

MINUTES
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

October 25, 2021

The Board of Directors (the "Board") of Mayde Creek Municipal Utility District (the "District") met in regular session, open to the public, on the 25th day of October, 2021, at the Mayde Creek Event Center, 19600 Misty Cove, Katy, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Willie Jo Reynolds	President
Jorge Diaz	Vice President
Betty Mancía Alvarenga	Secretary
Cyrus Dumas	Director
Jessica Graham	Director

and all of the above were present, thus constituting a quorum.

Also present at the meeting were: Deputy Jimmy Satterfield of the Harris County Sheriff's office; Bob Manning of Boston Fern; Michael Murr of Murr Incorporated; Claudia Redden of Claudia Redden & Associates; Bart Downum of Environmental Development Partners, LLC; Kelli Wilkinson of IDS Engineering Group ("IDS"); Tonie Pettit, building manager; and Nellie Connally and Arlene Catalan of Allen Boone Humphries Robinson, LLP.

Due to the COVID-19 virus epidemic emergency and the high threat level warnings issued by various governments and agencies, the District established a telephone option for members of the public to listen to the meeting and to address the Board.

On the telephone were: Robin Goin of Bob Leared Interests.

PUBLIC COMMENTS

Director Reynolds offered any members of the public attending the meeting the opportunity to make public comment. There being no members of the public requesting to make public comment, Director Reynolds moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the September 27, 2021, regular meeting. After review and discussion, Director Dumas moved to approve the minutes of the September 27, 2021, regular meeting. Director Graham seconded the motion, which passed unanimously.

SECURITY REPORT

Deputy Satterfield presented and reviewed the security report, a copy of which is attached. After discussion, Director Dumas moved to accept the security report. Director Graham seconded the motion, which passed unanimously.

UPDATE ON INSTALLATION AND MONITORING OF CAMERAS

Director Dumas stated that installation of the video surveillance has commenced.

REPORT ON LANDSCAPE MAINTENANCE

Mr. Manning reported on landscape maintenance in the District. After discussion, Director Dumas moved to accept the landscape maintenance report. Director Graham seconded the motion, which passed unanimously.

PARK AND TRAIL REPORT, INCLUDING PARK AND BUILDING MAINTENANCE; EXERCISE EQUIPMENT

Mr. Murr presented and reviewed the Park Maintenance Report, a copy of which is attached.

Mr. Murr recommended the Board consider replacing the four trees damaged by Winter Storm Uri. The Board requested proposals for the removal and planting of trees.

Mr. Murr reported he is working with IDS on a survey of the District's detention ponds.

Mr. Murr said installation of the pea pebble in the fall-zone of the District's playground is pending.

Mr. Murr recommended the replacement of the District bridge lights. Discussion ensued.

After review and discussion, Director Dumas moved to accept the landscape maintenance report. Director Graham seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTION

Ms. Goin reviewed the tax assessor/collector's report, including a list of bills submitted for payment and list of delinquent taxpayers, a copy of which is attached. After review and discussion, Director Dumas moved to approve the tax assessor collector's report and authorize payment of the bills submitted. Director Graham seconded the motion, which passed unanimously.

DELINQUENT TAX MATTERS

The Board reviewed the delinquent tax report from Perdue, Brandon, Fielder, Collins and Mott, L.L.P. ("Perdue Brandon"), a copy of which is attached. After review and discussion, Director Graham moved to authorize moving certain personal property accounts to the uncollectable roll. Director Dumas seconded the motion, which passed unanimously.

PAYMENT IN LIEU OF TAXES LETTER NOTIFICATIONS

Ms. Connally stated that letters and invoices will be sent to Shield Air Solutions and Petroleum Wholesale for the 2021 payment in lieu of taxes.

REGIONAL WASTEWATER TREATMENT PLANT ("WWTP") FINANCIAL AND BOOKKEEPING MATTERS, AND PAYMENT OF THE BILLS AND REVIEW OF INVESTMENTS

The Board reviewed the regional WWTP bookkeeper's report, a copy of which is attached, and the bills submitted for payment. After review and discussion, Director Dumas moved to accept the regional WWTP bookkeeper's report, and the bills submitted for payment. Director Graham seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING

Ms. Redden presented and reviewed the bookkeeper's report, a copy of which is attached, and the bills submitted for payment. She requested the Board approve additional check no. 1114 in the amount of \$37,526.60, to the West Harris County Regional Water Authority; check no. 1115 in the amount of \$29,104.60, to Texas Pride Disposal; check no. 1117 in the amount of \$400.00, to BCCS, Inc.; check no. 1118 in the amount of \$800.00, to BCCS, Inc.; and check no. 1119 in the amount of \$700.00, to Wanda Thibodeaux. After review and discussion, Director Dumas moved to approve the bookkeeper's report, and the checks presented for payment, and additional check nos. 1114, 1115, 1117, 1118, and 1119. Director Diaz seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES

Mr. Downum presented and reviewed the Operator's Report, a copy of which is attached, including system repairs and maintenance. He reported on pending and completed repairs and improvements to the District's water and sanitary sewer systems.

