

MINUTES
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

August 26, 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 26th day of August 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 Mancia Alvarenga	Secretary
Lee Crenshaw	Director
Erwin Sanchez	Director

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

Also present at the meeting were: Deputy Giovanni Ruiz of the Harris County Sheriff's Office; 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 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. There being no members of the public requesting to make public comment, the Board moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the July 22, 2024, regular meetings. After review and discussion, Director Crenshaw moved to approve the minutes of the July 22, 2024, regular meetings. Director Alvarenga seconded the motion, which passed unanimously.

SECURITY REPORT

Deputy Ruiz reviewed the security report. Discussion ensued regarding activities near the District. After review and discussion, Director Graham moved to accept the security report. Director Alvarenga seconded the motion, which passed unanimously.

Ms. Leatherwood reported that the Interlocal Agreement for Law Enforcement Services with Harris County has not been received.

REPORT ON LANDSCAPE MAINTENANCE

Mr. Manning reported on landscape maintenance in the District.

Mr. Manning reported the pond's ultraviolet light is no longer working and requested authorization to replace the light for an approximate cost of \$600.00.

Mr. Manning requested authorization to prune the trees surrounding the District building at a cost of \$1,000.00.

After discussion, Director Crenshaw moved to: (1) accept the landscape maintenance report; and (2) authorize the repair of the pond's light and the tree pruning at a cost not to exceed \$2,500.00. Director Alvarenga 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 and recommended authorization to remove dead trees along the connector trail at a cost of \$3,600.00.

Mr. Murr reported that there are two trash receptacles with missing liners. He stated the cost for each liner is \$35.00.

Mr. Murr requested authorization to replace two Fido House Pet Waste Stations at a cost of \$650.00.

Mr. Murr reported that graffiti has been located on District trail signs and outfalls. He stated that his team will remove the graffiti.

Director Sanchez reported on flashing lights in the North Park. Mr. Murr stated that he would look into the matter.

After review and discussion, Director Graham moved to: (1) accept the Park Maintenance Report; (2) authorize the removal of the dead trees along the connector trail at a cost of \$3,600.00; (3) approve the replacement of the trash receptacle liners at a cost not to exceed \$70.00; and (4) approve the replacement of two Fido House Pet Waste Stations at a cost of \$650.00. Director Alvarenga 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

The Board reviewed the delinquent tax report from Perdue, Brandon, Fielder, Collins and Mott, LLP, 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 Crenshaw seconded the motion, which passed unanimously.

AUTHORIZE AUDITOR TO CONDUCT AUDIT FOR THE FISCAL YEAR END AUGUST 31, 2024

The Board received and reviewed letters from McCall, Gibson, Swedlund, Barfoot, PLLC, ("McCall Gibson") copies of which are attached, regarding preparation of the District's audit for the fiscal year ending August 31, 2024. Ms. Leatherwood stated that the cost for preparing the District's audit will range from \$21,000 to \$23,500 and that the cost for preparing the audit for the joint wastewater treatment plant will range from \$11,500 to \$13,500. After review and discussion, Director Graham moved to authorize McCall Gibson to prepare the audits for the fiscal year ending August 31, 2024. Director Crenshaw seconded the motion, which passed unanimously.

INSURANCE

Ms. Leatherwood reviewed with the Board the District's insurance proposal from Arthur Gallagher Insurance, a copy of which is attached, including the general liability, property, boiler and machinery, directors and officers' liability, workers compensation, business travel accident, and director and consultant bond insurance. After review and discussion, Director Graham moved to approve the insurance proposal from Arthur Gallagher Insurance and directed that the proposal be filed appropriately and retained in the District's records. Director Crenshaw seconded the motion, which passed unanimously.

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.

The Board then reviewed the proposed budget for the fiscal year end August 31, 2025, regional WWTP account, a copy of which is attached to the regional WWTP bookkeeper's report.

The Board considered approval of additional check no. 7434 for the WWTP's portion of the District's insurance.

After review and discussion, Director Dumas moved to: (1) accept the regional WWTP bookkeeper's report and the bills submitted for payment; (2) adopt the regional WWTP budget for fiscal year end August 31, 2025; and (3) approve additional check no. 7434, as discussed. 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. Additionally, she reviewed the proposed budget for the fiscal year end August 31, 2025, operating account, a copy of which is attached. Discussion ensued regarding increasing certain line items on the budget.

