

**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 **November 13, 2024**, at **6:30 P.M.** The duly elected members of the Board of Directors were:

Brian C. Connolly	President
James K. Nordhaus	Vice President
Fredrick J. Castellano	Assistant Treasurer
John H. Cameron	Director
Joe M. Adams	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; Susan Saccomen, Kasey Lorraine, Samantha Saccomen and Jamie Parrott of the District’s staff; Barry Hards with Texas Groundworks Management; Antonio Barajas with Nabohi Submersible Pumps; Ean Meyer, tennis teacher; and a parent of Ean Meyer’s student. The meeting was called to order, and, in accordance with notice posted pursuant to law, the following business was transacted:

**Notices & Minutes.** Antonio Barajas with Nabohi Submersible Pumps informed the Board that he wanted to observe the meeting. Susan Saccomen reported that the notice of the meeting had been posted as required by the Texas Open Meetings Act. Director Nordhaus moved to approve the regular meeting minutes for the regular meeting on October 16<sup>th</sup>, 2024, and the special meeting on November 6<sup>th</sup>, 2024. Director Castellano seconded, and all voted in favor.

**Delinquencies, Etc.** Samantha Saccomen presented a list of delinquent accounts proposed for service discontinuation (for which notices, including an opportunity to be heard, had been sent). President Connolly 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 Nordhaus and carried by a unanimous vote.

**Bookkeeping, Etc.** Mr. Davenport presented the bookkeeper’s report including the cash disbursement report for October 17<sup>th</sup>, 2024, through November 13<sup>th</sup>, 2024. Susan Saccomen presented a bank resolution for TexPool. After discussion, Director Cameron moved to elect and appoint: (i) Director Castellano as Secretary-Treasurer and Investment Officer and (ii) Director Adams as Assistant Secretary-Treasurer. Director Nordhaus seconded. The motion passed unanimously. After further discussion, Director Adams moved to adopt a motion to approve the bank resolution from TexPool as presented. Director Cameron seconded, and all voted in favor of the motion.

Mr. Davenport then presented the investment report for the period ending October 31<sup>st</sup>, 2024. Director Cameron moved to accept the investment report, as presented, and to order that a written instrument be adopted, as shown in 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 discussion, Director Cameron moved to accept the bookkeeper’s report as presented. Director Castellano seconded, and all voted in favor of the motion.

Mr. Dougherty presented a proposed “master resolution” to update authorizations of the District’s agents, for transactions with Stellar Bank, and to show their signatures. After discussion, Director Nordhaus moved to

adopt the resolution, with changes to some of the titles and authorizations listed. Director Cameron seconded, and the motion passed unanimously.

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

**Taxes.** Ms. Loaiza gave the Tax Assessor-Collector report indicating the total TY 2023 taxes collected during October were \$5,421.36, leaving TY 2023 taxes receivable on October 31, 2024, at \$2,824,456.27. Total reported receipts of TY 2024 taxes were \$4,941.59. Checks were presented in the total amount of \$5,871.31. The reported percentage of collection of TY 2023 taxes was 99.2%. Director Adams moved to accept the Tax Assessor Collector's report as presented (and authorize the checks presented). Director Cameron seconded, and all voted in favor of the motion.

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

**Engineering, Projects, Etc.** Mr. de Leon informed the Board that he was still waiting for the final pay application for the Brondesbury Lift Station project, the final pay application for the Rennie Lift Station project. He presented a proposed Change Order No. 3 for the Rennis project and explained that it was caused by the delayed completion of work by CenterPoint Energy. After discussion, Director Cameron moved to approve Change Order No. 3 as presented. Director Castellano seconded, and all voted in favor of the motion.

Mr. de Leon also reported that work on the Section 6 Sanitary Sewer Rehabilitation project was underway. He presented and recommended Contractor's Pay Application No. 2 in the amount of \$582,772.46 (after deducting ten percent retainage). After discussion, Director Cameron moved to approve the application as presented. Director Nordhaus seconded, and all voted in favor of the motion.

