

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 **regular meeting** at 847 Dominion Dr., Katy, Texas 77450, on **January 15, 2025**, 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 and Brenton 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. 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 meeting minutes for the regular meeting on December 11th, 2024, and the special meeting on November 20th, 2024. Director Cameron seconded, and all voted in favor.

Delinquencies, Etc. 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 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 December 11th, 2024, through January 15th, 2025.

Mr. Davenport then presented the investment report for the period ending December 31st, 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 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 Nordhaus 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 Nordhaus seconded. The motion was carried by a unanimous vote.

Taxes. Ms. Loaiza gave the Tax Assessor-Collector report indicating the total TY 2024 taxes collected during December were \$1,622,479.71, leaving TY 2024 taxes receivable on December 31, 2024, at \$1,255,791.58. Total reported receipts of TY 2024 taxes were \$1,436,543.39. Checks were presented in the total amount of \$1,433,742.51. The reported percentage of collection of TY 2024 taxes was 57.6%. 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., Mr. Dougherty reported on a discussion with the attorney for HCMUD#345 about the previously-proposed emergency interconnect. He said it would serve both HCMUD#345 and HCMUD#346. He also mentioned that HCMUD#345 was asking Mason Creek Utility District to fund 50% of the initial cost for the interconnect. After further discussion, Director Castellano moved to authorize the attorney to draft a response letter offering to allow an emergency interconnect to be established, with appropriate terms and conditions, but without participation by MCUD in the initial cost. Director Cameron seconded, and the vote passed unanimously.

Engineering, Projects, Etc. Mr. Stamper informed the Board he had met with the electrical engineer and the Operator on the Brondesbury Lift Station Conversion Project. He said there were minor items that needed to be addressed. He stated that a follow-up meeting would be scheduled for further assessment, and items needing attention would be relayed to the contractor for a resolution. Mr. Dougherty stated that he had been working with the IIC's attorney regarding the final pay application and the final payment. He the issues included required submissions, like the warranty document for the submersible pumps, "as built" plans, and "bills paid" affidavits.

Mr. Stamper reported that the contractor for the Rennie Lift Station project was still addressing punch list items. He informed the Board that he had received a request from the contractor to lower the retainage to 5%. After discussion, Director Cameron moved to amend the contract to allow an early release of retainage equal to 2.5% of the estimated Contract Price (calculated to be \$52,804.67) when the punch list items are addressed, and subject to a release of any interest claims. Director Nordhaus seconded, and the vote passed unanimously.

Mr. Stamper also presented and recommended Change Order No. 1 to increase the Contract Time and the Contract Price (by \$126,186.45) for pipe bursting work in Section 4, to be done under the contract with the PM Construction firm. Director Cameron moved to approve the Change Order No. 1 as presented, Director Castellano seconded, and all voted in favor of the motion. Mr. Stamper also presented and recommended Contractor's Pay Application No. 4 in the amount of \$272,011.86 (after deducting ten percent retainage). After discussion, Director Cameron moved to approve Pay Application No. 4 as presented. Director Adams seconded, and all voted in favor of the motion.

Mr. Stamper informed the Board that the coating for the Galleon Oaks GST Improvement project was complete and that he would have a third party inspect the coating.

Mr. Stamper noted that the surveys and design for the Section 1 and 3 Sanitary Sewer Rehabilitation project were being finalized. He said the necessary applications were scheduled to be submitted to the City of Houston and Harris County within a few weeks.

Mr. Stamper reported that he had received feedback from the electrical engineer for the Dominion Well Motor Replacement Project during a site visit and would be discussing it with the Operator in the coming days.

Regarding the Sherfield Ridge and Park Bend Waterline Replacement Project, Mr. Stamper said that the plans had been submitted to Harris County that day, and he was awaiting comments from the County. He also reported that the repair at the intersection of Houghton and Kingsland Blvd was completed, and he was waiting for any further direction from the County.

Mr. Stamper presented an engineering work order which included miscellaneous work items for the District. Director Castellano moved to approve the work order as presented. Director Cameron seconded, and all voted in favor of the motion.

Mr. de Leon reported that a letter was sent to the KOA Group for the Mason Garden project (on Shillington Drive), and it had been signed and returned earlier that week. Ms. Susan Saccomen mentioned that she had discussed additional deposits from the KOA Group and would get with the engineer for a final number.

President Connolly stated he would like the projects to be placed on the website.

Director Cameron moved to approve the engineers' report as presented. Director Adams seconded, and the motion was adopted unanimously.

Energy & Streetlights. Director Cameron provided a report from P3 (Public Power Pool).

Multi-Agency Matters. There was no action taken.

STP's. Director Nordhaus reported that WMMUD had a catwalk collapse, and a report from the engineer was still pending. He added that Cinco MUD had several ongoing projects and that MCUD's cost share had increased. He mentioned that he had spoken with Susan Saccomen about adjusting the budget due to the added costs.

Recreational Facilities, Etc. Ms. Lorraine provided a revenue study for the Mason Creek Community Center. Director Nordhaus stated that the number of rentals had significantly decreased and asked Ms. Samantha Saccomen to assist with advertising the facility. Ms. Samantha Saccomen presented a virtual tour of the facility and mentioned that the alert system, social media, and bill inserts would be utilized for advertisement. She added that she would investigate additional means of advertisement.

Ms. Lorraine presented a quote for replacement of a few speakers, volume controls, and one of the control boards for the sound system. She mentioned she was also obtaining another quote. After discussion, Director Cameron moved to authorize a repair/replacement cost not to exceed \$10,000.00. Director Castellano seconded, and all voted in favor of the motion.

Director Nordhaus proposed renaming the Mason Creek Community Center to be the “Len Forysth Community Center.” He made a motion to approve the new name. Director Castellano seconded, and all voted in favor of the motion.

Ms. Susan Saccomen informed the Board that she had met with Mr. Anderson Kelly regarding the increased fees and updated contract. She added that Mr. Kelly indicated that he would return with hard numbers and a counteroffer.

Operations & System Matters, Development, Etc. Mr. Parrott reported that the total water pumped from November 16th through December 15th was 11,822,000 gallons, and consumption was 10,529,801 gallons, indicating a possible loss (or unaccounted-for amount) of 1,292,199 gallons, or 10.9%, for the month of December. He added the water pumped for 2024 was 337,594,000 gallons out of the permitted 400,000,000.

Mr. Parrott provided a quarterly detailed report of the static water levels and pump submergence levels at the well sites and lift stations except for Well 3 (due to the near-completed project).

Mr. Parrott mentioned that the Cathco firm was going to begin hydrant inspections and flow tests later in the month. He stated he would work with office staff to send out a notice to residents.

Administrative Matters. Ms. Saccomen presented the 2025 holiday schedule. After discussion, Director Cameron moved to approve the holiday schedule as presented. Director Castellano seconded, and all voted in favor of the motion. President Connolly requested evaluations, hard numbers and recommendations for employee pay increases to be effective March 1st.

Next Meeting: Director Cameron moved to approve the regular meeting set for Wednesday, February 12, 2025, at 6:30 PM at the District’s office. Director Castellano seconded, and the motion passed unanimously.

Adjournment. There being no further business to discuss, the meeting was adjourned.

REVIEWED AND APPROVED BY THE BOARD on February 12, 2025.

SIGNED: 