

MINUTES
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

January 24, 2022

The Board of Directors (the "Board") of Mayde Creek Municipal Utility District (the "District") met in regular session, open to the public, on the 24th day of January, 2022, 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: Lee Crenshaw, resident of the District; 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; Teague Harris of IDS Engineering Group ("IDS"); Kristen Scott of Bob Leared Interests; Tonie Pettit, building manager; Jennifer Abad of Municipal Accounts & Consulting, L.P. ("MAC"); and Angie Lutz and Arlene Catalan of Allen Boone Humphries Robinson, LLP. ("ABHR").

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.

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 November 22, 2021 and December 27, 2021, regular meetings. After review and discussion, Director Dumas moved to approve the minutes of the November 22, 2021 and December 27, 2021, regular meetings. Director Alvarenga seconded the motion, which passed unanimously.

ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY

Ms. Lutz reported on the District's Post-Issuance Compliance Policy. She said that no changes are recommended.

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 Diaz seconded the motion, which passed unanimously.

RENEWAL OF SECURITY AGREEMENT WITH HARRIS COUNTY

The Board considered approving the Interlocal Agreement for Law Enforcement Services with Harris County (the "County") for a seven-month period beginning March 1, 2022. Ms. Lutz noted that the County changed their fiscal year end which affects the renewal term of the Agreement for Law Enforcement Services. After review and discussion, Director Dumas moved to approve the Agreement for Law Enforcement Services and accept the security report. Director Graham seconded the motion, which passed unanimously.

DISCUSS SERVICE AGREEMENT WITH ITECH MONITORING FOR SECURITY CAMERAS AND ALARM SYSTEM

Ms. Lutz and Director Dumas gave an update of the installation of the security cameras and alarm system.

ADOPT RESOLUTION NOMINATING A CANDIDATE TO SERVE AS A DIRECTOR ON THE BOARD OF DIRECTORS OF THE WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA") DIRECTOR PRECINCT NO. 4

Ms. Lutz presented and reviewed with the Board correspondence from the WHCRWA regarding the 2022 Appointment Process for WHCRWA Directors. After review and discussion, Director Dumas moved to adopt a Resolution Nominating Candidate to Serve as Director of the Board of Directors of the WHCRWA Director Precinct No. 4, nominating Mike Thornhill as a candidate to serve as the director for Precinct No. 4. Director Diaz seconded the motion, which passed unanimously.

APPROVE COMPLETION AND SUBMITTAL OF WATER USAGE REPORTING FORM TO THE WEST HARRIS COUNTY REGIONAL WATER AUTHORITY

Mr. Dumas requested authorization for EDP to submit the WHCRWA 2021 Water Usage Form. Following review and discussion, Director Dumas moved to authorize completion and submittal of the 2021 Water Usage Reporting Form to the WHCRWA. Director Diaz seconded the motion, which passed unanimously.

REVIEW ARBITRAGE REBATE REPORT FOR THE SERIES 2016A/B BONDS

The Board reviewed the final Arbitrage Rebate Reports prepared by OmniCap Group for the Series 2016A and 2016B Unlimited Tax Bonds. Ms. Lutz said no arbitrage payment was owed to the Internal Revenue Service.

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 Diaz 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 reported that the four trees at the District Building damaged by Winter Storm Uri are scheduled to be removed and replaced the upcoming week.

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. Scott 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

There was no report on this agenda item.

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

Ms. Abad presented and 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 Alvarenga 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. After review and discussion, Director Dumas moved to approve the bookkeeper's report, and the checks presented for payment. Director Diaz seconded the motion, which passed unanimously.

ANNUAL DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

The Board reviewed the annual disclosure statement of the Investment Officer and bookkeeper. Director Dumas moved to accept the annual disclosure statement from Claudia Redden and MAC and to authorize ABHR to file the disclosure statement with the Texas Ethics Commission and in the District's official records. Director Graham seconded the motion, which passed unanimously.

APPROVE ANNUAL REPORT AND AUTHORIZE FILING OF SAME IN ACCORDANCE WITH THE DISTRICT'S CONTINUING DISCLOSURE OF INFORMATION AGREEMENT AND AS REQUIRED BY SEC RULE 15c-2-12

Ms. Lutz reviewed the annual Continuing Disclosure Report that was distributed to the Board members. She said that because the District has sold bonds, the District is required to file the annual report. After review and discussion, Director Dumas moved to approve the Annual Report and authorize filing same in accordance with the District's Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12. Director Graham seconded the motion, which passed unanimously.

ANNUAL REVIEW OF PROCEDURES FOR CONTINUING DISCLOSURE COMPLIANCE

The Board reviewed the District's procedures for continuing disclosure compliance and concurred to make no changes at this time.

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 presented and recommended turning seven delinquent accounts to the District's collection agency totaling \$380.55.

The Board discussed the District's participation in the Association of Water Board Directors ("AWBD") Water Smart Program. Mr. Downum then reviewed a Resolution Approving Submittal of the Water Smart Application for Inclusion in the AWBD Water Smart Partners Program.

