

MINUTES  
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

January 27, 2025

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 January 2025, 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; Michael Murr of Murr Incorporated; 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 Audrey Briscoe and Arlene Catalan of Allen Boone Humphries Robinson, LLP ("ABHR").

Also present via telephone was: Craig Rathmann of Rathmann & Associates, LP.

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 comments, the Board moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the December 16, 2024, regular meeting. After review and discussion, Director Crenshaw moved to approve the minutes of the December 16, 2024, regular meeting. Director Graham seconded the motion, which passed unanimously.

SECURITY REPORT

Deputy Ruiz presented the security report. Discussion ensued regarding activities around the District. After review and discussion, Director Graham moved to

accept the security report. Director Crenshaw seconded the motion, which passed unanimously.

The Board reviewed a contract amendment request from the Texas Counties Division Patrol LLC ("TCDP"). Ms. Briscoe stated that TCDP's current rate is \$18.00 per hour, plus an additional \$15.00 per day fuel charge. She stated that TCDP is requesting a new rate of \$23.00 per hour, plus an additional \$18.00 per day fuel charge. The Board discussed the proposed amendment. After review and discussion, Director Alvarenga moved to approve the proposed amendment. Director Graham 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 requested authorization to repair erosion located on slopes of the North Park in the amount of \$5,000.00.

Mr. Murr updated the Board on the installation of trees from Trees for Houston.

Mr. Murr requested and recommended the removal and replacement of two dead trees at the water plant located on Misty Cove Drive in the amount of \$1,200.00.

Mr. Murr reported and recommended repairs to the District Building's single stall restroom. He stated the estimated cost for the repair is \$5,000.00. Ms. Pettit reported that the restroom has been cleaned and the lights have been replaced. The Board discussed the recommended repairs and directed Mr. Murr to provide a written proposal for review at the next regular meeting.

Mr. Sanchez reported on blinking light poles at the District's park and walking trail. Mr. Murr acknowledged the issue and noted that he has documented that the lights are in need of repair. He recommended postponing repairs until additional lights require service to ensure the cost of renting the bucket truck remains proportionate to the repair expenses.

After review and discussion, Director Graham moved to: (1) approve the Park Maintenance Report; (2) authorize repair of erosion in the North Park in the amount of

\$5,000.00; and (3) approve the removal and replacement of two trees at the water plant located on Misty Cove Drive in the amount of \$1,200.00. 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 a 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 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 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. After review and discussion, Director Graham moved to approve the bookkeeper's report and the checks presented for payment. Director Alvarenga seconded the motion, which passed unanimously.

#### ANNUAL DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

The Board reviewed the annual disclosure statements of the Investment Officer and bookkeeper. Director Graham moved to accept the annual disclosure statements from Claudia Redden and Forvis Mazars, LLP and to authorize ABHR to file the disclosure statements with the Texas Ethics Commission and in the District's official records. Director Crenshaw seconded the motion, which passed unanimously.

## REVIEW PROPOSAL FOR MESSAGING SERVICES

Mr. Downum presented and reviewed proposals from The Texas Network and Off Cinco, respectively, for an emergency alert messaging system. Copies of the proposals are attached. The Board reviewed and discussed the proposals. After review and discussion, Director Graham moved to approve the proposal from The Texas Network for email and SMS for 1500 to 2500 profiles at a cost of \$60.00 per month. 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 Lift Pump No. 3 at the Wastewater Treatment Plant ("WWTP") has failed. He stated that Pumps of Houston, Inc. inspected the pump and determined it is obsolete. Ms. Wilkinson confirmed that the manufacturer is no longer in production. Mr. Downum stated that replacing Lift Pump No. 3 would cost \$33,000.00 and requested Board authorization for Inframark and IDS to collaborate with Niel Technical Services Corporation ("NTS") to explore alternative replacement options.

Mr. Downum reported that Lift Pump No. 2 at the WWTP has also failed. He noted that the pump has been removed and temporarily replaced and that NTS is currently evaluating the failed pump.

Mr. Downum presented and recommended sending three delinquent accounts totaling \$468.19 to the District's collection agency.

Mr. Downum then requested execution of the Resolution Approving Submittal of the Water Smart Application for Inclusion in the AWBD Water Smart Partners Program (the "Resolution") in order to meet the submission deadline. He requested an item be added to next month's agenda to ratify approval of the Resolution.

Mayde Creek Municipal Utility District has completed the Lead & Copper Inventory as required by the EPA. Through records research and field investigation of the distribution system, it has been determined that the system has no lead service lines or galvanized requiring replacement service lines. If you would like a copy of the Lead & Copper Inventory, please submit your request to [may000@txdistricts.info](mailto:may000@txdistricts.info).

