

MINUTES  
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

May 20, 2019

The Board of Directors (the "Board") of Mayde Creek Municipal Utility District (the "District") met in regular session, open to the public, on May 20, 2019, 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
Jean Chevalier	Secretary
Betty Mancia Alvarenga	Director
Cyrus Dumas	Director

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

Also present at the meeting were Kristen Scott of Bob Leared Interests; Teague Harris of IDS Engineering Group ("IDS"); Bart Downum of Environmental Development Partners, LLC ("EDP"); Michael Murr of Murr Incorporated; Claudia Redden of Claudia Redden & Associates; Tonie Pettit, building manager; Bob Manning of Boston Fern; Mary Dubois of Acclaim Energy; Deputy Morris Thomas of the Harris County Sheriff's office; Joe Woodard of Clay Road Municipal Utility District; Jessica Graham, a resident of the District; and Angie Lutz and Holly Huston of Allen Boone Humphries Robinson, LLP ("ABHR").

PUBLIC COMMENTS

There were no comments from the public.

MINUTES

The Board considered approving the minutes of the April 22, 2019, meeting. After review and discussion, Director Chevalier moved to approve the minutes of the April 22, 2019, meeting. Director Dumas seconded the motion, which passed unanimously.

GARBAGE SERVICES

Director Reynolds reported Felix DeLeon of WCA Waste Corporation of America recently reached out to her to check on the District to see if their needs were being met.

## SECURITY REPORT

Deputy Thomas reported on security matters and distributed a report from the Harris County Sheriff's Office, a copy of which is attached. Deputy Thomas said there were two major accidents on Westfield. The Board discussed installation of a traffic light on Westfield. After discussion, Director Dumas moved to accept the security report. Director Chevalier seconded the motion, which passed by unanimous vote.

## SECURITY AGREEMENTS; CAMERAS; ALARM MONITORING

There was no report on this matter.

## ENERGY MATTERS

Ms. Dubois addressed the Board to present an electricity pricing report, a copy of which is attached. After review and discussion, Director Dumas moved to approve a 60 month contract beginning June 1, 2022, with Hudson Energy at a rate of 0.03890/kWh, subject to receipt of Form 1295, and to authorize Director Reynolds to execute the agreement with Hudson Energy. Director Chevalier 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 Chevalier moved to approve the tax assessor collector's report and authorize payment of the bills submitted. Director Alvarenga seconded the motion, which passed unanimously.

## DELINQUENT TAX MATTERS

There was no report on this matter.

## TRAVEL REIMBURSEMENT GUIDELINES

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

## REPORT ON LANDSCAPE MAINTENANCE

Mr. Manning reported on the status of landscaping. After discussion, Director Chevalier moved to accept the landscape maintenance report. Director Dumas seconded the motion, which passed by unanimous vote.

## OPERATION OF DISTRICT FACILITIES

Mr. Downum reviewed the Operator's Report, a copy of which is attached. He said the Texas Commission on Environmental Quality ("TCEQ") annual Homeland Security update for the wastewater treatment plant has been submitted to the TCEQ.

Mr. Downum said the 15" PLC control screen at the water supply plant was damaged by lightening. He requested authorization to have the control screen repaired at a cost of \$7,000. Mr. Downum said an insurance claim has been submitted. Mr. Downum said the insurance carrier is requesting installation of a surge protector.

Mr. Downum said the well production tests are attached to the operator's report. He reviewed a notice to homeowners regarding flushing that will be performed on the District's water lines starting August 5, 2019, and may continue until August 9, 2019. Mr. Downum said the notice will be included in the next water bill.

Mr. Downum requested authorization to write-off \$819.14 in uncollectible accounts and turn the accounts over to the collection agency.

The Board reviewed the delinquent account report. After review and discussion, Director Dumas moved to: (1) authorize writing off \$819.14 in uncollectible accounts and turning the accounts over to the collection agency; (2) authorize repairs to the 15" PLC control screen at the water supply plant at a cost of \$7,000 and installation of a surge protector; and (3) approve the operator's report. Director Diaz seconded the motion, which passed by unanimous vote.

## 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. After 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. Director Diaz seconded the motion, which passed by unanimous vote.

## CONSUMER CONFIDENCE REPORT

Mr. Downum presented the 2018 Consumer Confidence Report ("CCR"), a copy of which is attached. He said the CCR will be mailed to District customers prior to the

July 1 deadline. After review and discussion, Director Dumas moved to approve the CCR, authorize the operator to mail the CCR to the District's customers, and file the certificate of mailing with the TCEQ. Director Diaz seconded the motion, which passed by unanimous vote.

