

# 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 14, 2026**, 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; Lina Loaiza of BLICO, Inc., the District’s tax assessor-collector; Bill Blich of Blich Associates, Inc.; Derek Davenport of McClennan and Associates; Jose de Leon and Chloe Herrera of Venturi Engineers LLC; and Susan Saccomen, Kasey Lorraine 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 Castellano moved to approve meeting minutes for the regular meeting on December 17<sup>th</sup>, 2025. Director Cameron seconded, and the motion passed.

**Delinquencies, Etc.** Ms. Lorraine 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 made a motion to: (i) find and determine that the amount shown on the list for each account was correct and delinquent, and (ii) authorize discontinuation of utility service for those accounts, 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 Cameron and carried out by a unanimous vote.

**Bookkeeping, Etc.** Mr. Davenport presented the bookkeeper’s report including the cash disbursement report for December 18<sup>th</sup>, 2025, through January 14<sup>th</sup>, 2026. He also presented the investment report for the period ending December 31<sup>st</sup>, 2025. Director Castellano 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 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 that the total taxes collected through December were \$873,745.03, leaving total taxes receivable on December 31<sup>st</sup>, 2025, at \$2,577,782.92. The reported percentage of collection of TY 2025 taxes was 25.69%. Reported receipts of TY 2025 taxes during December were \$659,281.78. Checks were presented in the total amount of \$201,456.25. Director Cameron moved to accept the Tax Assessor-Collector’s report as presented (and authorize the checks presented). Director Adams seconded, and all voted in favor of the motion.

Mr. Blich reported on the proposed sale of District Tax Bonds, Series 2026. He presented a draft of the preliminary official statement and stated that he was still waiting on TCEQ approval to sell the bonds. After discussion, Director Cameron moved to (i) approve the preliminary official statement and (ii) authorize Mr. Blich to advertise for bids upon TCEQ approval. Director Adams seconded and all voted in favor of the motion.

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

#### **Engineering, Projects, Etc.**

Mr. de Leon introduced Ms. Herrera. He stated that Ms. Herrera had worked closely with Mr. Stamper on the District’s projects and would continue to work on District projects.

Mr. de Leon informed the Board that the line work for the Sections 1 & 3 Sanitary Sewer Rehabilitation project was mostly complete and that the manhole rehabilitation and site restoration was pending. District. He also mentioned that there was a pending change order made necessary by a sewer line collapse, and a separate work order would also be necessary. He said he was estimating

completion in March or April. He mentioned that there was a damage complaint made by a resident. Mr. Dougherty informed the Board that notices had been sent to the contractor, the contractors insurance company, and the Districts insurance company.

Mr. de Leon stated that the Dominion Water Plant Electrical Improvement Project had been advertised and posted on CIVCAST. He mentioned the pre bid meeting was scheduled for January 22<sup>nd</sup> and the bid opening was scheduled for January 29<sup>th</sup>. He reported that the Section 1 and Section 2 Waterline Rehabilitation Projects were still in the design phase.

Mr. de Leon noted that the bond application had been submitted to TCEQ in November, and it was under review by a TCEQ representative. He also informed the Board that the project design for the Castle Bend and Laurel Lock water line repair was still underway. He presented the annual work order for District approval. Mr. Dougherty reported that the District was waiting for KISD to provide documents for easements and facilities before approval of the proposed plat. Mr. de Leon noted that construction was underway at the Kingsland Baptist Church, and he was still coordinating on relocating an old utility easement.

Mr. de Leon informed the Board that it appeared that some construction had started at the site on Shillington for "Mason Garden Place." He stated he had a site appointment and would reach out to the engineer. He also mentioned that he would reach out to the Country and submit an open records request.

Director Cameron moved to (i) approve the engineering report as presented and (ii) the annual work order as presented. Director Castellano seconded, and the motion carried unanimously.

Mr. Parrott informed the Board that Harris County Precinct 4 staff had indicated that the County wanted was proposing to build a sidewalk on Westgreen Boulevard between IH-10 and Cranfield.

**Energy & Streetlights.** Director Cameron presented the P3 report. He mentioned that Constellation Energy Corporation had acquired Calpine Corporation/Champion Energy. He said the District should expect changes to the format of the bill in the next few years.

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

**STP's.** Director Nordhaus reported that WMMUD projects should be accounted for in the participants' budgets due to aging infrastructure.

**Recreational Facilities, Etc.** Ms. Lorraine provided a verbal report for the rental usage for the Mason Creek Community Changes. After discussion, there were no changes made to the rental prices.

