

MINUTES
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

March 28, 2022

The Board of Directors (the "Board") of Mayde Creek Municipal Utility District (the "District") met in regular session, open to the public, on the 28th day of March, 2022, 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 except Director Diaz, thus constituting a quorum.

Also present at the meeting were: Lee Crenshaw, resident of the District; Deputy Jimmy Satterfield 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 Environmental Development Partners, LLC ("EDP"); Teague Harris and Kelly Wilkinson of IDS Engineering Group; Tonie Pettit, building manager; Jennifer Abad of Municipal Accounts & Consulting, L.P.; and Angie Lutz and Arlene Catalan of Allen Boone Humphries Robinson, LLP. ("ABHR").

Due to the COVID-19 virus epidemic emergency and the high threat level warnings issued by various governments and agencies, the District established a telephone option for members of the public to listen to the meeting and to address the Board.

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 February 28, 2022, regular meeting. After review and discussion, Director Dumas moved to approve the minutes of the February 28, 2022, regular meetings, as corrected. Director Graham seconded the motion, which passed unanimously.

SECURITY REPORT

Deputy Satterfield presented and reviewed the security report, a copy of which is attached. After discussion, Director Dumas moved to accept the security report. Director Graham seconded the motion, which passed unanimously.

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

Director Dumas gave an update of the installation of the security cameras and alarm system. He noted that some of the cameras were not placed in the correct areas but that iTech is acting to correct the placement of the cameras.

REPORT ON LANDSCAPE MAINTENANCE

Mr. Manning reported on landscape maintenance in the District. After discussion, Director Dumas moved to accept the landscape maintenance report. Director Graham 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. After review and discussion, Director Dumas moved to approve the Park and Trail Report. 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. She requested approval of check no. 1025 to Keith Case in the amount of \$982.05, for a refund of an overpayment. After review and discussion, Director Dumas moved to: (1) approve the tax assessor collector's report and authorize payment of the bills submitted and (2) approve check no. 1025, as discussed. Director Alvarenga seconded the motion, which passed unanimously.

DELINQUENT TAX MATTERS

Ms. Scott presented and recommended turning over one account to the District's collection agency totaling \$2,731.76. Following review and discussion, Director Dumas moved to authorize turning the one recommended delinquent account over for collections. Director Alvarenga seconded the motion, which passed unanimously.

REGIONAL WASTEWATER TREATMENT PLANT ("WWTP") FINANCIAL AND BOOKKEEPING MATTERS, AND PAYMENT OF THE BILLS AND REVIEW OF INVESTMENTS

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

The Board requested that Ms. Redden hold payments to iTech.

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.

The Board conducted the annual review of the Identity Theft Prevention Program (the "Program").

Mr. Downum reviewed the critical load spreadsheet. He 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.

Mr. Downum reported that a production test was conducted at water well nos. 1 and 2.

After review and discussion, Director Dumas moved to: (1) approve the operator's report; (2) accept the report on the Program from EDP and to make no changes, and direct that the report be filed appropriately and retained in the District's official records; and (3) 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 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.

CONDUCT ANNUAL REVIEW OF DROUGHT CONTINGENCY PLAN

The Board conducted the annual review of the District's Drought Contingency Plan and concurred to make no changes.

APPROVE ANNUAL REPORT ON IMPLEMENTATION OF WATER CONSERVATION PLAN AND AUTHORIZE SUBMITTAL TO THE TEXAS WATER DEVELOPMENT BOARD

Mr. Downum discussed the annual report on implementation of the District's Water Conservation Plan with the Board. He added that EDP will file the report with the Texas Water Development Board and send a copy to ABHR so it can be filed appropriately and retained in the District's official records.

ENGINEERING MATTERS

Ms. Wilkinson reviewed the engineering report, a copy of which is attached.

Ms. Wilkinson gave an updated on the renewal of the District's Wastewater Discharge Permit to the Texas Commission on Environmental Quality.

Ms. Wilkinson reported STP Services is recommending the cleaning and repair of the Motor Control Center ("MCC"). She stated the recommended work would extend the MCC equipment life. Ms. Wilkinson recommended and requested Board authorization for STP Services to proceed with the recommended work at a cost not to exceed \$20,000.00.

Ms. Wilkinson reported on the wastewater treatment plant Capital Improvement Plan.

Ms. Wilkinson reported the exhibits to the Regional Trunk Sewer Maintenance agreement have been updated.

Ms. Wilkinson gave an update on the Regional WWTP Advisory Committee (the "Committee") meeting held on March 3, 2021.

Ms. Wilkinson updated the Board regarding cleaning and televising of the regional sanitary sewer lines and manholes and reviewed and recommended approval of Pay Estimate No. 2 in the amount of \$27,214.48, payable to CSI Consolidated, LLC DBA AIMS Companies.

Ms. Wilkinson said the recent rainstorms have delayed the commencement of the de-silting of the 96-inch pipe at the District's North Park and Detention Pond outfall.

SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

There was no report on the 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 engineer's report; (2) approve the recommended work for the MCC equipment at a cost not to exceed \$20,000.00; and (3) approve Pay Estimate No. 2 in the amount of \$27,214.48. 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 presented and reviewed a proposal from Air Tech in the amount of \$2,556.00, for the repair and annual maintenance of the Building's air conditioning units.

Ms. Pettit said she is working with Mr. Murr on having an electrician test the power source for the new Building sign.

Ms. Pettit requested and recommended that the Board consider increasing the rates to rent the Building. The Board discussed the increase of fees.

After discussion, Director Dumas moved to: (1) accept the Building Manager's Report; (2) approve the proposal from Air Tech in the amount of \$2,556.00; and (3) have Ms. Pettit propose amended fees for 2023 for approval at the next Board meeting. 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 report on this agenda item.

GARBAGE SERVICES

Director Reynolds reported she has received complaints from District residents regarding the trash pickup.

AGENDA ITEMS FOR NEXT BOARD MEETING

Ms. Lutz stated the next Committee will be held on April 7, 2022, in person.

Ms. Lutz said that the next Board meeting is scheduled to be held on April 25, 2022, in-person.

2022 DIRECTORS ELECTION

Ms. Lutz presented a Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors stating that the District received two candidate applications for the two director positions for the May 7, 2022, Directors Election.

Ms. Lutz presented an Order Cancelling Election and Declaring Unopposed Candidates Elected to Office stating that the May 7, 2020, Directors Election is cancelled and that the unopposed candidates, Willie Jo Reynolds and Betty Mancina Alvarenga, are declared elected to office to serve from May 7, 2022, until the May 2, 2026, Director Election.

Ms. Lutz discussed that the Board had approved entering into a contract with Harris County (the "County") to administer the District's 2022 Directors Election.

Following review and discussion, Director Dumas moved to: (1) accept the Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors and direct that the Certificate be filed appropriately and retained in the District's official records; (2) adopt the Order Cancelling Election and Declaring Unopposed Candidates Elected to Office and direct that the Order be filed appropriately and retained in the District's official records; and (3) cancel the contract

with the County for election services for the May 7, 2022 Directors Election. Director Graham seconded the motion, which carried unanimously.

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.



B. Menard

Secretary, Board of Directors

ATTACHMENTS TO MINUTES

Minutes
Page

Security Report.....	2
Security Report.....	2
Park Maintenance Report	2
Tax Assessor/Collector's Report	2
regional WWTP bookkeeper's report.....	3
District Bookkeeper Report	3
Operator's Report.....	3
Engineering report.....	4
Building Manager Report	5