After review and discussion, Director Crenshaw moved to: (1) approve the operator's report; (2) authorize Inframark and IDS to collaborate with NTS on the replacement of Lift Pump No. 3; (3) authorize Inframark to send the recommended delinquent accounts to collections; and (4) authorize execution of the Resolution. 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 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 Alvarenga, which passed unanimously.

ENGINEERING MATTERS

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

Mr. Wilkinson presented and reviewed an engineering proposal, a copy of which is attached to the engineering report, for the Water Plant Improvements project in the amount of \$620,000.00. The Board discussed the Water Plant Improvements project and scope of work.

Ms. Wilkinson reported that IDS is in the process of scheduling the interior inspection for the Water Plant No. 1 Ground Storage Tank No. 2.

Ms. Wilkinson presented and reviewed an engineering proposal, a copy of which is attached to the engineering report, to prepare and submit the Texas Commission on Environmental Quality ("TCEQ") Wastewater Discharge Permit at a cost of \$20,000.00. She stated that the cost would be billed to the District's Regional WWTP account.

SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

There was no discussion on this matter.

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 Pedestrian Bridge Replacement Project. She noted that the bridge's color is intended to appear weathered. She then stated that the flowable fill on the riprap had been reworked.

Ms. Wilkinson noted that IDS would work with Mr. Murr on areas in the North Park to prevent water ponding.

Ms. Wilkinson presented and reviewed a 15-year Capital Improvement Plan. She discussed the District's remaining authorized bond amounts and upcoming District projects.

After review and discussion, Director Graham moved to: (1) approve the engineer's report; (2) approve the engineering proposal for the Water Plant Improvements project; and (3) approve the engineering proposal for the preparation and submission of the TCEQ Wastewater Discharge Permit. 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. After discussion, Director Lee moved to accept the Building Manager's Report. Director Graham seconded the motion, which passed unanimously.

#### CONSIDER AMENDING THE FACILITY USE AGREEMENT AND APPROVE APPROPRIATE ACTION

Ms. Briscoe presented and reviewed an amended Facility Use Agreement. After review and discussion, Director Graham moved to approve the amended Facility Use Agreement. Director Crenshaw seconded the motion, which passed unanimously.

#### WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA")

Mr. Downum requested approval and authorization to submit the District's Water Usage Reporting Form to the WHCRWA. After discussion, Director Graham moved to approve and authorize the operator to submit the District's Water Usage Reporting Form to the WHCRWA. Director Alvarenga seconded the motion, which passed unanimously.

#### REPORTS FROM DIRECTORS

There was no discussion on this agenda item.

#### DISCUSS ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") WINTER CONFERENCE, APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES, AND AUTHORIZE AT-TENDANCE AT SUMMER CONFERENCE

The Board discussed the AWBD winter conference. After discussion, Director Graham moved to approve reimbursement to Directors for eligible AWBD winter conference expenses, subject to final review by the bookkeeper for compliance with the District's travel and reimbursement guidelines, and authorize Board members to attend the summer conference in San Antonio, Texas. Director Crenshaw seconded the motion, which passed unanimously.

#### GARBAGE MATTERS

There was no discussion on this agenda item.

#### ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY

Ms. Briscoe reported on the District's compliance activities during the prior calendar year related to bond financings. She stated that no corrective action is required at this time.

#### APPROVE ANNUAL REPORT AND AUTHORIZE FILING OF SAME IN ACCORDANCE WITH THE DISTRICT'S CONTINUING DISCLOSURE OF INFORMATION AGREEMENT AND AS REQUIRED BY SEC RULE 15C2-12

The Board reviewed the District's annual report containing updated financial and operating data to be filed in accordance with the continuing disclosure provisions contained in the bond resolutions. Ms. Briscoe stated that the District is required to file certain financial and operating data with the Municipal Securities Rulemaking Board through the Electronic Municipal Market Access System ("EMMA"). Following review and discussion, Director Graham moved to approve the annual report, authorize the attorney to submit the District's updated financial and operating data in compliance with the continuing disclosure provisions contained in the bond resolutions through EMMA and direct that the report be filed appropriately and retained in the District's official records. Director Crenshaw seconded the motion, which passed by unanimous vote.

#### ANNUAL REVIEW OF PROCEDURES FOR CONTINUING DISCLOSURE COMPLIANCE

The Board reviewed the District's procedures for continuing disclosure compliance and concurred to make no changes at this time.

