

MINUTES
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

July 22, 2019

The Board of Directors (the "Board") of Mayde Creek Municipal Utility District (the "District") met in regular session, open to the public, on July 22, 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
Betty Mancia 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 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; Tonie Pettit, building manager; Deputy Morris Thomas of the Harris County Sheriff's office; Joe Woodard of Clay Road Municipal Utility District; and Harry Thompson, Sharon Covan and Arlene Catalan 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 June 24, 2019, meeting. After review and discussion, Director Alvarenga moved to approve the minutes of the June 24, 2019, meeting. Director Graham seconded the motion, which passed unanimously.

GARBAGE SERVICES

There was no report on this matter.

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. After discussion, Director

Dumas moved to accept the security report. Director Graham seconded the motion, which passed by unanimous vote.

SECURITY AGREEMENTS; CAMERAS; ALARM MONITORING

There was no report on this matter.

ENERGY MATTERS

There was no report on this matter.

INTERLOCAL AGREEMENT WITH HARRIS-GALVESTON SUBSIDENCE DISTRICT FOR WATER WISE PROGRAM

Mr. Thompson reviewed an Interlocal Agreement with the Harris-Galveston Subsidence District for the District's sponsorship of certain students attending Mayde Creek Elementary and Polly McRoberts Elementary schools in the Learning to be Water Wise Program for the 2019-2020 school year in the amount of \$36.46 per student. After review and discussion, Director Dumas moved to approve the Interlocal Agreement and direct that the Agreement be filed appropriately and maintained in the District's files. Director Diaz seconded the motion, which passed by unanimous vote.

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. She requested the Board approve additional check no. 1348 in the amount of \$67.17, payable to Vivian Compton to replace check no. 1332 in the amount of \$67.17, written to Future Communications, which was approved at the May Board meeting. After review and discussion, Director Diaz moved to approve the tax assessor collector's report and authorize payment of the bills submitted, including check no. 1348. Director Alvarenga seconded the motion, which passed unanimously.

AMENDMENT TO AGREEMENT FOR SERVICES OF TAX ASSESSOR AND COLLECTOR

Ms. Scott reviewed an Amendment to the Service Agreement between the District and the tax assessor. She said the Amendment provides for changing the company name to BLICO dba Bob Leared Interests and for an increase in fees charged by BLICO dba Bob Leared Interests. After review and discussion, Director Diaz moved to approve the Amendment to the Service Agreement with BLICO dba Bob Leared Interests, and direct that the Amendment be filed appropriately and maintained in the District's official records. Director Dumas seconded the motion, which passed by unanimous vote.

DELINQUENT TAX MATTERS

Ms. Scott said she will ask the delinquent tax attorney, Perdue, Brandon, Fielder, Collins & Mott, PLLC ("Perdue Brandon") to provide a delinquent tax report for the August Board meeting.

REPORT ON LANDSCAPE MAINTENANCE

There was no report on this matter.

PARK AND TRAIL REPORT

Mr. Murr reviewed the Park Maintenance Report, a copy of which is attached. He said the window washing vendor will come on Friday to wash the windows of the Mayde Creek MUD Event Center ("Event Center"). He recommended that the same vendor power wash the roof of the Event Center, at a cost not to exceed \$2,500.

Mr. Murr said he received an estimate for the cam lighting in the Bridal Room in the amount of \$1,625. He said the price does not include ceiling texture and paint. Mr. Murr recommended the Board also consider replacing the three fixtures in the restrooms at a cost of \$180.00 each.

After discussion and based off the recommendation of Mr. Murr, Director Dumas moved to (1) authorize the window washing vendor to power wash the roof at a cost not to exceed \$2,500; (2) authorize cleaning the event center windows; (3) approve replacement of the light fixtures in the Bridal Room at a cost of \$1,625 and the restrooms at a cost of \$180.00 for each fixture; and (4) approve the Park and Trail Report. Director Alvarenga 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, 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 requested approval to replace the Chemical Controller for the SO2 Autovalve with surge protection at the Wastewater Treatment Plant at a cost of \$5,000.

Mr. Downum reported that the 2018 Water Quality Report was filed with the Texas Commission on Environmental Quality ("TCEQ").

Mr. Downum 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, which is attached to the Operator's

Report, will be included in the water bill. He said the fire hydrants in the District will be inspected for any deficiencies during the flushing.

