

MINUTES
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

March 25, 2024

The Board of Directors (the "Board") of Mayde Creek Municipal Utility District (the "District") met in regular session, open to the public, on the 25th day of March 2024, 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:

Cyrus Dumas	President
Jessica Graham	Vice President
Betty Mancia Alvarenga	Secretary
Lee Crenshaw	Director
Erwin Sanchez	Director

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

Also present at the meeting were: Deputy Giovanni Ruiz of the Harris County Sheriff's Office; Bob Manning of Boston Fern; Kristen Scott of Bob Leared Interests; Claudia Redden of Claudia Redden & Associates; Bart Downum of INFRAMARK; Kelly Wilkinson of IDS Engineering Group ("IDS"); Tonie Pettit, building manager; and Allison Leatherwood and Arlene Catalan of Allen Boone Humphries Robinson, LLP ("ABHR").

PUBLIC COMMENTS

The Board offered any members of the public attending the meeting the opportunity to make a public comment.

The Board reviewed correspondence from Judith McGlaughlin, a copy of which is attached.

MINUTES

The Board considered approving the minutes of the February 26, 2024, regular meeting. After review and discussion, Director Graham moved to approve the minutes of the February 26, 2024, regular meeting. Director Crenshaw seconded the motion, which passed unanimously.

SECURITY REPORT

Deputy Ruiz reviewed the security report, a copy of which is attached. Discussion ensued regarding the responsibility of monitoring students coming out of the surrounding schools. 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. He stated that the grass aerating is complete. 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

Ms. Pettit reviewed the Park Maintenance Report.

She stated that Mr. Murr reported that the flower beds located in the South Park are anticipated to be planted next week.

Additionally, she reported that Mr. Murr stated that he is working with IDS on the repair of the North Park Detention Pond retention wall.

After review and discussion, Director Graham moved to accept the Park Maintenance Report. 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 Alvarenga seconded the motion, which passed unanimously.

DELINQUENT TAX MATTERS

There was no discussion 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 approve the regional WWTP bookkeeper's report and the bills

submitted for payment. Director Alvarenga 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.

Ms. Redden requested approval of additional check no. 2819 to STP Services in the amount of \$8,000.00.

After review and discussion, Director Graham moved to: (1) approve the bookkeeper's report and the checks presented for payment; and (2) approve additional check no. 2819, as discussed. 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 reported that the engineer requested installation of a pressure chart recorder. He estimated that the cost for a pressure chart recorder, including installation, would not exceed \$7,000.00. Ms. Wilkinson indicated that the pressure chart recorder will aid in calculating the distribution pressure for the overall operation of the plant. She stated that the data gathered from the pressure chart recorder will be utilized in constructing a water model.

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

Mr. Downum presented and recommended turning over 14 delinquent accounts totaling \$2,995.71 to the District's collection agency.

Mr. Downum presented and reviewed the well production reports, a copy of which is attached to the operator's report.

Mr. Downum reported that Well No. 2 at Water Plant No. 1 has failed. He stated that INFRAMARK suspects that the well pump has detached from the shaft. Mr. Downum mentioned that INFRAMARK is currently in the process of soliciting proposals for the necessary repairs. He noted that an insurance claim would be filed for the repairs.

Ms. Leatherwood presented and reviewed an Amended Rate Order for the Board's consideration.

After review and discussion, Director Crenshaw moved to: (1) approve the operator's report; (2) approve installation of a pressure chart recorder in an amount not to exceed \$7,000.00; (3) accept the report on the Program from INFRAMARK as presented and direct that the report be filed appropriately and retained in the District's official records; (4) authorize the operator to turn over the recommended delinquent accounts for collections; and (5) approve the amended Rate Order. 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 Crenshaw 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.

REVIEW DROUGHT CONTINGENCY PLAN; ADOPT ORDER ADOPTING AMENDED AND RESTATED DROUGHT CONTINGENCY PLAN

Ms. Leatherwood stated that the Texas Commission on Environmental Quality ("TCEQ") rules require that the District review and adopt an Amended and Restated Drought Contingency Plan in 2024, prior to May 1st. She reviewed an Amended and Restated Drought Contingency Plan with the Board. After review and discussion, Director Crenshaw moved to adopt an Order Adopting Amended and Restated Drought Contingency Plan; Providing for Implementation and Enforcement Thereof; Providing Penalties for Violations; and Containing Other Provisions Related to the Subject and direct that the Order be filed appropriately and retained in the District's official records. Director Graham seconded the motion, which passed by unanimous vote.

