

# 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 15<sup>th</sup>, 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; Hal Gordon, the District's delinquent tax attorney; Derek Davenport of McClennan and Associates; Jose de Leon and Chloe Herrera of Venturi Engineers LLC; and 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 Cameron moved to approve meeting minutes for the regular meeting on March 11<sup>th</sup>, 2026. Director Nordhaus 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 Cameron 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 Nordhaus and adopted by a unanimous vote.

**Bookkeeping, Etc.** Mr. Davenport presented the bookkeeper's report including the cash disbursement report for March 12<sup>th</sup>, 2026, through April 15<sup>th</sup>, 2026. He also presented the investment report for the period ending March 31<sup>st</sup>, 2026. 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 Adams 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 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 March were \$3,266,311.85, leaving total taxes receivable on March 31<sup>st</sup>, 2026, at \$173,270.49. The reported percentage of collection of TY 2025 taxes was 96.93%. Reported receipts of TY 2025 taxes during March were \$35,215.55. Checks were presented in the total amount of \$177,926.50. 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. Gordon reported there were four accounts who were candidates for discontinuation of service. He said notices of the proposed discontinuation, with an opportunity to be heard at that night's meeting, had been given. He said three accounts were paid in full. The President provided an opportunity for anyone to be heard regarding the remaining delinquency and discontinuation, but no one appeared. After discussion, Director Nordhaus moved to authorize discontinuation of service as proposed. Director Castellano 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 informed the Board that line work for the Sections 1 & 3 Sanitary Sewer Rehabilitation project was almost complete, but manhole rehabilitation and site restoration work was pending. He stated that a previously approved Change Order had a discrepancy and presented a reissued Change Order No. 1 with an increase in the amount of \$52,447.36 and an increase in contract time by 70 days. He also presented Pay Application No. 5 for \$290,681.10 (\$322,979.00 minus ten percent retainage). After discussion,

Director Cameron moved to approve Change Order No 1 and Pay Application No. 5, contingent upon receiving the “bills paid” affidavit. Director Castellano seconded, and the motion passed unanimously.

Mr. de Leon reported that contract documents were to be sent to the contractor for the Dominion Water Plant Electrical Improvement Project. He mentioned the contractor would have 10 days to provide required signatures and bonds, before the notice to proceed would be issued.

He also reported that the Section 1 Waterline Rehabilitation Project was still in the design phase. He mentioned that preliminary costs for the two alternative options for waterline rehabilitation were still under review.

Mr. Dougherty informed the Board that he received a notice about a grant program from the TWDB regarding HB 500, which authorized grants for water infrastructure. He also mentioned that the deadline to apply would be July 30<sup>th</sup>. After discussion, Director Castellano volunteered to be a liaison.

Mr. de Leon reported that plans for the Section 2 Sanitary Sewer Rehabilitation design had been submitted to Harris County and the City of Houston for review.

He informed the Board that an application to TCEQ for approval of the proposed Series 2025 Unlimited Tax Bonds had been submitted in November, and it was still under review by a TCEQ representative.

Mr. de Leon reported that plans have been submitted to Harris County for the Castle Bend and Laurel Lock Waterline Repair Project. He said he had addressed comments, and he was expecting a two-to-four-week approval response.

Mr. de Leon reported that there was no update on the Taylor High School plat, Kingsland Baptist Church utility easement, or the Mason Garden development.

**Energy & Streetlights.** Director Cameron presented a verbal report on P3 (the Public Power Pool).

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

**STP's.** Director Nordhaus reported that the contract for WMMUD was still under review. Mr. Dougherty also mentioned the billing method appeared to be favorable, and he was working with office staff.

**Recreational Facilities, Etc.** Mr. Parrott informed the Board that his department had been preparing for the open house event. He mentioned that areas around windows at the MCCC had disintegrated after pressure washing. He mentioned two TVs had been installed, but one had not been. He stated that the BBQ pit used in 2025 was not available, so he had contacted a vendor to bring in a mobile BBQ pit.

Ms. Samantha Saccomen provided a verbal report on rentals at the Community Center.

Mr. Dougherty updated the Board with the status of the WHAL insurance for the swim permits. He mentioned that the COI that was submitted did not meet the permit requirements. After discussion, Director Cameron moved to authorize Director Nordhaus and the attorney to negotiate and discuss the terms of the insurance with WHAL. Director Adams seconded and all voted in favor of the motion.

**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 21,498,000 gallons, and consumption was 20,154,100 gallons, indicating a possible loss (or unaccounted-for amount) of 1,343,900 gallons, or 6.25%

Mr. Parrott provided an inspection report for fire hydrants. He mentioned repairs, water blasting, paint and reflectors with an estimated cost of \$45,900.00. After discussion, Director Castellano moved to approve the repairs as presented, Director Cameron seconded and all voted in favor of the motion.

Mr. Parrott informed the board that one jockey pump failed at Houghton Well and another failed at Well 3. He stated it would cost more to repair than it would cost to be replaced, so he had ordered new jockey pumps. He also informed the Board that the motor at the north Houghton well had failed, and he was investigating what needed to be repaired. He mentioned that there was a pumped connection from the Houghton well to the Dominion well that required manual switching. He recommended the installation of an automatic switch for the estimated cost of \$17,499.00.

Mr. Parrott requested approval to promote one of the employees from Maintenance Tech -1 to Maintenance Tech 2. After discussion, Director Castellano moved to (i) promote the employee as requested with the additional pay increase, and (ii) amend the HR handbook to increase the number of authorized Maintenance Tech – 2 positions from one to two. Director Adams seconded, and all voted in favor of the motion.

Mr. Dougherty provided a report from an Alabama firm regarding collections of judgment amounts in the PFAS class actions. He mentioned that the District would need to get registered by July, and he said the Alabama firm had recommended additional sample testing. After discussion, Director Adams moved to authorize an engagement letter with that firm and the additional sample testing. Director Cameron seconded and the vote passed unanimously.

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

**Next Meeting:** Director Cameron moved to approve the regular meeting set for Wednesday, May 15<sup>th</sup>, 2026, at 6:30 PM at the District's office. Director Castellano 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 5/13/26.

SIGNED: 