

# 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 **April 16, 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; John Wood, President of the Nottingham Country homeowner's association (NCCIA); and Susan Saccomen, 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. Susan Saccomen reported that the notice of the meeting had been posted as required by the Texas Open Meetings Act. Director Cameron moved to approve meeting minutes for the regular meeting on March 12<sup>th</sup>, 2025, and the special meeting on March 25<sup>th</sup>. Director Nordhaus seconded, and the motion passed.

**Delinquencies, Etc.** Ms. 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 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.

Mr. Gordon reported that six delinquent tax accounts were candidates for water/sewer service termination. He stated that five of the six had paid, and the sixth had been notified without response. Director Adams moved to authorized termination of services on May 1, 2025, subject to a welfare check and approval by President Connolly. Director Castellano seconded, and all voted in favor of the motion

**Bookkeeping, Etc.** Mr. Davenport presented the bookkeeper's report including the cash disbursement report for March 13<sup>th</sup>, 2025, through April 16<sup>th</sup>, 2025.

Mr. Davenport then presented the investment report for the period ending March 31<sup>st</sup>, 2025. Director Nordhaus 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 Cameron seconded. The motion passed unanimously. After discussion, Director Cameron moved to accept the bookkeeper's report as presented. Director Adams seconded, and all voted in favor of the motion.

**Bills, Etc.** Director Castellano moved to accept the bills as presented (and authorize the checks that had been prepared to pay them). Director Cameron 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 March were \$2,875,205.78, leaving TY 2024 taxes receivable on March 31, 2025, at \$143,572.71. Total reported receipts of TY 2024 taxes in March were \$44,008.86. Checks were presented in the total amount of \$34,930.81. The reported percentage of collection of TY 2024 taxes was 98.2%. Director Cameron moved to accept the Tax Assessor-Collector's report as presented (and authorize the checks presented). Director Castellano seconded, and all voted in favor of the motion.

**Water Supply, Etc.,** Mr. de Leon reported that HCMUD #346 had opted out of the emergency interconnection project previously proposed. He added that it effectively ended the project.

**Engineering, Projects, Etc.** Mr. Stamper reported that a DeZurik representative had visited the Rennie Lift Station site and discovered that the pressure switch problems were caused by electrical interference. Mr. Stamper also reported that the contractor for the project was still addressing punch list items, and he was awaiting the final pay application request. Mr. de Leon reported that the project should be completed by the second week of May.

Mr. Stamper reported that he met with the electrical engineer and the District's operator on the Brondesbury Lift Station Conversion Project. He said there were still some minor items that needed to be addressed. Mr. Parrott noted that the electrician had found a defective voltage meter. He added that there were also three terminal blocks that needed to be replaced. After discussion,

Director Cameron moved to authorize the engineer to negotiate to have the terminal blocks provided and installed by the contractor, assuming the District would provide and install the voltage meter. Director Adams seconded, and the motion passed unanimously.

Mr. Stamper presented and recommended Pay Application No 7 for the Section 6 sanitary sewer project in the amount of \$76,482. He added that all of Section 6 had been televised and would be reviewed by the operator and engineer. Director Nordhaus moved to approve Pay Application No. 7 as presented. Director Cameron seconded, and the vote passed unanimously. Mr. Stamper reported that there was a sewer line collapse involving approximately 138 feet of line near the corner of Hanover and Norwalk. He added that the repair could be done under the contract for the Section 6 Sanitary Sewer project. For that purpose, he requested authorization of Change Order No. 2 in the amount of \$41,835. Director Adams moved to approve Change Order No. 2 as presented. Director Castellano seconded, and all voted in favor of the motion.

Mr. Stamper noted that he had received some minor comments from Harris County regarding the Section 1 and 3 sanitary sewer project. He added that the City of Houston and Harris County Flood Control District had approved the project, and the comments would be addressed, and the plans would be resubmitted to Harris County.

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 repair project, Mr. Stamper said that the plans had been approved, and he requested Board approval to advertise the project for bids. Director Nordhaus moved to authorize the engineer to advertise the project. Director Castellano seconded, and all voted in favor of the motion.

Mr. Stamper reported that the letter for a dedicated emergency interconnect to serve the Green Trails MUD apartments on Houghton Rd was still being worked on.

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

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

**Energy & Streetlights.** Director Cameron provided a report from P3 (Public Power Pool) and mentioned the contract was set to expire after the end of the year. He mentioned P3's procurement proposal for the next contract and pointed out that the District had the option to pull out of the pool by May 9<sup>th</sup>. It was pointed out that the District also had an option to participate in a sub-pool for power from purely renewable sources. The Board took no action to exercise either option, indicating an intent to stay in the pool for the new procurement process, as proposed. Director Cameron recommended that the District approve the "Authorized Transaction Period" proposed by P3--in case such approval was needed--and made a motion to that effect. Director Nordhaus seconded and the motion was carried by a unanimous vote.

