

MINUTES  
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

April 22, 2024

The Board of Directors (the "Board") of Mayde Creek Municipal Utility District (the "District") met in regular session, open to the public, on the 22<sup>nd</sup> day of April 2024, 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 Mancía Alvarenga	Secretary
Lee Crenshaw	Director
Erwin Sanchez	Director

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

Also present at the meeting were: Bryan Dotson, trail advocate; Deputy Giovanni Ruiz of the Harris County Sheriff's Office; Michael Murr of Murr Incorporated; Kristen Scott of Bob Leared Interests; Claudia Redden of Claudia Redden & Associates; Bart Downum of INFRAMARK; Kelly Wilkinson of IDS Engineering Group ("IDS"); Tonie Pettit, building manager; and Allison Leatherwood and Arlene Catalan of Allen Boone Humphries Robinson, LLP ("ABHR").

PUBLIC COMMENTS

The Board offered any members of the public attending the meeting the opportunity to make a public comment.

Mr. Dotson addressed the Board regarding the Cullen Park Path Segment 2 project. He stated that the project managers are applying for the Harris County Precinct 4 2024 Places 4 People grant and requested a letter of support from the District. After review and discussion, the Board requested an item on the next agenda to authorize a letter of support.

MINUTES

The Board considered approving the minutes of the March 25, 2024, regular meeting. After review and discussion, Director Crenshaw moved to approve the minutes of the March 25, 2024, regular meeting. Director Lee seconded the motion, which passed unanimously.

## SECURITY REPORT

Deputy Ruiz reviewed the security report, a copy of which is attached. Discussion ensued regarding the responsibility of monitoring students coming out of the surrounding schools.

The Board reviewed correspondence from the Harris County Sheriff's Office regarding rate increases for the 2024-2025 contract period.

After review and discussion, Director Graham moved to: (1) accept the security report; and (2) approve the Harris County Sheriff's Office rate increases. Director Crenshaw seconded the motion, which passed unanimously.

## REPORT ON LANDSCAPE MAINTENANCE

There was no report for this agenda item.

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

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

Mr. Murr reported that the cost for new plants, including labor, for the North Park is \$14,000.00.

Mr. Murr reported that Harris County has repaired the sinkhole located on the connector trail.

Mr. Murr reported that the signs located on the fence of the North Park have been removed.

Mr. Murr reported and recommended the addition of rip rap at the Pilot Channel of the North Park. Ms. Wilkinson stated that INFRAMARK would look into the matter and contact the contractor who has performed work on the Pilot Channel.

Mr. Murr reported that the bridge conduit and lighting needs to be repaired.

After review and discussion, Director Graham moved to: (1) accept the Park Maintenance Report; and (2) approve plants for the North Park at a cost not to exceed \$14,000.00. 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. 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

There was no discussion on this agenda item.

#### 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 approve 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.

#### TRAVEL REIMBURSEMENT GUIDELINES

The Board discussed the Association of Water Board Directors summer conference. After discussion, Director Crenshaw moved to authorize up to three hotel nights, four fees of office and two meals per day for the summer conference. Director Graham seconded the motion, which passed by unanimous vote.

#### 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 updated the Board regarding the Well No. 2 failure at Water Plant No. 1. He stated that following an investigation it was determined that the well pump detached from the shaft. Mr. Downum stated that INFRAMARK is waiting on more information from the District's insurance agent to determine whether the cost to repair Well No. 2 is covered by the District's insurance policy.

Mr. Downum presented and reviewed the 2023 Consumer Confidence Report.

Mr. Downum reported that Ricewood Municipal Utility District ("Ricewood") is still on the interconnect with the District but should be off this week.

After review and discussion, Director Graham moved to: (1) approve the operator's report; and (2) approve the 2023 Consumer Confidence Report. Director Crenshaw 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 Crenshaw, which passed unanimously.

