

MINUTES
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

April 24, 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 24th day of April, 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:

Vacant	President
Cyrus Dumas	Vice President
Betty Mancía Alvarenga	Secretary
Jessica Graham	Director
Lee Crenshaw	Director

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

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

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 March 27, 2023, regular meeting. After review and discussion, Director Graham moved to approve the minutes of the March 27, 2023, regular meeting. Director Crenshaw seconded the motion, which passed unanimously.

REORGANIZE THE BOARD

The Board discussed reorganizing the Board of Directors.

Cyrus Dumas	President
Jessica Graham	Vice President

Betty Mancia Alvarenga	Secretary
Lee Crenshaw	Director
Vacant	Director

Following discussion, Director Graham made a motion to approve the new slate of officers, as discussed. Director Crenshaw seconded the motion, which passed unanimously.

SECURITY REPORT

Deputy San Miguel presented the security report. After review and discussion, Director Graham moved to accept the security report. Director Crenshaw seconded the motion, which passed unanimously.

REPORT ON LANDSCAPE MAINTENANCE

Mr. Manning reported on landscape maintenance in the District. After discussion, Director Graham moved to accept the landscape maintenance report. Director Crenshaw 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 that the sycamore tree at the entrance of the Building has been replaced.

Mr. Murr reported that the plants at the District's trail and park need to be replaced. He recommended irrigation repairs be completed prior to the replacement of the plants.

Mr. Murr noted that the trees at the north park will be pruned next week. He recommended and requested authorization to prune the trees in the south park.

Mr. Murr reported that one of the District's bridges has been vandalized. He stated that the siderail bolts were removed. Additionally, he reported that the District's swings were vandalized. The Board discussed contacting iTech to pull camera footage to identify the individuals who may have vandalized the bridge and swings. The Board directed any footage given to the Building Manager.

After review and discussion, Director Graham moved to: (1) approve the Park and Trail report; and (2) authorize the pruning of the trees in the south park. 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 report 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 accept 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.

Director Graham noted that the AT&T telephone bill continues to increase. Discussion ensued regarding the District's various land lines. Mr. Downum stated that EDP would look into including the District's facility land lines on their account.

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.

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 recommended the Board consider amending the District's Rate Order for potential apartment complex issues. He stated that EDP would present a list of recommendations at the following Board meeting.

Mr. Downum requested authorization to prepare the 2022 Consumer Confidence Report.

After review and discussion, Director Graham moved to: (1) approve the operator's report; and (2) authorize preparation of the 2022 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.

APPROVE CONSUMER CONFIDENCE REPORT AND AUTHORIZE OPERATOR TO MAIL CONSUMER CONFIDENCE REPORT AND FILE CERTIFICATE OF MAILING WITH THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

This agenda item was covered under the operator's report.

ENGINEERING MATTERS

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

Mr. Carpenter reported on the Texas Commission on Environmental Quality inspection of the Water Plant. He reported the existing drainage swales need to be reestablished. Mr. Carpenter requested authorization for IDS to gather topographic information to prepare an exhibit, to assist in the advertisement of bids for the work, at a cost not to exceed \$5,000. Additionally, Mr. Carpenter reported on the Well Header and Piping Coatings, the Water Plant Improvements, and the Booster Pumps, respectively.

Mr. Carpenter stated the next the Regional WWTP Advisory Committee meeting will be held May 4, 2023.

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. 4 has launched a Call for Projects initiative in an effort to partner with local organizations, such as Municipal Utility Districts, on infrastructure improvements.

After review and discussion, Director Graham moved to: (1) approve the engineer's report; and (2) authorize IDS to gather topographic information, at a cost not to exceed \$5,000. 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 noted that the shared fence located behind the Building's gazebo continues to deteriorate. She stated that the property owner of the fence has not made any repairs. Ms. Pettit expressed her concern of the deteriorating fence becoming a deterrent or hazard to individuals renting the District's Building for events. Discussion ensued regarding the fence. The Board directed ABHR to notify the Westfield Homeowner's Association of the property owner's deteriorating fence.

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 ("WHCRWA")

Ms. Leatherwood presented and reviewed a notice from the WHCRWA, a copy of which is attached, regarding the new encroachment policy.

REPORTS FROM DIRECTORS

There was no report on this agenda item.

GARBAGE SERVICES

The Board discussed termination of Texas Pride Disposal. After review and discussion, Director Dumas moved to authorize ABHR to notify: (1) Texas Pride Disposal of the Board’s decision to terminate the Residential Solid Waste Collection Contract; and (2) Best Trash to coordinate rollout of garbage and recycling services in the District on June 1, 2023. Director Graham seconded the motion, which passed unanimously.

AGENDA ITEMS FOR NEXT BOARD MEETING

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

Ms. Leatherwood said that the next Board meeting is scheduled to be held on April 24, 2023.

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



B. Mancini

Secretary, Board of Directors

ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Park Maintenance Report	2
Tax Assessor/Collector's Report	3
regional WWTP bookkeeper's report.....	3
District Bookkeeper Report	3
Operator's Report.....	3
Engineering report.....	4
Building Manager Report	5
WHCRWA Notice	5