After review and discussion, Director Dumas moved to: (1) approve the operator's report; (2) authorize the operator to turn the recommended delinquent accounts over for collections; and (3) approve the Resolution Approving Submittal of the Water Smart Application for Inclusion in the AWBD Water Smart Partners Program. Director Graham 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 Graham, which passed unanimously.

AMENDED AND RESTATED JOINT TRUNK SEWER LINE AGREEMENT

Ms. Lutz presented and reviewed the Amended and Restated Joint Trunk Sewer Line Agreement ("Agreement"). Discussion ensued. After review and discussion, Director Dumas moved to approve the Agreement, subject to finalization, and direct that the Agreement be filed appropriately and retained in the District's official records. The motion was seconded by Director Graham, which passed unanimously.

ENGINEERING MATTERS

Mr. Harris reviewed the engineering report, a copy of which is attached.

REGIONAL WASTEWATER TREATMENT PLANT ("WWTP") REHABILITATION

Mr. Harris stated that the construction of the Regional WWTP rehabilitation project is complete, and reviewed and recommended approval of Pay Estimate No. 17 and Final in the amount of \$28,463.36, payable to JTR

Constructors. He also presented a Certificate of Completion and Acceptance and recommended the Board accept the facilities.

Mr. Harris stated IDS submitted the application for the renewal of the District's Wastewater Discharge Permit to the Texas Commission on Environmental Quality and has published notice in the Houston Chronicle and LaVoz.

Mr. Harris gave an update on the Regional WWTP Advisory Committee (the "Committee") meeting held on January 6, 2021.

Mr. Harris reported on the cleaning and televising of the regional sanitary sewer lines and manholes.

Mr. Harris is working with Aims Companies ("Aims") on the inspection of the 96-inch pipe at the District's North Park and Detention Pond outfall. He said that IDS is working with Aims on a cost estimate for cleaning and the removal of silt.

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; and (2) approve Pay Estimate No. 17 and Final in the amount of \$28,463.36, and to accept the facilities. Director Graham seconded the motion, which passed unanimously.

BUILDING MANAGER'S REPORT AND BUILDING MATTERS

Ms. Pettit presented and reviewed the December and January Building Manager's Report, a copy of which is attached. Ms. Pettit requested authorization to attend a Quinceanera Exposition on February 27, 2022, at the George R. Brown Convention Center. She said the booth rental fee is \$700 and requested authorization for an additional \$600 for marketing materials and banners.

Ms. Pettit said she and Director Dumas have been working on proposals for a new District building sign. Director Dumas presented and recommended a proposal

from Sign-Express in the amount of \$20,935.61. Ms. Pettit stated that she has requested ABHR to prepare a service agreement with Sign-Express in anticipation of the Board's approval of the proposal.

After discussion, Director Dumas moved to: (1) accept the Building Manager's Report; (2) authorize Ms. Pettit to attend the Quinceanera Exposition and to approve the expenses stated; (3) approve the proposal from Sign-Express in the Amount of \$20,935.61; and (4) approve the service agreement with Sign-Express, and direct that the agreement be filed appropriately and retained in the District's official records. Director Graham seconded the motion, which passed unanimously.

BUILDING MANAGER'S EMPLOYMENT AGREEMENT

Discussion ensued between the Board and Ms. Pettit regarding the 2022 Employment Agreement with Ms. Pettit. After discussion, Director Dumas moved to approve the 2022 Employment Agreement with Ms. Pettit. Director Graham seconded the motion, which passed by unanimous vote.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY

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

REPORTS FROM DIRECTORS

Director Reynolds reported that a past District director is interested in selling their director lot back to the District. She stated that she would direct them to contact ABHR on the matter.

GARBAGE SERVICES

There was no report on this agenda item.

AGENDA ITEMS FOR NEXT BOARD MEETING

Ms. Lutz stated the next Committee will be held on February 3, 2022, via teleconference.

Ms. Lutz said that the next Board meeting is scheduled to be held on February 28, 2022, in-person.

2022 DIRECTORS ELECTION

Ms. Lutz discussed procedures related to the 2022 Directors Election. She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2022 Directors Election Period.

Ms. Lutz reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot for the 2022 Directors Election.

Ms. Lutz stated that the District may contract with Harris County (the "County") to conduct the District's 2022 Directors Election.


Ms. Lutz discussed procedures related to the 2022 Directors Election. She reviewed an Order Calling Directors Election.

Ms. Lutz discussed that Notice of Election may be required to be posted or published and provided to the County Clerk and Voter Registrar of Harris County.

Following review and discussion, Director Dumas moved to: (1) adopt a Resolution Designating an Agent of the Secretary of the Board During the 2022 Directors Election Period appointing Arlene Catalan as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District's official records; (2) authorize the Secretary's agent to post the notice as required; (3) contract with the County to administer the District's election; (4) adopt the Order Calling Directors Election and direct that the Order be filed appropriately and retained in the District's official records; and (5) authorize the Secretary's agent to post or publish and provide to the County Clerk and Voter Registrar Notice of Election, if required, and to direct that the Notice be filed appropriately and retained in the District's official records. Director Graham seconded the motion, which passed unanimously.

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.





Secretary, Board of Directors
Vice President

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