

MINUTES
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

May 20, 2021

The Board of Directors (the "Board") of Mayde Creek Municipal Utility District (the "District") met in regular session by teleconference available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, on the 20th day of May, 2021, and the roll was called of the members of the Board being present by telephone:

Willie Jo Reynolds	President
Jorge Diaz	Vice President
Betty Mancía Alvarenga	Secretary
Cyrus Dumas	Director
Jessica Graham	Director

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

Also attending all or part of the teleconference were Deputy Jimmy Satterfield of the Harris County Sheriff's office; Kristen Scott of Bob Leared Interests ("BLI"); Bob Manning of Boston Fern; Michael Murr of Murr Incorporated; Claudia Redden of Claudia Redden & Associates; Bart Downum of Environmental Development Partners, LLC ("EDP"); Teague Harris and Kelli Wilkinson of IDS Engineering Group ("IDS"); Tonie Pettit, building manager; and Angie Lutz and Arlene Catalan of Allen Boone Humphries Robinson, LLP ("ABHR").

Ms. Lutz reviewed certain recommended protocols for conducting the District's meeting via teleconference. She announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at www.districtdirectory.org/agendapackets/maydecreekmud.

OPERATIONS AND SERVICE REQUIREMENTS RELATING TO COVID-19
EPIDEMIC AND RATIFICATION OF ANY EMERGENCY ACTIONS, IF NECESSARY

Ms. Lutz confirmed there were no operations or service requirements related to COVID-19 epidemic to present for ratification by the Board.

PUBLIC COMMENTS

Director Reynolds offered any members of the public attending the meeting by telephone 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 April 26, 2021, regular meeting. After review and discussion, Director Graham moved to approve the minutes of the April 26, 2021, regular meeting. Director Dumas seconded the motion, which passed unanimously.

SECURITY REPORT

Deputy Satterfield reported on security matters.

Mr. Murr stated that he made a claim on behalf of the District to the Harris County Sheriff's Office ("HCSO") regarding graffiti by the District's water plant. He noted that the HCSO said that a case number has been assigned to the incident and that a clean-up crew will be removing the graffiti.

After discussion, Director Alvarenga moved to accept the security report. Director Dumas seconded the motion, which passed unanimously.

SECURITY AGREEMENTS, INCLUDING CAMERAS AND ALARM SYSTEM

Director Dumas reported that due to the recent increment weather, the proposals for security have been delayed. He said that he anticipates to present proposals at the following Board meeting.

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 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.

Ms. Scott stated that Wells Fargo has begun charging service fees to the District's tax account. She recommended that the District move the tax account to Allegiance Bank. The Board then considered approving a Depository Pledge Agreement with Allegiance Bank. After review and discussion, Director Dumas moved to (1) approve the Depository Pledge Agreement with Allegiance Bank and direct that the Agreement be filed appropriately and retained in the District's official records; and (2) authorize BLI to move the District's tax account to Allegiance Bank. Director Diaz seconded the motion, which passed unanimously

DELINQUENT TAX MATTERS

Ms. Scott reviewed the District's Top Delinquent Taxpayers list with the Board. Discussion ensued. After discussion, the Board directed BLI to move forward with taking action on the delinquent accounts.

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.

Mr. Murr reported that the new air conditioning unit for the District Building banquet room has been installed.

Mr. Murr presented an invoice from Centrix Restoration in the amount of \$5,115.20, for general contractor work to remediate the damage at the District's building incurred by Winter Storm Uri. He stated that he would be holding the check until a walkthrough of the work is completed.

Mr. Murr reported on the options for the District's new trail signs. He reviewed two proposals respectively: I-Zone in the amount of \$9,100.00, with a 10-year warranty; and Cypress Signs in the amount of \$4,500.00, with a 4-year warranty. He said that in addition to the cost of the new signs, the cost of the installation is \$195.00 per sign. Discussion ensued regarding the difference between the two options. Director Graham requested to review the quality of the samples. Mr. Murr stated he would send samples to Director Graham. The Board took no action.

Lastly, Mr. Murr reported that he will present a proposal for the pruning of trees located at the water plant on Misty Cove Drive.

After review and discussion, Director Dumas moved to: (1) accept the landscape maintenance report; and (2) approve the invoice from Centex Restoration in the amount of \$5,115.20. Director Graham seconded the motion, which passed unanimously.

DISCUSS DISTRICT SHARED FENCE MATTERS

Mr. Murr stated that he is coordinating a meeting with Director Dumas, Mr. Manning, and himself to discuss the option to remediate the shared fence predicament.

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 checks presented for payment. Director Diaz seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING

Ms. Redden presented and reviewed the 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 bookkeeper’s report, and the checks presented for payment. Director Dumas seconded the motion, which passed unanimously.

