 3 of the sanitary sewer rehabilitation projects. He stated that an estimated timeline would be provided contingent upon the completion of the design and specifications.

Mr. Stamper also informed the Board that he had been coordinating with the District Operator for the Dominion Well Motor Replacement.

Mr. de Leon informed the Board that discussions with Green Trails MUD regarding the emergency interconnect for the apartments were still underway, but he had received average usage data for the apartments. After discussion, Director Connolly moved to authorize the Engineer, Operator, Attorney and Office Manager to investigate possible water rates for providing emergency backup service for the apartments. Director Castellano seconded, and all voted in favor of the motion. Mr. de Leon also informed the Board that discussions with HCMUD#345 regarding an interconnect were also still underway. He stated that HCMUD#345 would like to have a two-way interconnect and was expecting to have another water well built by the end of 2026. After discussion, there was a consensus that the Engineer would enter further negotiations with HCMUD#345

Mr. de Leon stated that he had received revised plans for Mason Garden Place Project and mentioned there were small items that needed to be addressed. Director Castellano moved to accept the engineering report. Director Cameron seconded, and the motion passed unanimously.

Energy & Streetlights. Director Cameron informed the Board that natural gas inventories had increased and that generator outages had decreased. He mentioned that, after Hurricane Beryl, electric prices had not increased.

STP's. President Forsyth informed the Board that West Memorial STP was getting a monitoring system (at a cost of about \$350,000), and the Cinco Regional STP would soon get one, too. He mentioned that the costs would be allocated among the participating Districts.

Recreational Facilities, Etc. Mr. Parrott informed the Board that the poles for the new and existing cameras had been received and was expecting the electrician and B&B Locksmiths to begin work in the coming weeks.

He reported an existing hairline crack at the tennis courts had expanded after Hurricane Beryl. He stated that he had met with Director Nordhaus and a representative of Quality Concrete, who recommended treating and stabilizing the crack. He stated that an estimated rough cost was about \$5,000 - \$10,000. Director Nordhaus informed the Board that there is still lot of traffic at the tennis courts, but he expected a decrease once school begins and schedules stabilize. He also informed the board that he received an additional request to use the tennis/pickleball courts for a Taylor High School Senior Fundraiser on October 26 which would require closing the courts to other users. After discussion, Director Castellano moved to authorize use of the facility for the fundraiser as requested. Director Connolly seconded, and all voted in favor of the motion.

System Operations, Rates, Etc. Mr. Parrott reported that the total water pumped from June 16th through July 15th was 30,509,000 gallons, and consumption was 29,091,000 gallons, indicating a possible loss (or unaccounted-for amount) of 1,418,000 gallons, or 4.65%. He informed the Board that the transfer switch at Houghton had been struck by lightning, and he had filed a claim with the insurance company due to the potential for full replacement. He stated some parts would be repaired but the switches could cost \$80,000 - \$100,000, requiring advertisement for bidding.

Mr. Parrott reported that the 2019 Ford Ranger had been "totaled" by the insurance company. He provided a quote in the amount of \$34,695 to buy a 2024 Ford Ranger. After discussion, Director Connolly moved to authorize the purchase of the 2024 Ford Ranger. Director Nordhaus seconded, and all voted in favor of the motion.

Administrative Matters. There was no report or action.

Next Meeting: Director Cameron moved to approve the regular meeting set for Wednesday, September 11, 2024, at 6:30 PM at the District's office. Director Connolly seconded, and the motion passed unanimously.

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 9/11/24.

SIGNED: 