#### ADOPT RESOLUTION ADOPTING COVERED APPLICATIONS POLICY

Ms. Briscoe presented and reviewed a Resolution Adopting Covered Applications Policy. After review and discussion, Director Graham moved to approve the Resolution Adopting Covered Applications Policy. Director Crenshaw seconded the motion, which passed unanimously.

## 2025 BOND ELECTIONS AND OPERATION AND MAINTENANCE TAX ELECTIONS

Ms. Briscoe addressed the Board regarding the District's responsibilities and upcoming projects, including funding for the projects. Discussion ensued regarding resident communication.

Mr. Rathmann addressed the Board regarding the 2025 Bond Elections and Operation and Maintenance Tax Election.

Ms. Kelly stated that IDS is working on preparation of the bond engineering report.

### ADOPT RESOLUTION DESIGNATING AN AGENT OF THE SECRETARY OF THE BOARD OF DIRECTORS DURING THE 2025 BOND ELECTIONS AND OPERATION AND MAINTENANCE TAX ELECTION

Ms. Briscoe discussed procedures related to the May 3, 2025, Bond Elections and Operation and Maintenance Tax Election (the "May 2025 Elections"). She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2025 Bond Election and Operation and Maintenance Tax Election.

### ADOPT ORDER CALLING BOND ELECTIONS AND OPERATION AND MAINTENANCE TAX ELECTION

Ms. Briscoe reviewed an Order Calling Bond Elections and Operation and Maintenance Tax Elections for May 3, 2025. She stated that the May 2025 Elections are necessary to authorize additional bonds and an increased limit on maintenance and operation taxes.

### AUTHORIZE NOTICE OF ELECTION

Ms. Briscoe discussed that a Notice of Election is required to be posted or published and provided to the Harris County Clerk and Voter Registrar of Harris County.

### APPROVE CONTRACTING FOR ELECTION SERVICES WITH HARRIS COUNTY

Ms. Briscoe discussed entering into a contract with Harris County (the "County") to administer the May 2025 Elections.



## AUTHORIZE PREPARATION AND POSTING OF VOTER INFORMATION DOCUMENT

Ms. Briscoe stated that the Voter Information document is required for a District that calls a bond election when the District has at least 250 registered voters in the District. She stated that the Voter Information document will be posted at each polling place and three public places inside the District and on the District's website.

## ADOPT RESOLUTION ADOPTING VOTING SYSTEM

Ms. Briscoe discussed voting system procedures related to the May 2025 Elections. She presented and reviewed a draft Resolution Adopting Voting System (the "Resolution").

## AUTHORIZE POSTING OF EARLY VOTING ROSTER

Ms. Briscoe stated that early voting rosters must be posted during the early voting period for the May 2025 Elections.

Following review and discussion, Director Graham made a motion to: (1) approve the bond engineering report, subject to incorporation of the comments provided by the Board, and direct that it be filed appropriately and retained in the District's official records; (2) adopt the Resolution Designating an Agent of the Secretary of the Board of Directors During the May 2025 Bond Elections and Operation and Maintenance Tax Election appointing Arlene Catalan as the agent of the Secretary of the Board to perform the duties of the District's May 2025 Elections, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District's official records; (3) approve the contract with Harris County for election services for the May 2025 Elections; (4) adopt the Resolution and direct that the Resolution be filed appropriately and retained in the District's official records; (5) adopt the Order Calling Bond Elections and Operation and Maintenance Tax Election and direct that the Order be filed appropriately and retained in the District's official records; (6) authorize posting or publication of the Notice of Election and providing the Harris County Clerk and Voter Registrar of Harris County the Notice of Election; (7) authorize preparation and posting of the Voter Information document; and (8) authorize posting of the early voting rosters during the early voting period for the May 2025 Elections, as required, and to direct that the rosters be filed appropriately and retained in the District's official records. Director Crenshaw seconded the motion, which passed unanimously.

## AGENDA ITEMS FOR NEXT BOARD MEETING

The Board noted that the next Committee meeting will be held on February 6, 2025, and the next regular meeting will be held January 27, 2025.

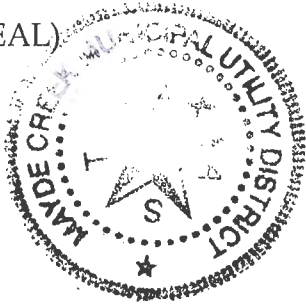
There being no further business to come before the Board, Director Graham moved to adjourn the meeting. Director Crenshaw seconded the motion, which passed unanimously.

*Brunella*

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Secretary, Board of Directors

(SEAL)



ATTACHMENTS TO MINUTES

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