

MINUTES
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

September 25, 2023,

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 September 2023, 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:

Cyrus Dumas	President
Jessica Graham	Vice President
Betty Mancia Alvarenga	Secretary
Lee Crenshaw	Director
Vacant	Director

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

Also present at the meeting were: Irwin Sanchez, resident of the District; Bob Manning of Boston Fern; Michael Murr of Murr Incorporated; Kristen Scott of Bob Leared Interests; Claudia Redden of Claudia Redden & Associates; Bart Downum of Environmental Development Partners, LLC ("EDP"); Kelly Wilkinson of IDS Engineering Group ("IDS"); Tonie Pettit, building manager; and Allison Leatherwood and Arlene Catalan of Allen Boone Humphries Robinson, LLP ("ABHR").

Also present via telephone was: Craig Rathmann of Rathmann & Associates, LP.

PUBLIC COMMENTS

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

The Board reviewed an email from Harris County Public Health requesting authorization to visit the District's facilities. After review and discussion, the Board concurred to deny the request.

MINUTES

The Board considered approving the minutes of the August 28, 2023, regular meeting. Discussion ensued regarding the minutes. After review and discussion, Director Graham moved to approve the minutes of the August 28, 2023, regular meeting. Director Crenshaw seconded the motion, which passed unanimously.

SECURITY REPORT

The Board reviewed the security report, a copy of which is attached. After review and discussion, Director Graham moved to accept the security report. Director Crenshaw seconded the motion, which passed unanimously.

REPORT ON LANDSCAPE MAINTENANCE

Mr. Manning reported on landscape maintenance in the District. After discussion, Director Graham moved to accept the landscape maintenance report. Director Crenshaw 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 followed up with the Board regarding the bridge repairs. He discussed an alternate option of a galvanized bridge with a wood walkway at an estimated cost of not to exceed \$15,000 for installation, with the alternate option of a concrete walkway. The Board requested Mr. Murr submit a written recommendation listing all the bridge repair options and pricing.

Mr. Murr reported that the soccer goals were delivered the previous week and installation is pending.

After review and discussion, Director Graham moved to accept the Park Maintenance Report. Director Crenshaw seconded the motion, which passed unanimously.

DISCUSS 2023 TAX RATE, SET PUBLIC HEARING DATE, AND AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAX RATE

The Board considered the District's 2023 tax rate. Mr. Rathmann reviewed a debt service tax rate analysis reflecting the recommendation for the District to levy a 2023 water, sewer, and drainage debt service tax rate of \$0.33 per \$100 of assessed valuation, based on the District's initial 2023 certified value of \$396,015,046, plus \$24,829,498 representing the uncertified value under protest. A copy of the debt service tax rate analysis is attached. The Board then discussed the District's operation and maintenance tax rate. Ms. Leatherwood discussed the two-step process for setting the District's tax rate.

Following review and discussion, Director Graham moved to: (1) set the public hearing date for October 23, 2023; and (2) authorize the tax assessor/collector to publish

notice in *The Katy Times* of the District's meeting on October 23, 2023, to set the proposed 2023 total tax rate of \$0.65 per \$100 of assessed valuation, with \$0.33 allocated for debt service on water, sewer, and drainage bonds and \$0.32 allocated for operations and maintenance. Director Crenshaw 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.

Director Alvarenga joined the meeting.

After review and discussion, Director Graham moved to approve the tax assessor/ collector's report and authorize payment of the bills submitted. Director Crenshaw 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 termination of water service to property with delinquent tax accounts if payment is not received after a final notice is provided to the property owner and a water termination notice is placed on the door. Director Alvarenga seconded the motion, which passed unanimously.

INVESTMENT POLICY

The Board reviewed the District's Investment Policy to determine if any amendments were necessary.

After review and discussion, Director Graham moved to make no changes to the Investment Policy and to adopt a Resolution Regarding Annual Review of Investment Policy and direct that the Resolution be filed appropriately and retained in the District's official records. Director Alvarenga seconded the motion, which passed by unanimous vote.

REVIEW, REVISE AND ADOPT RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE DISTRICT MAY ENGAGE IN INVESTMENT TRANSACTIONS

The Board considered adopting a Resolution Establishing the Authorized Depository Institutions and Adopting a List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions incorporating an updated list of broker/dealers provided by the District's bookkeeper.

