

MASON CREEK UTILITY DISTRICT

B.C. Connolly
J.K. Nordhaus
F.J. Castellano
J.H. Cameron
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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 **special meeting** at 847 Dominion Dr., Katy, Texas 77450, on **November 20, 2023**, at 6:30 P.M. The duly elected members of the Board of Directors were:

Brian C. Connolly	President
James K. Nordhaus	Vice President
Frederick Castellano	Secretary/Treasurer
John Cameron	Director
Joe Adams	Director

and all the members were present, thus constituting a quorum.

Also, present were James L. Dougherty, Jr., Attorney for the District; and Susan Saccomen, Samantha Saccomen, 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.

Bills, Etc. There was no report or action.

Engineering, Projects, Etc. There was no report or action.

Recreational Facilities, Etc. Director Nordhaus opened a discussion related to Mr. Ean Meyer and his request to teach tennis at the community center tennis courts, including permits, keycards, contracts, and other agreements. He noted that Mr. Meyer was a serious coach and taught at IMG, a competitive sports academy in Florida. He added that he recommended that the District consider authorizing him to use the courts and seek to amend Mr. Anderson Kelly's permit. After discussion, the Board agreed to; (i) seek to amend Mr. Kelly's permit to include a fee of \$1,500 per month, with consideration for not having a reserved court and for providing policing duties; (ii) write a permit for Mr. Meyer with fees of \$2,500 per month which would provide a reserved court. After discussion, Director Castellano moved to authorize Vice President Nordhaus to finalize the tennis permits for Mr. Kelly and Mr. Meyer to subject to a background check on Mr. Meyer if it could be obtained at a reasonable cost. Director Cameron seconded, and the motion was unanimously carried.

Ms. Saccomen presented a proposed rate decrease for the Kingsland Room rentals. After discussion, the Board tabled the rate decrease. President Connolly asked the District office staff to provide the Board with data comparing the Kingsland Room rentals before and after the February 17, 2023, rate increase.

Operations, System Matters, Development, Etc. Mr. Parrott reported that the intersection of Kingsland Blvd. and Houghton Rd would be shut down for line repair beginning the second week of December. He informed the Board that one of the District's trucks had been backed into by a resident. He added that he had contacted the insurance company and opened a claim. He also reported that District-wide hydrant flushing would begin December 9th and would be completed on December 13th. He noted that flushing would only be performed between the hours of midnight and 5:00 AM.

Administrative Matters, Ms. Saccomen informed the Board that a certified or cashier's check in the amount of \$350 had been received for a customer deposit on a water-sewer account, but it had either been misplaced or destroyed. She added that the office staff had attempted to reach the customer numerous times by letter, email and door hangers, but there was no response as of that day. Ms. Saccomen noted that the service was turned off for non-payment, and the home was vacant. After discussion, the Board asked Ms. Saccomen to proceed with writing off the \$350 deposit.

Vice President Nordhaus reported that he was dissatisfied with Best Trash's performance during the hurricane, and he asked Ms. Saccomen obtain quotes from other solid waste services. Mr. Dougherty noted that the District could terminate the Best Trash contract by giving advance notice prior to its renewal on October 1, 2025, also that taking proposals for negotiating, and finalizing a new contract would take several months to complete, so it would be good to begin the process soon. After discussion, the Board asked

Ms. Saccomen to continue obtaining quotes from other companies, asked Vice President Nordhaus to reach out to other Districts regarding their solid waste contracts, and asked Mr. Nordhaus to open a discussion with Best Trash about reframing the existing contract prior to renewal.

Mr. Dougherty presented a proposed HR handbook that a working group developed. Director Castellano noted that the proposed handbook wouldn't make major changes from existing policies, but many of the policies would be streamlined. He added that a breakdown of employee job titles, pay ranges, etc. was provided by Mr. Parrott and Ms. Saccomen, and they were shown in a position chart. During discussion, the Board requested that the proposed handbook be amended to include a Reg20/10 category for Reg-20 employees with 10 years or more tenure and to include a position for an "Operations Manager." Mr. Dougherty said that, with those amendments, there would be four classes of employees; (i) Reg-20, or employees regularly-scheduled to work 20 hours per week or more; (ii) Reg-40, or employees regularly-scheduled to work 40 hours per week or more; (iii) Reg-20/10, or employees regularly-scheduled to work 20 hours or more per week and have been employed by the District for 10 years or more; and (iv) seasonal or temporary employees. Mr. Dougherty added that, under the proposed handbook, only Reg-40 and Reg-20/10 employees would qualify for benefits like medical, dental, optical and life insurance benefits, but Reg-20/10 employees would be responsible for part of the costs of those benefits (determined by comparison of hours scheduled to be worked, per week, to 40 hours). Mr. Dougherty also presented an amended Rate Order with changes to Appendix J. It would adopt the employee handbook, including the existing medical reimbursement policy, and make it clear that the appendix was not a contract and could be amended at any time, etc. After discussion, Director Cameron moved to; (i) adopt the amended Appendix J of the Rate Order as presented (ii) adopt the HR handbook as amended; (iii) authorize the HR Coordinator, Mr. Dougherty, Mr. Parrott, and Ms. Saccomen to populate the fields in the position chart. Director Adams seconded, and the motion was unanimously adopted. Director Adams moved to appoint Director Castellano as HR Coordinator. Director Cameron seconded, and the motion passed unanimously.

Inquiries; Next Meeting. The December regular meeting was scheduled for Wednesday, December 11, 2024, at 6:00 PM at 20201 Kingsland Blvd., Katy, Texas 77450

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 11, 2024

SIGNED: _____

