

# 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 **special meeting** at the Mason Creek Community Center, 20201 Kingsland Blvd., Katy, Texas 77450, on **February 25, 2025**, at **11:00 AM**. 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, except John H. Cameron and Joe M. Adams, thus constituting a quorum. Also, present was James L. Dougherty, Jr., Attorney for the District. The meeting was called to order and in accordance with notice posted pursuant to law, the following business was transacted:

**Notices & Minutes.** There was no action taken.

**Administrative Matters.** President Connolly gave background information on employee pay rates and related benefits. He presented data showing current hourly rates, overtime, total compensation, recent increases, benefits, vehicles (and allowances), etc. There was a general discussion. The President presented information about TCEQ licenses and required continuing education, with incentives. Directors reviewed data on pay rates from other public agencies (utility staff) and general market rates, and they reviewed recommendations from the Operations Manager and the Office Manager. After further discussion and data reviews, there was a motion to:

(a) approve and adopt pay ranges (with minimum and maximum rates per hour) and increased pay rates (actual) for current employees, effective 3-1-2025, as shown below:

Position	Max. no. of employees in position	Pay range (min. and max., per hour)	Increased pay rate (actual) per hour effective 3-1-2025
Maintenance Technician – 1	2	<u>\$17.00 to \$24.00</u>	(HS) \$17.34 (AB) \$22.07
Maintenance Technician – 2	1	<u>\$24.01 to \$28.00</u>	\$25.80
Crew Leader	1	<u>\$28.01 to \$33.00</u>	\$31.34
Facilities Operator	1	<u>\$33.01 to \$38.00</u>	\$36.52
Compliance Officer	1	<u>\$24.00 to \$31.00</u>	\$30.83
Operations Manager	1	<u>\$38.01 to \$58.00</u>	\$58.00
Administrative Assistant	1	<u>\$17.00 to \$21.50</u>	\$21.42
Senior Administrative Assistant	1	<u>\$21.51 to \$28.50</u>	\$28.50
Office Manager	1	<u>\$29.00 to \$40.50</u>	\$40.50

and

(b) request that the following changes be made to the HR Handbook and brought back to Board for its consideration at the next meeting:

Item	Change in HR Handbook
Employer contribution SEP-IRAs	Percentage to be set each year (not to exceed 5%) of each employee's base pay during preceding 12-month period.
Health insurance premiums	Actual amount of premiums (for employees and dependents) to be paid by District, unless Board sets a different amount.
Reimbursements to employees for health care expenses not covered by health insurance (copays, deductibles, etc. and health club dues)	Actual, not to exceed \$3,000 for each employee, per year
Reimbursements for use of private vehicles for District business	Rate per mile allowed by IRS as an employee business expense, for actual reported mileage.
Payment for TCEQ training courses, tests, licenses, etc.	District to pay 100% of costs or positions with job descriptions requiring such licenses (in addition to paid leave for training, etc.)
Overtime pay	Pay only for overtime as required by FLSA (i.e., time worked over 40 hours in a work week) and require supervisor to grant time off during same work week to minimize overtime (and authorize supervisors to make exceptions in appropriate cases)
Temporary pay increases	Authorize temporary pay increases for employees at the maximum pay rate authorized (top of range)

The motion was seconded and adopted (passed 3-0).

**Projects, Operations & System Matters, Etc.** There was no action taken.

**Inquiries, Etc.** There was no action taken.

There being no further business to discuss, the meeting adjourned at approximately 12:50 PM.

REVIEWED AND APPROVED BY THE BOARD on March 12, 2025

SIGNED: 