After review and discussion, Director Graham moved to adopt the Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Crenshaw seconded the motion, which passed by unanimous vote.

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 Graham moved to accept the regional WWTP bookkeeper's report and the bills submitted for payment. Director Crenshaw seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING

Ms. Redden presented and reviewed the District's bookkeeper's report, a copy of which is attached, and the bills submitted for payment.

After review and discussion, Director Graham moved to approve the bookkeeper's report and the checks presented for payment. Director Crenshaw 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 reported that the Annual fire hydrant inspection and flushing was conducted. He presented and reviewed a list of recommended repairs. Discussion ensued.

After review and discussion, Director Graham moved to: (1) approve the operator's report; and (2) approve the fire hydrant repairs and replacement of reflectors in the District in the amount of \$30,800.00, to be completed quarterly. Director Alvarenga 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 Graham 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 Alvarenga, which passed unanimously.

ENGINEERING MATTERS

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

Ms. Wilkinson updated the Board on the Water Plant Improvements Project. The Board discussed the Improvements Project and future project costs. Additionally, the Board discussed the District's tax rate and the District's bonding capacity. The Board then reconsidered the District's proposed 2023 total tax rate. After discussion, Director Graham moved to amend the previous motion and authorize the tax assessor/collector to publish notice in *The Katy Times* of the District's meeting on October 23, 2023, to set the proposed 2023 total tax rate of \$0.69 per \$100 of assessed valuation, with \$0.33 allocated for debt service on water, sewer, and drainage bonds and \$0.36 allocated for operations and maintenance. Director Crenshaw seconded the motion, which passed unanimously.

Ms. Wilkinson stated that she would notify Mr. Rathmann of the Board's decision regarding the proposed 2023 tax rate.

SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

There was no report on this agenda item.

DEEDS AND EASEMENTS

There were no deeds or easements presented to the Board.

ASSET MANAGEMENT PLAN

There was no discussion on this matter.

Ms. Wilkinson stated that IDS is prepared to assist with the foundation recommendations for the pedestrian bridges that are selected.

After review and discussion, Director Graham moved to approve the engineer's report. Director Crenshaw seconded the motion, which passed unanimously.

BUILDING MANAGER'S REPORT AND BUILDING MATTERS

Ms. Pettit presented and reviewed the Building Manager's Report, a copy of which is attached.

Ms. Pettit reported that one of the District building's cameras was recently repaired by iTech Solutions.

After discussion, Director Graham moved to accept the Building Manager's Report. Director Alvarenga seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA")

The Board reviewed a notice from the WHCRWA that there will be no increase to the current Groundwater Reduction Plan Fee and the Surface Water Fee this January 1, 2024.

ADOPT RESOLUTION NOMINATING CANDIDATE FOR BOARD OF DIRECTOR ELECTION FOR HARRIS CENTRAL APPRAISAL DISTRICT ("HCAD")

Ms. Leatherwood explained the procedures for nominating a candidate for the HCAD Board of Directors election. Following discussion, the Board concurred not to nominate a candidate for the HCAD Board of Directors election.

REPORTS FROM DIRECTORS

There was no report on this agenda item.

GARBAGE SERVICES

There was no discussion on this agenda item.

AGENDA ITEMS FOR NEXT BOARD MEETING

Ms. Leatherwood stated the next Committee meeting will be held on November 2, 2023.

Ms. Leatherwood said that the next Board meeting is scheduled to be held on October 23, 2023.

DISCUSS MATTERS REGARDING DISTRICT ADMINISTRATION AND APPROVE
APPROPRIATE ACTION

The Board discussed matters regarding District administration and maintenance of the District's parks. Mr. Murr responded to the Board's questions and comments.

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



Branagh

Secretary, Board of Directors

ATTACHMENTS TO MINUTES

Minutes
Page

security report	2
Park Maintenance Report	2
Tax Assessor/Collector's Report	3
regional WWTP bookkeeper's report.....	4
District Bookkeeper Report	4
Operator's Report.....	4
Engineering report.....	5
Building Manager Report	6
WHCRWA Notice	6