

# 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 **December 17, 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	Secretary/Treasurer
Joe M. Adams	Assistant Secretary/Treasurer
John H. Cameron	Director

and all the members were present, thus constituting a quorum. Also, present were James L. Dougherty, Jr., attorney for the District; Derek Davenport of McClennan and Associates; Jose de Leon and Brenton Stamper of Venturi Engineers LLC; 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. 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 special meeting on November 6<sup>th</sup>, 2025, and the regular meeting on November 12<sup>th</sup>, 2025. Director Castellano 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. Ms. Susan Saccomen indicated that, in previous years, discontinuations were not carried out during the holiday season. After it appeared that no one wanted to be heard, Director Adams made a motion to suspend the discontinuation of utility service for the listed accounts until January 14, 2026. The motion was seconded by Director Cameron and carried by a unanimous vote.

**Bookkeeping, Etc.** Mr. Davenport presented the bookkeeper’s report including the cash disbursement report for November 12<sup>th</sup>, 2025, through December 17<sup>th</sup>, 2025. He also presented the investment report for the period ending November 30<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.

Mr. Davenport said that he hadn’t been able to update the budget because of the new budget rules that must be met prior to a budget update. He added that he would bring it to the January meeting. Mr. Dougherty added that the District was required to provide special notice and taxpayer impact statements prior to any budget discussions. After discussion, Director Cameron moved to accept the bookkeeper’s report as presented. Director Nordhaus seconded, and all voted in favor of the motion.

Mr. Dougherty informed the Board that there were new reporting requirements related to bond elections. He added that the filing was due December 31<sup>st</sup>, and each subsequent August. He recommended the Board authorize Ms. Susan Saccomen to collaborate with him to file the necessary report. Director Cameron moved to authorize Mr. Dougherty and Ms. Susan Saccomen to complete and file the bond report with the state comptroller. Director Castellano seconded, and the motion passed unanimously.

**Bills, Etc.** Director Nordhaus 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. Saccomen said that Ms. Loaiza was unable to attend the meeting, and that there was no time for the tax assessor collector’s office to find someone to fill in. She did note that the report was part of the Director’s meeting reports. Director Cameron moved to accept the written report as provided. Director Nordhaus seconded, and the motion was unanimously carried.

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

**Engineering, Projects, Etc.** Mr. Stamper reported that Mr. Dougherty had composed and sent wording for a final release letter to the attorneys for Insuror’s Indemnity. Mr. Dougherty added that no Board action was needed, and the check was ready for release once the signed release letter was received.

Mr. Stamper presented and recommended Pay Application No. 3 in the amount of \$564,210.00 for the Sections 1 & 3 Sanitary Sewer Rehabilitation project. District. Director Nordhaus moved to approve the pay application as presented. Director Cameron seconded, and all voted in favor of the motion.

Mr. Stamper informed the Board that a property owner on Houghton Road had contacted the operator to express his concerns about his trees, because there was digging and construction for the Sections 1 & 3 Sanitary Sewer Project in his front yard. Mr. Dougherty presented email correspondence between the resident, the District and the contractor. He noted that the resident was saying that the trees had suffered damage and that he felt he was obliged to report the damage to anyone he sold the property to. Mr. Dougherty noted that the resident had requested copies of the contract documents and plats related to the project, and the District had provided them. Mr. Dougherty added that this fell under the contractor's responsibility. Mr. Dougherty recommended the engineer send a letter to the contractor affirming that the District expected them to abide by the contract. Mr. Dougherty also recommended the Board send a letter to the contractor about the contract's indemnity clause and the contractor's duty to defend and protect the District. Mr. Dougherty also recommended a letter be sent to the contractor's insurance company and to the District's insurance company notifying them of the situation. Director Cameron moved to authorize the letters as discussed above. Director Nordhaus seconded, and the motion was unanimously carried.

Mr. Stamper reported that the contract for the Dominion Water Plant Electrical Improvement Project was finalized and the project would be advertised after the beginning of the year, with the bid opening to be held at the end of January.

Mr. Stamper reported that the Section 1 and Section 2 Waterline Rehabilitation Projects were still in the design phase. He added that Mr. de Leon would present the various options for the repair of the sewer lines in Section 1 at the January meeting.

Mr. Stamper reported that the bond application was submitted to TCEQ in November, and he expected a response letter in January. He also informed the Board that the project design for the Castle Bend and Laurel Lock water line repair was underway.

Mr. Dougherty reported that the District was waiting for KISD to provide documents for easements and facilities before approval of the proposed plat. Mr. Stamper informed the Board he was still coordinating with Kingsland Baptist Church regarding abandonment of an old utility easement. Mr. de Leon noted that construction was underway and he had reviewed the plans with the District Operator.

Mr. Stamper announced that he was leaving Venturi Engineers, and Mr. de Leon and his staff would take over the District's projects.

Director Cameron moved to approve the engineering report as presented. Director Nordhaus seconded, and the motion carried unanimously.

**Energy & Streetlights.** There was no report or action taken.

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

**STP's.** Mr. Nordhaus reported that WMMUD had provided a 10-year budget plan for its capital projects. Director Nordhaus and Mr. Dougherty said they were reviewing a draft for an amended contract with WMMUD.

**Recreational Facilities, Etc.** Mr. Parrott reported that the pool resurfacing should be complete by the end of the following week. Ms. Samantha Saccomen presented a revenue study details of rentals during 2024 and 2025 for the Community Center. After discussion, Director Nordhaus requested a questionnaire/survey be sent to renters following their events.

**Operations & System Matters, Development, Etc.** Mr. Parrott reported that the total water pumped from October 16<sup>th</sup> through November 15<sup>th</sup> was 32,251,000 gallons, and consumption was 30,933,100 gallons, indicating a possible loss (or unaccounted-for amount) of 1,317,900 gallons, or 4.09%, for the month.

Mr. Parrott reported that the fence around the Rennie Road Lift Station had been replaced. He added that low-maintenance landscaping for the lift station would be completed in January.

**Administrative Matters.** Ms. Susan Saccomen presented the 2026 holiday schedule. Director Nordhaus asked that the office be closed at noon on Christmas Eve and New Year's Eve be added to the schedule. Ms. Saccomen said she would bring the 2026 holiday schedule with the requested updates to the January meeting.

**Next Meeting:** Director Cameron moved to approve the regular meeting set for Wednesday, January 14<sup>th</sup>, 2026, 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 1.14.2026.

SIGNED: 