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

**STP's.** President Connolly reported that Inframark, the management company for the Cinco Regional Plant, was requesting a pay increase to \$5,000 per month. He noted that it was the first increase in 13 years, and that the request was approved by the members.

Director Nordhaus reported that the WMMUD STP was running way over budget, and the members were requesting an accounting. The operator said that the accounting would be brought to a subsequent meeting.

**Recreational Facilities, Etc.** Mr. John Wood asked the Board to consider authorizing NCCIA to use a room at the MCCC for an additional three meetings per month. After discussion, Director Cameron moved to amend the rate order to authorize certain "non-profit organizations, whose memberships are virtually the same as the owners of single-family property within the District" to: "reserve and use the MCCC without charge once a year for events (for residents of the District only) plus *up to three times per month for meetings (limited to Monday through Thursday and, whenever practicable, using only a smaller meeting room)* and subject to being preempted in case there is a paying user for the same space at the same time," with the continuing proviso that "such reservations and use are subject to availability, approval of permits, etc. and shall be conditioned upon the organization paying for cleaning, damages, lifeguards, constables, etc." Director Nordhaus seconded, and all voted in favor of the motion.

President Connolly reported that he and Director Nordhaus toured the tennis courts. He advised the Board that patching and repainting would suffice. Director Cameron moved to authorize such repairs up to \$25,000. Director Adams seconded and the motion was unanimously carried.

Director Nordhaus reported that the liability insurance for Sweetwater Pools, Inc, was up for renewal and he requested authorization to approve the insurance once he and the attorney finalized the requirements. Director Adams moved to authorize Director Nordhaus to approve Sweetwater Pools, Inc. insurance contingent upon the proper coverage was provided. Director Castellano seconded and all voted in favor of the motion.

Mr. Nordhaus reported that the West Houston Aquatic League had dropped the auto coverage from its insurance policy. After discussion, the Board asked the attorney and office staff to continue to work at getting the auto insurance added back as required.

Director Nordhaus presented a log of community center room rentals and recommended that rental prices be reduced to encourage rental activity. Director Castellano moved to amend the rate order to reduce the rental fees for the Main Ballroom by 50 percent (for residents and non-residents) but keeping the deposit unchanged, as follows.

RESIDENTS	\$350 (four-hour minimum) and \$60/hour for additional hours \$600 for all day (9 am – midnight)
NON-RESIDENTS	\$450 (four- hour minimum) and \$75/hour for additional hours \$900 for all day (9 am – midnight)

Director Cameron seconded, and the motion was unanimously passed. Ms. Samantha Saccomen presented quotes for a DJ and movie night for the open house. Director Cameron moved to approve a DJ for up to \$500 and the additional movie night at a cost of \$450 for the open house. Director Nordhaus seconded and the motion passed unanimously.

**Operations & System Matters, Development, Etc.** Mr. Parrott reported that the total water pumped from February 16<sup>th</sup> through March 15<sup>th</sup> was 19,578,000 gallons, and consumption was 17,904,000 gallons, indicating a possible loss (or unaccounted-for amount) of 1,674,493 gallons, or 8.55%, for the month. He noted that some of the water loss was due to the Section 6 televising.

Mr. Parrott noted that he would provide the results of the well testing at the May meeting.

He presented the renewal for the generators service contract in the amount of \$27,433. Director Nordhaus moved to approve the contract renewal as presented. Director Cameron seconded, and the motion passed unanimously.

Mr. Parrott presented an invoice for fire hydrant blasting and painting in the amount of \$12,650 but recommended that it be tabled. The Board took no action.

Mr. Parrott reported that a leak occurred at the intersection of Rennie and Withington. He received a quote from Tackle Construction in the amount of \$19,200 to bore underneath the road, make the necessary repairs to the 6" water line, and replace a fire hydrant. Director Cameron moved to approve the quote from Tackle Construction as presented. Director Castellano seconded, and the motion passed unanimously.

Director Nordhaus asked Mr. Parrott provide a weekly report of ongoing problems or projects.

Mr. Parrot reported that both of the District's excavators needed repairs and that he was renting an excavator in the meantime at a cost of approximately \$3,000.

**Administrative Matters.** There was no action taken.

**Next Meeting:** Director Cameron moved to approve a meeting set for Wednesday, May 14, 2025, at 6:00 PM at the Mason Creek Community Center (for sign dedication and renaming of the Mason Creek Community Center to the Len Forsyth Community Center). 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 May 14, 2025

SIGNED: 