The Board reviewed the delinquent account report. After review and discussion, Director Dumas moved to: (1) authorize the replacement of the Chemical Controller for the SO₂ Autovalve with surge protection at the Wastewater Treatment Plant at a cost not to exceed \$5,000; and (2) approve the operator's report. Director Alvarenga 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 Alvarenga seconded the motion, which passed by unanimous vote.

AMENDMENT TO SERVICE AGREEMENT WITH ENVIRONMENTAL DEVELOPMENT PARTNERS

Mr. Downum reviewed an Amendment to the Service Agreement between EDP and the District providing for certain increase in fees charged by EDP. After review and discussion, Director Dumas moved to approve the Amendment to the Service Agreement with EDP and direct that the Amendment be filed appropriately and retained in the District's official records. Director Diaz seconded the motion, which passed by unanimous vote.

Ms. Covan said some of EDP's fees are not in the District's Rate Order. The Board asked that an item be placed on the August agenda to amend the Rate Order.

ENGINEERING MATTERS

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

WATER SUPPLY AND DISTRIBUTION SYSTEM

There was no report on this matter.

REGIONAL WASTEWATER TREATMENT PLANT REHABILITATION

Mr. Harris said plans and specifications for the wastewater treatment plant rehabilitation project are 90% complete. He said the plans will be submitted to agencies for review by the end of the week.

WASTEWATER TREATMENT PLANT LIFT STATION CONVERSION TO SUBMERSIBLE PUMPS

Mr. Harris said the plans for the lift station rehabilitation have obtained TCEQ approval. He reported comments on the plans from Harris County and the City of Houston have been received.

SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

There was no discussion on this matter.

Mr. Harris reported on an unexecuted water and sewer commitment with F&B Properties, LLC ("F&B") for a 2.03 acre tract located at 3939 North Fry Road. He said the water and sewer commitment was approved July 23, 2018, but not signed by F&B. Mr. Harris stated IDS has attempted to contact F&B by telephone, mail and through a real estate broker to discuss the water and sewer commitment, but IDS has not received a response from F&B.

DEEDS AND EASEMENTS

There were no deeds or easements presented to the Board.

ASSET MANAGEMENT PLAN

There was no discussion on this matter.

Mr. Harris presented two District map options, an aerial map and a utility map, to be displayed in the meeting room. Discussion ensued about what type of map should be displayed and the location of the maps' placement.

Mr. Harris said he and Mr. Downum would like to hold a director seminar in 6 to 8 weeks to review the District's facilities and their various components, and to answer any questions the Board may have. Discussion ensued on when to hold the director seminar. Mr. Harris said he will contact the Board members with suggested dates for the seminar.

After review and discussion, Director Dumas moved to (1) approve the engineer's report; (2) authorize IDS to produce a double-sided map to display in

the meeting room; and (3) authorize Mr. Harris to schedule a new director seminar. Director Diaz 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. After discussion, Director Diaz moved to accept the Building Manager's Report. Director Dumas seconded the motion, which passed by unanimous vote.

FACILITY USE AGREEMENT

Mr. Thompson reviewed proposed revisions to the Facility Use Agreement. The Board agreed to include additional language under the Facilities, and Facility Clean-Up Procedures sections. After discussion, Director Diaz moved to authorize the revisions to the Facility Use Agreement, as discussed. Director Dumas 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 Reynolds said the Sheriff Department's Safety Forum meeting is Thursday, July 25, 2019, at the Westlake Fire Department at 11:00 am.

NATIONAL NIGHT OUT

Discussion ensued on whether to hold a National Night Out event. After discussion, Director Dumas moved to not hold their own National Night Out event this year. Director Alvarenga seconded the motion, which passed by unanimous vote.

REPORT REGARDING LEGISLATIVE MATTERS

The Board received a report prepared by ABHR regarding legislative matters pertaining to the 86th Regular Session of the Texas Legislature and Mr. Thompson reviewed the report with the Board. A copy of the report is attached.

AGENDA ITEMS FOR NEXT BOARD MEETING

There was no further discussion on items for the next Board meeting to be held on August 26, 2019.

FINANCIAL AND BOOKKEEPING

The Board reviewed the bills submitted for payment. After review and discussion, Director Diaz moved to accept the bills submitted for payment. Director Dumas seconded the motion, which passed by unanimous vote.

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

(SEAL)



Bhanda

Secretary, Board of Directors

ATTACHMENTS TO MINUTES

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