ENGINEERING MATTERS

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

Ms. Wilkinson updated the Board regarding the Well No. 2 failure at Water Plant No. 1. She reported on C&C Water Services LLC's televising findings and confirmed that an insurance claim was filed. Ms. Wilkinson reported and reviewed the two options for the repair of Well No. 2. She then requested authorization to engage Advanced Groundwater Solutions for hydrologist services in the amount not to exceed \$10,000.00. Discussion ensued. Ms. Wilkinson recommended the Board consider installation of a new motor for Well No. 2 in lieu of repairs if IDS determines that the current motor is original to the well. She emphasized Mr. Downum's earlier comment that further information regarding the insurance claim is pending to properly determine the cost for the repair of Well No. 2. The Board discussed appointing two Director liaisons to approve necessary repair work between meetings. Following discussion, the Board concurred that the Well No. 2 failure constituted an emergency condition that may create a serious health hazard or unreasonable economic loss to the District that requires immediate corrective action. Ms. Wilkinson stated that a letter can be sent to the Texas Commission on Environmental Quality ("TCEQ") for authorization to proceed with the emergency repair of Well No. 2.

Ms. Wilkinson updated the Board regarding the water plant improvement project.

Ms. Wilkinson reported on the Lead and Copper Rule requirement.

Ms. Wilkinson reported on the Wastewater Treatment Plant Improvement Project 2024.

#### SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

Ms. Wilkinson updated the Board on the utility commitment request for the 2.03-acre tract on Clay Road and Brannan Drive.

#### REGIONAL WASTEWATER TREATMENT PLANT ADVISORY COMMITTEE

Ms. Wilkinson stated that the next Advisory Committee meeting is scheduled for May 2, 2024.

#### 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 requested and recommended authorization for IDS to perform a topographic survey of the Mayde Creek North Park and Detention in the amount of \$3,500.00.

Ms. Wilkinson reported on a fence across sheet flow release. She stated that there is 20-foot easement split between 3710 and 3714 Sage Point Court. Discussion ensued regarding the easement. The Board directed IDS to determine who the easement belongs to.

Ms. Wilkinson updated the Board regarding the North Park Detention Pond and block retaining wall repairs. She presented and reviewed a proposal from Gageco to deconstruct the detaining wall in the amount of \$11,191.00, with the additional option to remove, clean, and replace 150-feet of caps at a cost of \$3,000.00. Discussion ensued. After discussion the Board determined to deny the additional option to remove, clean, and replace the caps.

Ms. Wilkinson updated the Board regarding the construction contracts for the North Park Detention Pond Pedestrian Bridge replacement.

After review and discussion, Director Graham moved to: (1) approve the engineer's report; (2) authorize the replacement of the motor for Well No. 2, if it is determined to be the original motor; (3) engage Advanced Groundwater Solutions for hydrology services in the amount not to exceed \$10,000.00; (4) appoint Directors Dumas and Graham as liaisons for the repair of Water Well No. 2; (5) authorize correspondence to the TCEQ requesting authorization to proceed with the emergency repair of Well No. 2; (6) authorize IDS to perform a topographic survey of the Mayde Creek North Park and Detention in the amount of \$3,500.00; (7) approve the proposal from Gageco to deconstruct the detaining wall in the amount of \$11,191.00; and (8) authorize notifying the homeowners of 3710 and 3714 Sage Point Court of their encroachment on the 20-foot easement, subject to confirmation from IDS that the easement belongs to the District. 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 updated the Board regarding maintenance of the air conditioning unit in the Building by Efficiency Experts Air Conditioning and Heating.

Ms. Pettit stated that she would like to revise the District's Building rental contract at the end of the year, in preparation for 2025 Building rentals.

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

#### WEST HARRIS COUNTY REGIONAL WATER AUTHORITY

There was no report on this agenda item.

#### REPORTS FROM DIRECTORS

There was no discussion on this agenda item.

#### GARBAGE SERVICES

Ms. Leatherwood reported that Best Trash has confirmed that Republic Services will be issuing a credit to the District for the previous month's missed services.

#### AGENDA ITEMS FOR NEXT BOARD MEETING

Ms. Leatherwood stated the next Committee meeting will be held on May 2, 2024.

Ms. Leatherwood said that the next Board meeting is scheduled to be held on May 29, 2024.

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.



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Secretary, Board of Directors

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