**Operations & System Matters, Development, Etc.** Mr. Parrott reported that the total water pumped for 2025 was 343,070,000 gallons, and consumption was 326,387,143 gallons, indicating a possible loss (or unaccounted-for amount) of 16,682,857 gallons, or 4.86%, for the year.

Mr. Parrott recommended annual hydrant flushing and inspection. He estimated the cost to be \$6,000. After discussion, Director Castellano moved to approve the hydrant flushing and inspection recommendation as presented. Director Cameron seconded, and all voted in favor of the motion.

After discussion, Director Cameron moved to approve the operator's report. Director Nordhaus seconded and the vote passed unanimously.

**Administrative Matters.** Mr. Dougherty presented a proposed Appointment of Agent and Designation of Election Office and reported on arrangements for the May 2, 2026 general election. After discussion, Director Cameron moved to (i) approve the appointment of Susan Saccomen as the Secretary's agent, with an office at 847 Dominion, Katy, Texas; and (ii) authorize preparation and advertisement of a notice that the District did not intend to provide accessible voting equipment for the District's May 2, 2025 general election, unless requested as provided in the Water Code. Director Nordhaus seconded and the motion passed unanimously.

Ms. Saccomen presented the revised 2026 holiday schedule. After discussion, Director Castellano moved to approve the holiday schedule as presented. Director Cameron seconded, and all voted in favor of the motion.

Mr. Dougherty presented proposed changes to the Employee Handbook. He also presented a Simplified Employee Pension Plan-Individual Retirement Accounts Contribution Agreement. After discussion, Director Cameron moved to approve (i) the proposed changes to the Handbook and (ii) the Simplified Employee Pension Plan- Individual Retirement Accounts Contribution Agreement as presented. Director Castellano seconded and the vote passed unanimously.

**While the Board was in public session, the President indicated that the Board would be holding an executive session as indicated on the agenda. He made the following announcement:**

The Board of Directors of MASON CREEK UTILITY DISTRICT is starting a closed or executive session on January 14, 2026 at 8:09 o'clock P.M. under Section(s) 551.074 of the Texas Government Code. The subject matter (agenda) of this deliberation is as follows, appointment, employment, evaluation (including pay, benefits, etc.), reassignment, duties, etc. of officers and employees."

The Board then held an executive session at 847 Dominion Dr., Katy, Texas 77450. At the end of the executive session, the Board returned to public session, and the President made the following announcement: "The Board of Directors has completed its closed or

executive session on January 14, 2026, at 9:06 o'clock P.M.." After that announcement, there was a discussion of District pay policies, followed by a motion to adopt new pay increases (hourly rates and one-time payments), as follows:

<u>Employee</u>	<u>New pay rate or one-time payment (OTP)</u>	<u>Pay period(s) when new pay rate or OTP will be in effect</u>
<u>Susan Saccomen</u>	<u>\$3,370 OTP (in addition to existing hourly pay)</u>	<u>First pay period in March, 2026, only</u>
<u>James E. Parrott</u>	<u>\$4,826 OTP (in addition to existing hourly pay)</u>	<u>First pay period in March, 2026, only</u>
<u>Kasey Lorraine</u>	<u>\$1,778 OTP (in addition to existing hourly pay)</u>	<u>First pay period in March, 2026, only</u>
<u>Robert Lorraine</u>	<u>\$37.80 per hour</u>	<u>Each pay period beginning on or after March 1, 2026</u>
<u>John M. Sotello, Jr.</u>	<u>\$26.57 per hour</u>	<u>Each pay period beginning on or after March 1, 2026</u>
<u>Adam Bosworth</u>	<u>\$22.73 per hour</u>	<u>Each pay period beginning on or after March 1, 2026</u>
<u>Samantha Saccomen</u>	<u>\$21.50 per hour</u>	<u>Each pay period beginning on or after March 1, 2026</u>
	<u>\$1,782 OTP (in addition to new hourly pay)</u>	<u>First pay period in March, 2026, only</u>
<u>John Robert Sotello, III</u>	<u>\$17.69 per hour</u>	<u>Each pay period beginning on or after March 1, 2026</u>
<u>Hipolito Villarreal</u>	<u>\$32.28 per hour</u>	<u>Each pay period beginning on or after March 1, 2026</u>
<u>Erin Parrott</u>	<u>\$31.00 per hour</u>	

The motion was seconded and adopted, by unanimous vote (5-0).

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

REVIEWED AND APPROVED BY THE BOARD on February 11, 2026.

SIGNED: 