REVIEW WATER CONSERVATION PLAN; APPROVE ANNUAL REPORT AND WATER CONSERVATION IMPLEMENTATION REPORT; ADOPT ORDER ADOPTING AMENDED AND RESTATED WATER CONSERVATION PLAN

Ms. Leatherwood stated that the TCEQ rules require that the District review and adopt an Amended and Restated Water Conservation Plan prior to May 1, 2024. She reviewed an Amended and Restated Water Conservation Plan with the Board. After review and discussion, Director Crenshaw moved to adopt an Order Adopting Amended and Restated Water Conservation Plan, subject to final review, and direct that the Order be filed appropriately and retained in the District's official records. Director Graham seconded the motion, which passed by unanimous vote.

REVIEW CRITICAL LOAD SPREADSHEET FOR DISTRICT'S FACILITIES AND AUTHORIZE ANNUAL FILING

The Board reviewed the critical load spreadsheet. Ms. Leatherwood 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 Crenshaw 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 Graham seconded the motion, which passed by unanimous vote.

REVIEW EMERGENCY PREPAREDNESS PLAN AND AUTHORIZE FILING OF UPDATES, IF NECESSARY

Ms. Leatherwood discussed the District's Emergency Preparedness Plan and requirements to file any updates with the TCEQ. She said the District is required to update the personnel and contact information listed in the EPP and submit the updated pages to the TCEQ and other required entities. After discussion, Director Crenshaw moved to authorize IDS to update the necessary personnel and contact information and submit the updated pages to all required entities. Director Graham seconded the motion, which passed unanimously.

ENGINEERING MATTERS

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

Ms. Wilkinson reported on the Water Plant Improvement Project preliminary engineering report.

Ms. Wilkinson updated the Board on the geographic information system for the lead and copper rule requirement.

Ms. Wilkinson reported on the Ricewood Municipal Utility District (“Ricewood”) interconnect. She stated that Ricewood is nearly complete with the roof for their Ground Storage Tank.

Ms. Wilkinson reported on the Wastewater Treatment Plant Improvement Project 2024.

SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

Ms. Wilkinson updated the Board on the utility commitment request for the 2.03-acre tract on Clay Road and Brannan Drive.

REGIONAL WASTEWATER TREATMENT PLANT ADVISORY COMMITTEE

Ms. Wilkinson stated that the next Advisory Committee meeting is scheduled for May 2, 2024.

DEEDS AND EASEMENTS

There were no deeds or easements presented to the Board.

ASSET MANAGEMENT PLAN

There was no discussion on this matter.

Ms. Wilkinson updated the Board regarding the North Park Detention Pond and block retaining wall repairs. She stated that IDS met with a block wall contractor, Gageco, to discuss the necessary repairs. She stated that an estimate of repairs is pending. The Board discussed establishing a wall committee to authorize repairs between meetings. Directors Graham and Crenshaw volunteered to serve on the wall committee.

Ms. Wilkinson stated that bids were received for construction of North Park Detention Pond Pedestrian Bridge replacement. She recommended that the Board award the contract to Storm Water Solutions, LLC (“Storm Water Solutions”) in the amount of \$105,831.00. The Board concurred that, in its judgment, Storm Water Solutions was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

After review and discussion, Director Crenshaw moved to: (1) approve the engineer’s report; (2) authorize establishment of a wall committee, made up of Directors Graham and Crenshaw; and (3) award the contract for construction of North Park Detention Pond Pedestrian Bridge replacement to Storm Water Solutions in the amount of \$105,831.00, based upon the engineer’s recommendation and receipt of the payment and performance bonds and the certificates of insurance and endorsements, if any,

provided by the contractor. 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 requested and recommended entering into a service agreement with Efficiency Experts Air Conditioning and Heating (“Efficiency Experts”) for the Building’s preventative maintenance.

After discussion, Director Graham moved to: (1) accept the Building Manager’s Report; and (2) approve a service agreement with Efficiency Experts, subject to finalization. Director Alvarenga 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

Ms. Pettit reported that the Building’s dumpster was not emptied for approximately 3 weeks. Ms. Catalan mentioned that she reached out to Best Trash regarding the missed collections. The Board requested that a credit be provided for the missed collections.

AGENDA ITEMS FOR NEXT BOARD MEETING

Ms. Leatherwood stated the next Committee meeting will be held on May 2, 2024.

Ms. Leatherwood said that the next Board meeting is scheduled to be held on April 22, 2024.

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



Jessica
Secretary, Board of Directors
Vice President

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