

# 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 **March 12, 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, except Director Nordhaus, 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 McClellan and Associates; Brenton Stamper of Venturi Engineers LLC; 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 Adams moved to approve meeting minutes for the regular meeting on February 12<sup>th</sup>, 2025, and the special meeting on March 25<sup>th</sup>, 2025. Director Castellano seconded, Director Cameron abstained and the motion passed.

**Delinquencies, Etc.** Ms. 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 Adams 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 Castellano and carried by a unanimous vote.

**Bookkeeping, Etc.** Mr. Davenport presented the bookkeeper's report including the cash disbursement report for February 13<sup>th</sup>, 2025, through March 12<sup>th</sup>, 2025.

Mr. Davenport then presented the investment report for the period ending February 28<sup>th</sup>, 2025. 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 Castellano 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.

**Bills, Etc.** Director Cameron moved to accept the bills as presented (and authorize the checks that had been prepared to pay them). Director Castellano 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 through February were \$2,698,413.26, leaving TY 2024 taxes receivable on February 28, 2025, at \$179,370.96. Total reported receipts of TY 2024 taxes in February were \$139,883.86. Checks were presented in the total amount of \$130,087.89. The reported percentage of collection of TY 2024 taxes was 97.0%. Director Castellano 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.

Mr. Hal Gordon reported that there were a few delinquent tax accounts that were candidates for water/sewer service termination. He formally requested Board approval to begin the termination process. After discussion, Director Cameron moved to authorize Mr. Gordon to begin the termination process, seconded by Director Castellano and all voted in favor of the motion.

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

**Engineering, Projects, Etc.** Mr. Stamper reported that he had met with the electrical engineer and the Operator on the Brondesbury Lift Station Conversion Project. He said there were still some minor items that needed to be addressed. He added that he was still awaiting documenta from the contractor and the final pay application.

Mr. Stamper reported that the contractor for the Rennie Lift Station project was still addressing punch list items. He also informed the Board that the Section 6 Sanitary Rehabilitation was complete. He presented and recommended Contractor's Pay Application No. 6 in the amount of \$272,011.86 (after deducting ten percent retainage). After discussion, Director Cameron moved to approve Pay Application No. 6 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 presented and recommended Final Pay Application No 1. Director Castellano moved to approve Final Pay Application No. 1 as presented. Director Cameron seconded, and the vote passed unanimously.

Mr. Stamper noted that the surveys and design for the Section 1 and 3 sanitary sewer rehabilitations were complete. He said the necessary applications were submitted to the Harris County Engineering Department, Harris County Flood Control District, and Office of the City Engineer.

Mr. Stamper reported that he had received feedback and was coordinating with the electrical engineer for the Dominion Well Motor Replacement Project. Regarding the Sherfield Ridge and Park Bend Waterline Replacement Project, he said that the plans had been submitted to Harris County in December. He added that he was waiting for approval from Harris County Engineering Department.

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. Stamper informed the Board that he received a request from Green Trails MUD for a dedicated emergency interconnect for the Green Trails MUD apartments on Houghton Rd. After discussion, there appeared to be a consensus that for the attorney to work with the engineer, the president and the operator to draft a letter which would include a monthly service charge (including a standby component, similar to the City of Houston EBS charge) and would define the area that could be served.

Mr. Dougherty updated the Board regarding the requested emergency interconnect to HCMUD#345 and stated discussions were still pending between HCMUD#345 and HCMUD#346

Mr. Stamper reported there was no update on the Mason Garden project (on Shillington Drive).

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) and mentioned the contract is set to expire at the end of the year. He also informed the Board that Centerpoint would not replace the existing bulbs (high pressure sodium) throughout the District. He stated that he traveled to Webster with Mr. Diehl to investigate an LED bulb to be used in replacing the existing decorative lights along Fry Road, but the LED lights would not be available for a year. After discussion, Director Castellano moved to authorize Director Cameron to: (i) draft and send an email to CenterPoint and (ii) draft and send an agreement with HCMUD#346 (which would pay the capital cost) that would be necessary to install six new additional decorative lights along Fry Road. Director Adams seconded, and all voted in favor of the motion.

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

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

**Recreational Facilities, Etc.** Mr. Parrott informed the Board that the sign for the Mason Creek Community Center was still pending.

**Operations & System Matters, Development, Etc.** Mr. Parrott reported that the total water pumped from December 16<sup>th</sup> through January 15<sup>th</sup> was 21,141,000 gallons, and consumption was 18,216,712 gallons, indicating a possible loss (or unaccounted-for amount) of 2,924,288 gallons, or 13.83%, for the month. He mentioned that his staff had discovered a broken line that had not previously surfaced.

Mr. Dougherty informed the Board that Kingsland Baptist Church was proceeding with work on a new building. He said the location of the proposed building was atop an old sanitary sewer easement (which was apparently granted to the

Goodrich family). After discussion, Director Adams moved to authorize an instrument that would: (i) release any interest the District may have in the old Goodrich and (ii) provide that the church would grant a new easement to MCUD parallel and adjacent to the rear lot line of the KBC property. Director Castellano seconded, and the motion passed unanimously.

**Administrative Matters.** Ms. Lorraine informed the Board that the Open House fliers were being prepared and mentioned that the WHAL swim team documents and insurance were still pending.

Mr. Dougherty presented draft changes for the HR handbook, which included pay rates, overtime or allowances, employee leave, milage, insurance and reimbursement, end of year contributions, etc. After discussion, Director Castellano moved to adopt the changes as presented. Director Adams seconded, and all voted in favor of the motion.

**Next Meeting:** Director Castellano moved to approve the regular meeting set for Wednesday, April 16, 2025, at 6:30 PM at the District's office. Director Adams 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 April 16, 2025.

SIGNED: 