

MASON CREEK UTILITY DISTRICT

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J.H. Cameron
B.C. Connolly
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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 847 Dominion Dr., Katy, Texas 77450, on **November 15, 2023, at 6:30 P.M.** The members of the Board 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 Brenton Stamper of Venturi Engineers LLC; and 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. Lorraine reported that the notice of the meeting had been posted as required by the Texas Open Meetings Act. Director Connolly moved to approve the regular meeting minutes for October 11, 2023, and special meeting minutes for November 6, 2023, as presented, and Director Cameron seconded. The motion passed.

Delinquencies, Etc. Ms. Lorraine 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 October 12th, 2023, through November 15th, 2023. Mr. Davenport also presented the investment report for the period ending October 31st, 2023. 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 Castellano seconded. The motion passed unanimously. Director Cameron mentioned options for different certificates of deposit that were up for renewal due to their maturity. After discussion, Director Castellano 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 checks 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 2022 taxes collected at the end of October were \$51,428.07, leaving TY 2022 taxes receivable on October 31, 2023 at \$2,693,336.51. Total reported receipts of TY 2022 taxes in October were \$51,052.68. Checks were presented in the amount of \$48,689.70. The reported percentage of collection of TY 2022 was 1.76%. Director Cameron 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.

Bonds, Notes, Etc. and Reimbursement. There was no report or action.

Water Supply & Regulations and Agreements. There was no report or action.

Engineering, Projects, Etc. Mr. Stamper informed the Board that he was waiting for the punch list items and check valves to be addressed for the Brondesbury Lift Station Conversion Project. He stated that he was still unsure of the timeline as the bonding company's attorney was working on the contract documents provided by the District's Attorney.

Mr. Stamper said that he was still waiting for the contractor to receive the construction materials for the Rennie Lift Station Conversion Project. He added that construction was set to begin in November 2023. He mentioned that he was working with the attorney, contractor, subcontractor, supplier, and employees of the District on an amendment to provide for advance delivery of pump equipment and payment for them. After discussion, Director Cameron moved to: (i) amend the agreement that would authorize Director Connolly to work with the attorney, operator, and engineer on the necessary documents for such advance delivery, (ii) execute them, and (iii) initiate a check or wire transfer for the payment of \$270,900.00. Director Nordhaus seconded, and all voted in favor of the motion.

Mr. Stamper informed the Board that he received an inspection report for the Galleon Oaks Water Plant Improvements 2023. He stated that the Ground Storage tanks would require removal and replacement of corroded nozzles, flanges, screens, and T vent. He also stated that a public bid would be required due to the nature and cost of the work.

Mr. Stamper also presented Job Assignment No. 19-013b, No. 23-122, No. 23-120 and No. 23-001b. After Discussion, Director Connolly Moved to authorize all three Job Assignments as presented. Director Nordhaus seconded, and all voted in favor of the motion.

Mr. Stamper noted that the Section 1 Cleaning and Televising Project was completed. He stated that he should get the videos and the report by the end of the week. He also mentioned that there would be a comparison between Section 1 and Section 3 to determine which would require rehabilitation. He added that plans had been submitted and was awaiting comments for the Section 6 Sanitary Rehabilitation.

Mr. Stamper reported that the Dominion GST Recoating Project had its one-year inspection. He stated there were some minor defects that had been addressed.

Mr. Stamper informed the Board that the engineer for the Mason Garden project had recently sent some updated plans. He stated that he had since requested a copy of the proposed plat.

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

Energy & Streetlights. Director Cameron reported Proposition 7 had been adopted by the voters, and it was expected to provide 7.2 billion for power companies to build power plants and another \$1.8 billion be provided for back-up power for “critical facilities” like hospitals or police stations. Director Connolly moved to approve the report as presented. Director Nordhaus seconded, and all voted in favor of the motion.

Regional Matters. There was no report or action.

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

STP's. President Forsyth reported that all STPs were working appropriately. He informed the Board that the Cinco MUD No. 1 would be selling \$7.2 million in bonds for its water reuse program.

Recreational Facilities, Etc. Mr. Parrott informed the Board that the recoating project for the tennis courts was underway. He mentioned an option to establish permanent and designated areas for tennis and pickleball users that would allow separation. He stated that the options became limited due to the foundation damage. He stated that he had a foundation repair company investigate and stated that repair would cause additional damage. Mr. Nordhaus mentioned that the proposed layout would require additional seating and a shaded structure. After discussion, Director Cameron moved to approve the quote in the amount of \$9,650.00 Director Connolly seconded. And all voted in favor of the motion.

Mr. Parrott also informed the Board that because the pump building has so much air flow during the winter months, there has been damage to the pumps. He provided options to avoid damage. After discussion, Director Connolly moved to approve the option of closing the open sections and putting vents in place. Director Connolly seconded, and all voted in favor of the motion.

Mr. Dougherty informed the Board that he was working with Ms. Lorraine on amending the rate order to cover the use of the facilities by the swim league. After discussion, Director Cameron moved to amend the rate order to allow a non-profit amateur swim league, joined by its local team organization (if a majority of the team members are residents of the District), to reserve and use the MCCC without charge: (i) for swim practices and swim meets during swim season, plus once a month for team meetings (limited to one of the smaller meeting rooms), (ii) subject to availability, approval of permits, etc., and (iii) on condition that the league and the team, organization pay for cleaning, damages, lifeguards, constables, etc. The motion was seconded by Director Castellano and adopted unanimously.

System Operations, Rates, Etc. Mr. Parrott reported that the total water pumped in October was 36,507,000 gallons, and consumption was 35,472,000 gallons, leaving a water loss of 1,035,000 or 2.84%. He provided a detailed recorded report of the pump submergence. He stated that the Dominion Ground Storage Tank had been offline due to the low level. His suggestion was to test all well sites at full capacity in order for the Board to implement drought contingency plans in advance. He said he had contacted a laboratory about testing for the PFAS lawsuits, and sampling had been ordered. He said it would take 20 days to receive the results. After discussion, Director Connolly moved to approve the Operators report Director Cameron seconded, and all voted in favor of the motion.

Administrative Matters. Ms. Lorraine informed the Board that she had been investigating alternative options for metered stamps that would allow the district to save money annually. She stated that there was a current contract in place and asked to meet with Director Nordhaus to decide accordingly. Ms. Saccomen presented a quote from Carrabba's restaurant for the Christmas event. She noted it was for approximately \$2,068 and included appetizers, entrees, and desserts. After discussion, Director Cameron moved to approve the tentative quote from the Carrabba's restaurant. Director Connolly seconded, and all voted in favor of the motion.

Next Meeting: Director Castellano moved to approve the rescheduled regular meeting set for Wednesday, December 13, 2023, at 5:30 PM at the District's office. Director Connolly seconded, and the vote passed unanimously.

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

REVIEWED AND APPROVED BY THE BOARD on December 13, 2023.

SIGNED: 