Ms. Redden requested approval of additional check no. 3114 in the amount of \$204.09 to Director Alvarenga and check no. 3116 in the amount of \$2,053.68 to Director Crenshaw.

After review and discussion, Director Graham moved to approve: (1) the bookkeeper's report and the checks presented for payment; (2) adopt the operating account budget for fiscal year end August 31, 2025, as discussed; and (3) approve additional check nos. 3114 and 3116, as discussed. Director Alvarenga 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 presented and reviewed an appeal for a customer located at 19411 Lazy Valley Drive. He reported INFRAMARK uncovered that the customer's pipes were filled with concrete and that concrete had also entered the sewer stack causing sewer to backup into the customer's home. Mr. Downum reported that Harris County Precinct No. 4 (the "County") is installing sidewalks in the area. He said that INFRAMARK speculates the customer's drainage pipes were damaged by the County's sidewalk contractor. Mr. Downum then reported that INFRAMARK has since replaced the customer's lines. Ms. Wilkinson noted that IDS has reached out to the County to request the plans for the sidewalk project. Additionally, she recommended that the Board authorize INFRAMARK to televise the District's lines located near the sidewalk project to determine if there may be similar damage in other areas.

Mr. Downum requested and recommended the Board consider a messaging alert system to notify residents of emergency alerts or service interruptions. Discussion ensued. After discussion, the Board directed ABHR to request proposals for a messaging alert system.

After review and discussion, Director Graham moved to: (1) approve the operator's report; and (2) authorize Inframark to televise the District lines. 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 emergency repair.

Ms. Wilkinson updated the Board regarding the water plant improvement project. She presented and reviewed a life cycle analysis for a welded steel ground storage tank and a prestressed concrete ground storage tank. Discussion ensued.

Ms. Wilkinson reported IDS is working with INFRAMARK to schedule the water plant no. 1 ground storage tank no. 1 inspection.

Ms. Wilkinson reported the Lead and Copper Rule requirement is underway.

SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

There was no report under this agenda item.

REGIONAL WASTEWATER TREATMENT PLANT ADVISORY COMMITTEE

Ms. Wilkinson stated that the next Advisory Committee meeting is scheduled for November 7, 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 reported on the Mayde Creek North Park and Detention Concrete Pilot Channel Desilting project and said that additional rip rap will be installed in the eroded corner.

Ms. Wilkinson updated the Board regarding the North Park Detention Pond Block Retaining Wall repairs. She then reviewed and recommended approval of Change Order No. 2 to the contract with Storm Water Solutions (“SWS”) for the North Park Detention Pond Block Retaining Wall repairs to increase the contract in the amount of \$24,999.00 and include the Mayde Creek North Park and Detention Grass Swale Survey and Regrading project. The Board determined that Change Order No. 2 is beneficial to the District.

After review and discussion, Director Graham moved to: (1) approve the engineer’s report; and (2) approve Change Order No. 2 in the amount of \$24,999.00 as an increase to the contract with SWS, based upon the Board’s finding that the Change Order is beneficial to the District and the engineer’s recommendation. 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 stated that KONE Elevators and Escalators of Houston (“KONE”) reported that the Building’s elevator telephone is not working. She confirmed that KONE is in the process of repairing the telephone.

Ms. Pettit reported that the gate to the Building dumpster continues to not be closed by Republic Services.

Ms. Pettit reported that iTech Monitoring, Inc. has completed the building fire alarm inspection.

Ms. Pettit reported on planning and budget items for the National Night Out event (the “Event”). She requested a \$5,500.00 budget for the Event. Ms. Pettit stated that she would work with INFRAMARK to include information regarding the Event on the District’s utility bill.

Ms. Pettit requested increasing the monthly balance of the District’s Community Center account from \$2,500.00 to \$3,500.00. Discussion ensued.

After discussion, Director Crenshaw moved to: (1) accept the Building Manager’s Report; (2) authorize the requested budget for the Event; and (3) authorize increasing the monthly balance for the District’s Community Center account to \$5,000.00. Director Graham 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 MATTERS

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 7, 2024, and the next Board meeting is scheduled to be held on September 23, 2024.

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



B. Alvarez
Secretary, Board of Directors

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