

MINUTES  
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

February 27, 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 27<sup>th</sup> day of February, 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:

Willie Jo Reynolds	President
Cyrus Dumas	Vice President
Betty Mancía Alvarenga	Secretary
Jessica Graham	Director
Lee Crenshaw	Director

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

Also present at the meeting were: Deputy Jimmy Satterfield of the Harris County Sheriff's Office; Kristen Scott of Bob Leared Interests ("BLI"); Michael Murr of Murr Incorporated; Bart Downum of Environmental Development Partners, LLC ("EDP"); Matt Carpenter of IDS Engineering Group ("IDS"); Tonie Pettit, building manager; Claudia Redden of Claudia Redden & Associates; Alex Schmid of Texas Pride Disposal ("Texas Pride"); and Angie Lutz and Arlene Catalan of Allen Boone Humphries Robinson, LLP.

PUBLIC COMMENTS

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

MINUTES

The Board considered approving the minutes of the January 23, 2023, regular meeting. After review and discussion, Director Dumas moved to approve the minutes of the January 23, 2023, regular meeting. Director Graham seconded the motion, which passed unanimously.

SECURITY REPORT

Deputy Satterfield presented and reviewed the security report. After review and discussion, Director Dumas moved to accept the security report. Director Alvarenga seconded the motion, which passed unanimously.

DISCUSS SERVICE AGREEMENT WITH ITECH MONITORING ("ITECH") FOR SECURITY CAMERAS AND ALARM SYSTEM

Director Dumas gave an update on the installation of the security cameras and alarm system. He stated that iTech sent the invoice for the completed work. The Board directed Ms. Redden to release payment to iTech.

REPORT ON LANDSCAPE MAINTENANCE

Ms. Pettit reported on landscape maintenance in the District. After discussion, Director Dumas moved to accept the landscape maintenance report. 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 on minor vandalism in the Northwest corner of the North Park. He stated the grass has been regraded to get rid of the tire marks that were previously imprinted on the grass.

Mr. Murr reported the lighting on the trail have been repaired.

After review and discussion, Director Dumas moved to approve the Park and Trail. Director Graham 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.

Ms. Scott reported that on January 31, 2023, a property owner attempted to make an online payment for their property taxes but due to technology issues the payment did not process. She stated that the property owner called BLI's office the following day to make the payment and request that penalties and interest be refunded due to the technology issues. Discussion ensued. After discussion, the Board unanimously concurred to waive penalties and interest.

Ms. Scott then reported that BLI received a separate request from a property owner in the District for a payment plan for their property taxes. She stated that the property owner is not a resident of the District. Discussion ensued. After discussion the Board unanimously concurred to deny the request of a payment plan for the property taxes.

After review and discussion, Director Dumas moved to approve the tax assessor collector's report and authorize payment of the bills submitted. Director Graham seconded the motion, which passed unanimously.

#### DELINQUENT TAX MATTERS

There was no discussion on this agenda item.

#### RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

The Board considered adopting a Resolution Concerning Exemptions from Taxation. After review and discussion, Director Dumas moved to allow an exemption of \$20,000 for individuals who are disabled or are sixty-five years of age, reject any exemption of residence homesteads from ad valorem taxation and direct that the Resolution be filed appropriately and retained in the District's official records. Director Graham 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. After review and discussion, Director Dumas moved to accept the regional WWTP bookkeeper's report and the bills submitted for payment. Director Graham 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.

Director Graham stated that while reviewing the District's invoices and checks, she noticed that the one of the checks to AT&T is a higher amount than usual. The Board directed Ms. Redden to follow up with AT&T regarding the unusual invoice.

After review and discussion, Director Dumas moved to approve the bookkeeper's report, and the checks presented for payment. Director Graham seconded the motion, which passed unanimously.

ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") WINTER CONFERENCE, APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES, AUTHORIZE ATTENDANCE AT SUMMER CONFERENCE

The Board discussed the AWBD winter conference. After review and discussion, Director Dumas moved to approve the reimbursement to Directors for eligible AWBD winter conference expenses, subject to final review by the bookkeeper for compliance with the District's travel guidelines, and authorize Board members to attend the summer conference in Corpus Christi, Texas. Director Alvarenga 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 reported on a sinkhole located near the District's Water Plant, he requested the Board's authorization to repair the sinkhole in the amount not to exceed \$12,000. He stated there is an urgency to repair the sinkhole as it yields a security risk. Mr. Downum stated that EDP has notified IDS of the sinkhole and it will be added as an item on the Capital Improvement Projects list.

Mr. Downum reported on the Texas Commission on Environmental Quality's ("TCEQ") compliance inspection of the water supply facilities was completed, a copy of the report is attached to the engineer's report. He stated the inspection indicated three areas of concern, which were shared with IDS for future reference in the Capital Improvement Projects list.

Mr. Downum said that the District's annual water usage report has been submitted to the West Harris County Regional Water Authority and to the Texas Water Development Board.

After review and discussion, Director Dumas moved to: (1) approve the operator's report; and (2) ratify the Resolution Approving Submittal of the Water Smart Application for Inclusion in the AWBD Water Smart Partners Program. Director Graham 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 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. The motion was seconded by Director Graham, which passed unanimously.

#### ENGINEERING MATTERS

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

Mr. Carpenter reported on the TCEQ's inspection of the Water Plant and stated that IDS will be working with EDP on the three areas of concern to prepare a cost estimate for the Board's consideration.

Mr. Carpenter reported that ABHR has prepared a Service Agreement for the repair of the Waste Water Treatment Plant fence with Clements Fence. Ms. Catalan confirmed that ABHR has received all the necessary documents.

Mr. Carpenter gave an update on the Regional WWTP Advisory Committee (the "Committee") meeting held on February 2, 2023. He stated that the next Committee meeting will be held on May 4, 2023.

Mr. Carpenter updated the Board regarding the Detention Basin Pilot Channel Desilting project (the "Project"). He reminded the Board that the Project contract was awarded to Storm Water Solutions, LLC ("Storm Water Solutions") last month. He requested authorization to circulate the Project contract for signatures.

#### 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.

Mr. Carpenter reported that Harris County Precinct No. 3 was scheduled to commence construction on a traffic signal at Clay Road and Dayflower Drive at the end of the January.

After review and discussion, Director Dumas moved to: (1) approve the engineer's report; (2) approve the Service Agreement with Clements Fence; and (3) authorize IDS to circulate the Project contract with Storm Water Solutions for execution. Director Graham 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 iTech finalized installation of the cameras and alarm system.

Ms. Pettit reported the District's Building elevator inspection was completed. She stated that receipt of the inspection certificate is pending.

Ms. Pettit reported that she is working with Air Tech of Houston AC & Plumbing on rectifying an invoice for work that completed in the Building.

Ms. Pettit reported she has been reaching out to local hotels for partnerships to offer guests of Building renters block hotel pricing.

After discussion, Director Dumas moved to accept the Building Manager's Report. Director Reynolds 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 report on this agenda item.

#### GARBAGE SERVICES

Mr. Schmid updated the Board regarding the garbage and recycling services in the District. He noted that Texas Pride has restructured their staff in order to improve their services. The Board discussed the lapse of services and customer inquiries received. Ms. Pettit stated that the Building's dumpster gate continues to be left open and unlocked. Mr. Schmid stated that he would follow up with the garbage truck drivers on the matter.

The Board directed ABHR to solicit bids from other garbage collection and recycling service providers.

REVIEW ARBITRAGE REBATE REPORT FOR THE SERIES 2012 REFUNDING BONDS

The Board reviewed the Interim Excess Earning Report prepared by OmniCap Group for the Series 2012 Unlimited Tax Refunding Bonds. Ms. Lutz said no arbitrage payment was owed to the Internal Revenue Service.

AGENDA ITEMS FOR NEXT BOARD MEETING

Ms. Lutz stated the next Committee will be held on May 4, 2023.

Ms. Lutz said that the next Board meeting is scheduled to be held on March 27, 2023.

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



  
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~~Secretary~~, Board of Directors  
Vice President

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