Mr. de Leon informed the Board that work was underway for the Galleon Oaks GST Improvement project, and he reported that surveys and design for the Section 1 and 3 Sanitary Sewer Rehabilitation project were still underway, with permits and scheduled bid preparation to follow.

Mr. de Leon stated that he was coordinating a site visit with the electrical engineer for the Dominion Well Motor Replacement Project.

Regarding the Sherfield Ridge and Park Bend Waterline Replacement Project, Mr. de Leon said that design work was underway, and final review was pending.

Mr. de Leon informed the Board that he was still waiting for information from Green Trails MUD and HCMUD No. 345 regarding their proposed emergency interconnections. He also reported that work on the Mason Garden project (on Shillington Drive) was still ongoing.

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

**Energy & Streetlights.** Director Cameron presented a recent report from the Public Power Pool. There was no action taken.

**Multi-Agency Matters.** There was no action taken.

**STP's.** There was no report or action taken.

**Recreational Facilities, Etc.** Earlier in the meeting, Barry Hards with Texas Groundworks Management presented information regarding landscaping. Also, Ean Meyer addressed the Board about tennis teaching at the MCCC. He said his HOA had changed its bylaws to forbid professional teaching at its tennis facility, and he inquired about using the MCCC tennis facilities to continue teaching. He provided information regarding

estimated payments for lessons and the estimated number of students. One parent of Mr. Meyer student's provided additional information regarding Mr. Meyer's students. There was no action taken, but there was a request to put the matter on the next agenda.

President Connolly informed the Board a preliminary revenue study for the Community Center was completed. He advised that the report should be available for future reference. Director Cameron left the meeting.

**Operations & System Matters, Development, Etc.** Mr. Parrott reported that the total water pumped from September 16<sup>th</sup> through October 15<sup>th</sup> was 40,251,000 gallons, and consumption was 37,431,000 gallons, indicating a possible loss (or unaccounted-for amount) of 2,820,000 gallons, or 7.01%. He mentioned that much of the loss was due to the large leak that occurred near the Ford dealership.

Mr. Parrott informed the Board that a frame on one of the trailers was failing. He mentioned he would like to sell the trailer and purchase a new trailer from Trailer City, Inc., which had quoted a price of \$13,052.50. After discussion, Director Nordhaus moved to authorize the sale of the existing trailer and the purchase of the new trailer in the amount as presented. Director Adams seconded the motion, and all voted in favor of the motion.

Mr. Parrott also presented a quote to remove existing chain link fencing at the Brondesbury Lift Station and replace it with cedar fencing. He added that it would be contingent upon the completion of the Brondesbury Lift Station Conversion project and that the price would be locked in. After discussion, Director Nordhaus moved to authorize the fence replacement in the amount of \$17,425.00. Director Castellano seconded, and the motion passed unanimously.

Mr. Parrott presented photographs of a large main break that occurred at the intersection of Houghton Road and Kingsland Blvd. He noted that approximately 50 linear feet of a 12-inch water line needed to be replaced. He presented an estimate from Tackle Construction Co., Inc in the amount of \$22,500.00. He also mentioned that there would be a subsequent work order for engineering services relating to traffic control and emergency utility work in county right of way. After Discussion, Director Nordhaus moved to authorize the repair and estimate for the repair as presented. Director Adams seconded, and all voted in favor of the motion.

**Administrative Matters.** Samantha Saccomen presented a quote from Carrabba's restaurant for the Christmas event. She noted it was for approximately \$2,232.37 and included appetizers, entrees, and desserts. After discussion, Director Nordhaus moved to approve the tentative quote from the Carrabba's restaurant and authorize staff to obtain the food for the event, at a cost not to exceed \$2,500. Director Adams seconded, and all voted in favor of the motion.

**Next Meeting:** Director Nordhaus moved to approve the regular meeting set for Wednesday, December 11, 2024, at 6:00 PM at the Mason Creek Community Center. Director Castellano seconded, and the motion passed unanimously.

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

REVIEWED AND APPROVED BY THE BOARD on December 11, 2024.

SIGNED: 