#### CRITICAL LOAD SPREADSHEET

Ms. Lutz reviewed the critical load spreadsheet. She said the critical load information on the District's facilities is required to be reviewed at least annually and submitted to the Public Utility Commission, the District's electricity provider and other governmental entities, whether or not there are any changes. After review and discussion, Director Dumas moved to authorize ABHR to file the critical load spreadsheet and direct that the spreadsheet be filed appropriately and retained in the District's official records. Director Diaz seconded the motion, which passed by unanimous vote.

#### FINANCIAL AND BOOKKEEPING

Ms. Redden reviewed the bookkeeper's report, a copy of which is attached, and the bills submitted for payment. Discussion ensued regarding billing Ricewood Municipal Utility District ("Ricewood") and Clay Road Municipal Utility District ("Clay Road") for regional sewage treatment plant costs, including tracking costs according to whether they are operating costs or capital costs. Mr. Harris said he will work with Ms. Redden to separate the costs.

After review and discussion, Director Chevalier moved to accept the bookkeeper's report. Director Alvarenga seconded the motion, which passed by unanimous vote.

#### ENGINEERING MATTERS

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

#### WATER SUPPLY AND DISTRIBUTION SYSTEM

Mr. Harris said corrections have been made to the District's Utility Index Map based on EDP's water line valve survey.

#### REGIONAL WASTEWATER TREATMENT PLANT REHABILITATION

Mr. Harris discussed the scope of the regional wastewater treatment plant rehabilitation. He said plans and specifications for the onsite lift station wet well and submersible pump conversion are being prepared. Mr. Harris said a lift station clean out and bottom inspection was performed last week. He reviewed a summary report, a copy of which is attached to the engineer's report.

Mr. Harris reviewed the design, bidding and construction schedule for the wastewater treatment plant rehabilitation project. He said plans should be ready for review by agencies in August. Mr. Harris requested approval of a proposal from IDS in the amount of \$202,500 for engineering and surveying services for the wastewater treatment plant rehabilitation project and \$6,500 for out-of-pocket expenses. Mr. Woodard asked if the cost is expected to increase. Mr. Harris said the cost estimate will be reformatted.

#### WASTEWATER TREATMENT PLANT LIFT STATION CONVERSION TO SUBMERSIBLE PUMPS

There was no discussion on this matter.

#### SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

There was no discussion on this 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 proposal from IDS in the amount of \$202,500 for engineering and surveying services for the wastewater treatment plant rehabilitation project plus \$6,500 for out-of-pocket expenses; and (2) accept the engineer's report. Director Alvarenga seconded the motion, which passed by unanimous vote.

#### PARK AND TRAIL REPORT

Mr. Murr reviewed the Park Maintenance Report, a copy of which is attached. He said the power washing has been completed, except for the roof. Mr. Murr said he is looking for a power washing business that carries liability insurance. He said that irrigation is in place for the newly planted trees. After review and discussion, Director Chevalier moved to accept the Park Maintenance Report. Director Alvarenga seconded the motion, which passed by unanimous vote.

#### BUILDING MANAGER'S REPORT AND BUILDING MATTERS

Ms. Pettit distributed the Building Manager's Report, a copy of which is attached, and reported on building matters, scheduled events, and marketing efforts

Ms. Pettit said Air Tech performed the quarterly maintenance inspection on the air conditioning. Ms. Pettit said four door cylinders have been replaced and the kitchen light ballast was replaced.

Ms. Pettit requested the Board authorize Mr. Murr to obtain a cost estimate to install new light fixtures in the small conference room and upstairs.

Ms. Pettit discussed adding a camera at the front door of the building. She said there is a blind spot that she cannot view with the existing camera. Ms. Pettit said a proposal for an additional camera was obtained in the amount of \$940.69 (minus the sales tax). Discussion ensued. Director Reynolds suggested installing a RING doorbell. Director Chevalier requested the Board obtain an opinion regarding the RING doorbell from Deputy Thomas.

After discussion, Director Chevalier moved to: (1) authorize Mr. Murr to obtain a cost estimate to install new light fixtures in the conference rooms; and (2) accept the Building Manager's Report. Director Diaz seconded the motion, which passed by unanimous vote.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA")

There was no report on the WHCRWA.

REPORTS FROM DIRECTORS

Director Chevalier said she will be resigning from the Board at the next meeting. Director Diaz said he will continue responsibilities for security matters and Director Dumas said he will be the liaison for building matters.

AGENDA ITEMS FOR NEXT BOARD MEETING

There was no discussion on items for the next Board meeting to be held on June 24, 2019.

There being no further business to come before the Board, Director Dumas moved to adjourn the meeting. Director Chevalier seconded the motion, which passed by unanimous vote.

(SEAL)



*Prudence A.*  
Secretary, Board of Directors

ATTACHMENTS TO MINUTES

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