Mr. Downum reviewed the results of Water Wells No. 1 and No. 2's semi-annual performance test.

After review and discussion, Director Dumas moved to approve the operator's report. Director Diaz seconded the motion, which passed unanimously.

HEARING ON TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS AND AUTHORIZE TERMINATION OF SERVICE

The Board reviewed the list of delinquent accounts. Mr. Downum informed the Board that the residents on the termination list were delinquent in payment of their utility bills and had been given written notification prior to the meeting of the opportunity to appear before the Board to explain, contest, or correct the utility service bill and show reason why utility services should not be terminated for reason of nonpayment. The Board conducted a hearing regarding water and sewer service termination. Following review and discussion, Director Dumas moved that, because the customers on the list were not present at the meeting, nor had presented any written statement on the matter, all utility services should be terminated, if their utility bills are not paid in accordance with the District's Amended Rate Order. The motion was seconded by Director Diaz, which passed unanimously.

ENGINEERING MATTERS

Ms. Wilkinson reviewed the engineering report, a copy of which is attached.

WASTEWATER TREATMENT PLANT ("WWTP") LIFT STATION CONVERSION TO SUBMERSIBLE PUMPS

Ms. Wilkinson reported the one-year warranty inspection for the regional WWTP onsite lift station rehabilitation and conversion to submersible pumps project has been completed.

REGIONAL WASTEWATER TREATMENT PLANT ("WWTP") REHABILITATION

Ms. Wilkinson updated the Board regarding construction of the Regional WWTP rehabilitation project.

Ms. Wilkinson stated IDS has prepared the Texas Commission on Environmental Quality ("TCEQ") application for the renewal of the District's Wastewater Discharge Permit. She requested the Board's authorization to execute the renewal application and submit the application to the TCEQ.

Ms. Wilkinson gave an update on the Regional WWTP Advisory Committee (the "Committee") meeting held on October 7, 2020.

Ms. Wilkinson stated that IDS is preparing an updated Regional WWTP Capital Improvement Plan. She said that she anticipates the Plan will be ready for the next Board meeting.

Ms. Wilkinson reported that the cost estimate table (the "Table") was revised to better reflect the shared connection counts.

Ms. Wilkinson stated that 5 bids were received for cleaning and televising of the regional sanitary sewer lines and manholes. She recommended that the Board award the contract to Aims Companies ("Aims") in the amount of \$42,036.00. The Board concurred that, in its judgment, Aims was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Ms. Wilkinson reported IDS has prepared a revised Stormwater Pollution Prevention Plan ("SW3P") which conforms to the new requirements. She requested Board authorization to submit the SW3P and a Notice of Intent ("NOI") to the State of Texas Environmental Electronic Reporting System ("STEER") no later than November 12, 2021.

Ms. Wilkinson said that IDS requested an update from Harris County Flood Control District regarding the Mayde Creek channel maintenance and improvement project.

SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

There was no report on the matter.

DEEDS AND EASEMENTS

There were no deeds or easements presented to the Board.

ASSET MANAGEMENT PLAN

There was no discussion on this matter.

After review and discussion, Director Dumas moved to: (1) approve the engineer's report; (2) authorize execution and submittal of the District's Wastewater Discharge Permit to the TCEQ; (3) award the contract for the cleaning and televising of the regional sanitary sewer lines and manholes to Aims in the amount of \$42,036.00, based upon the engineer's recommendation and subject to approval of the payment and performance bonds and review of the certificate of insurance and endorsements, if any, provided by the contractor; and (4) authorize IDS to submit the SW3P and NOI to STEER. Director Graham seconded the motion, which passed unanimously.

BUILDING MANAGER’S REPORT AND BUILDING MATTERS

Ms. Pettit discussed the Building Manager’s Report, a copy of which is attached.

Ms. Pettit reported that KONE Elevators & Escalators inspected the elevator.

Ms. Pettit requested vacation time for November 24th, 26th, 29th and December 1st.

Ms. Pettit stated she would reach out to Justin Ulbricht regarding the installation of Christmas lights at the Building.

After discussion, Director Dumas moved to: (1) accept the Building Manager’s Report; and (2) approve of Ms. Pettit’s vacation request. Director Graham seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY

This agenda item was covered in the operator’s report.

REPORTS FROM DIRECTORS

There was no report on this agenda item.

GARBAGE SERVICES

There was no report on this agenda item.

AGENDA ITEMS FOR NEXT BOARD MEETING

Ms. Connally stated the next Committee will be held on November 4, 2021, via teleconference.

Ms. Connally said that the next Board meeting is scheduled to be held on November 22, 2021, in-person.

There being no further business to come before the Board, Director Dumas moved to adjourn the meeting. Director Graham seconded the motion, which passed unanimously.



Branca
Secretary, Board of Directors

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