Ms. Redden stated that BBVA is merging with PNC Bank and will no longer collateralize deposits. She recommended that the District move their account to Central Bank. The Board then considered approving a Depository Pledge Agreement with Central Bank. After review and discussion, Director Diaz moved to (1) approve the Depository Pledge Agreement with Central Bank and direct that the Agreement be filed appropriately and retained in the District’s official records; and (2) authorize Ms. Redden to move the District’s account to Central Bank. Director Dumas 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 reported that a four-inch compound meter located at 3900 Dayflower, needs to be replaced at a cost of \$10,000.00.

Mr. Downum presented the 2020 Consumer Confidence Report (“CCR”), a copy of which is attached to the operator’s report. He said the CCR will be sent to District customers prior to the July 1 deadline and will be submitted to the Texas Commission on Environmental Quality (“TCEQ”).

Mr. Downum said the Water Conservation Plan annual report has been prepared and there were no changes.

Mr. Downum presented the District’s Risk and Resilience Assessment. Ms. Lutz reported on certain certification obligations that the District must meet under the

America's Water Infrastructure Act of 2018 (the "Act"). She stated that, pursuant to the Act, the District must certify to the Environmental Protection Agency that its community water system has completed a Risk and Resilience Assessment (the "Assessment").

After review and discussion, Director Dumas moved to: (1) approve the operator's report; (2) approve the CCR, subject to ABHR review, authorize the operator to send the CCR to the District's customers, and file the certificate of mailing with the TCEQ; (3) authorize submittal of the annual report to the Texas Water Development Board; and (4) moved to approve the Risk and Resilience Assessment, authorize the filing of certification of the Assessment with the Environmental Protection Agency, and direct the Assessment to be filed, confidentially, in the District's official records and the confirmation of certification be filed in the District's official records. Director Alvarenga 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 Alvarenga, 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 Alvarenga seconded the motion, which passed by unanimous vote.

ENGINEERING MATTERS

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

REGIONAL WASTEWATER TREATMENT PLANT ("WWTP") REHABILITATION

Mr. Harris updated the Board regarding construction of the Regional WWTP rehabilitation project, including the new sulfur dioxide building and stated that the project is approximately 91% complete.

Mr. Harris reported that the District's WWTP Discharge Permit will be expiring on May 1, 2022 and that the Texas Commission on Environmental Quality requires the District to renew the permit no later than November 2, 2021. He said that proposals for the permit renewal will be presented at the June meeting.

Mr. Harris gave an update on the Regional WWTP Advisory Committee (the "Committee") meeting held on May 6, 2020. He said that the Committee plans to schedule a Saturday site visit before the completion of the Regional WWTP rehabilitation project. Additionally, Mr. Harris reported that Ricewood Municipal Utility District, Clay Road Municipal Utility District, and the District, respectively, have provided the additional construction funds totaling \$137,138.00, for the WWTP project.

Mr. Harris gave an update on the progress of the Harris County Flood Control District regarding the Mayde Creek channel maintenance and improvement project.

SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

Mr. Harris gave an update on the construction of the sanitary sewer extension for the Louisiana Chicken restaurant at the Petroleum Wholesale Gas Station on 3716 Greenhouse Road.

Mr. Harris reported that District resident, Felix Auz, requested a utility capacity letter. He said that IDS is working with Mr. Auz 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 approve the engineer's report. Director Graham seconded the motion, which passed unanimously.

BUILDING MANAGER'S REPORT AND BUILDING MATTERS

Ms. Pettit discussed the Building Manager's Report, a copy of which is attached.

Ms. Pettit reported that Kone Engineering Company has completed the quarterly maintenance inspection on the Building's elevator.

Ms. Pettit reported that she has not received any opposition for the Facility Rental COVID-19 Checklist (the "Checklist") from individuals looking to book the District Building for events. Discussion ensued regarding updating the Checklist after the new state regulations.

Ms. Pettit said that she held 3 interviews for janitorial service for the District Building. She recommended that the District approve a service agreement with Kings of Clean Property Services for janitorial services, including sanitizing at a cost of \$525.00 per service.

After discussion, Director Dumas moved to: (1) accept the Building Manager's Report; and (2) approve of a service agreement with Kings of Clean Property Services for janitorial services, including sanitizing at a cost of \$525.00 per service. Director Graham seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA")

There was no report on this agenda item.

REPORTS FROM DIRECTORS

There was no report on this agenda item.

GARBAGE SERVICES

The Board discussed the recent delay in services.

TRAVEL REIMBURSEMENT GUIDELINES

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

AGENDA ITEMS FOR NEXT BOARD MEETING

Ms. Lutz stated the joint operations meeting with Ricewood Municipal Utility District, Clay Road Municipal Utility District, and the District will be held on June 3, 2021, via teleconference.

There was no further discussion on items for the next Board meeting to be held on June 28, 2021 via teleconference.

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.

/s/ Jorge Diaz / AEC
Secretary, Board of Directors

(SEAL)



ATTACHMENTS TO MINUTES

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