

MINUTES
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

June 24, 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 24th day of June 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 Mancina Alvarenga	Secretary
Lee Crenshaw	Director
Erwin Sanchez	Director

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

Also present at the meeting were: Ken Farrar of Best Trash; Deputy Giovanni Ruiz of the Harris County Sheriff's Office; 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 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 a District resident, a copy of which is attached.

2024 DIRECTORS ELECTION

The Board discussed the 2024 Directors Election.

CERTIFICATE OF ELECTION

The Board considered approving a Certificate of Election, reflecting the election of Cyrus Dumas, Jessica Graham, and Lee Crenshaw to the Board of Directors of the District each for a four-year term. After review and discussion, Director Alvarenga moved to approve the Certificate of Election and the distribution of same to Directors Dumas, Graham, and Crenshaw, and direct that the Certificate of Election be filed appropriately and retained in the District's

official records. Director Graham seconded the motion, which passed by unanimous vote.

DIRECTORS' SWORN STATEMENTS AND OATHS OF OFFICE

Ms. Leatherwood reviewed the Sworn Statement and Oath of Office for Directors Dumas, Graham, and Crenshaw. After review and discussion, Director Alvarenga moved to approve the Sworn Statement and Oath of Office and direct that the documents be filed in the official records of the District, and that the Oath of Office be filed with the Secretary of State, as required by law. Director Graham seconded the motion, which passed by unanimous vote.

REORGANIZE THE BOARD

The Board considered reorganizing the Board. After discussion, the Board concurred that all Board members would retain their current positions.

DISTRICT REGISTRATION FORM

The Board then considered authorizing filing of an updated District Registration Form with the Texas Commission on Environmental Quality ("TCEQ"), reflecting the terms of the newly elected directors and the reorganization of the Board. Following review and discussion, Director Alvarenga moved to authorize filing of the updated District Registration Form with the TCEQ, and direct that the District Registration Form be filed appropriately and retained in the District's official records. Director Graham seconded the motion, which passed by unanimous vote.

TEXAS PUBLIC INFORMATION ACT TRAINING

Ms. Leatherwood discussed the Texas Public Information Act ("TPIA") and noted that the Texas Legislature has made it explicit that officers and employees of governmental entities are temporary custodians of public information. She distributed a memorandum regarding Texas Open Meetings Act ("TOMA") and TPIA training requirements, noted that all Directors have previously completed TOMA training, and encouraged the Board of Directors to receive TPIA training as soon as possible and forward their certificate of completion to ABHR for inclusion in the District's permanent records.

MINUTES

The Board considered approving the minutes of the April 22, 2024, and May 29, 2024, regular meetings. After review and discussion, Director Crenshaw moved to approve the minutes of the April 22, 2024, and May 29, 2024, regular meetings. Director Alvarenga 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.

The Board considered approving the Interlocal Agreement for Law Enforcement Services with Harris County (the "County") for a 12-month period beginning September 20, 2024.

After review and discussion, Director Graham moved to: (1) accept the security report; and (2) approve the Agreement for Law Enforcement Services. Director Alvarenga seconded the motion, which passed unanimously.

GARBAGE SERVICES

Mr. Farrar presented and reviewed a 2024 Automatic Adjustment Letter, a copy of which is attached, regarding the annual Consumer Price Index ("CPI") rate increase, which stated the District's rate for garbage collection will increase 7.1%, from \$23.95 per month per connection to \$25.65 per month per connection. The new rates will take effect in the June 2024 billing cycle and continue through May 2025. After review and discussion, Director Alvarenga moved to approve the CPI rate increase. Director Graham seconded the motion, which passed unanimously.

REPORT ON LANDSCAPE MAINTENANCE

Ms. Pettit reported on landscape maintenance in the District.

PARK AND TRAIL REPORT, INCLUDING PARK AND BUILDING MAINTENANCE; EXERCISE EQUIPMENT

Mr. Murr reviewed the Park Maintenance Report, a copy of which is attached.

Mr. Murr reported that the plants at the South and North parks have been installed. He noted that repairs to the irrigation system for the plants have been completed.

Mr. Murr reported that mowing has been delayed due to the recent rain. He stated that the North Park channels have been hand trimmed.

Mr. Murr reported that the lights on the trail are in the process of being tested. Director Alvarenga stated that she has noted a few lights on the trail have been flickering. Mr. Murr stated the testing of the lights will assist in determining the cause of the flickering.

Mr. Sanchez reported the fence of a property owner located on Sage Point Court has fallen onto District property. The Board discussed notifying the property owner's Homeowner's Association.

After review and discussion, Director Graham moved to accept the Park Maintenance Report. Director Alvarenga 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

Ms. Scott reviewed the delinquent tax report from Perdue, Brandon, Fielder, Collins and Mott, L.L.P. ("Perdue Brandon"), a copy of which is attached.

The Board considered authorizing the delinquent tax attorney to proceed with the collection of delinquent taxes.

After review and discussion, Director Graham moved to: (1) approve the tax assessor/collector's report and authorize payment of the bills submitted; and (2) authorize Perdue Brandon to proceed with the collection of delinquent taxes, as discussed. Director Crenshaw seconded the motion, which passed unanimously.

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.

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

The Board discussed the AWBD summer conference. After discussion, Director Alvarenga moved to approve reimbursement of all eligible expenses for Directors who

attended the summer conference, which the District's bookkeeper confirmed are in compliance with the District's Travel Reimbursement Guidelines and authorize attendance at the AWBD winter conference in Austin, Texas. 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 Graham moved to approve the bookkeeper's report and the checks presented for payment. Director Alvarenga 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 pressure chart recorder for the water supply plant is pending installation.

Mr. Downum reported that the Water Plant incurred damage during the extreme weather event on May 14, 2024. He stated that INFRAMARK will be filing an insurance claim for the damage. Mr. Downum said that following the storm, there have been electrical issues with the flow chart recorder at the lift station.

Mr. Downum updated the Board regarding the Well No. 2 failure at Water Plant No. 1.

Ms. Leatherwood presented and reviewed an Amended Rate Order for the Board's consideration. The Board then discussed passing through the garbage and recycling CPI increase. Discussion ensued.

After review and discussion, Director Graham moved to: (1) approve the operator's report; and (2) approve the amended Rate Order, as discussed and subject to finalization. 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.

ENGINEERING MATTERS

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

Ms. Wilkinson updated the Board regarding the Well No. 2 failure at Water Plant No. 1. She reported that C&C Services has ordered the equipment but is awaiting delivery. Ms. Wilkinson stated that repairs are anticipated to be completed prior to the next regular Board meeting. She noted IDS received notice of the TCEQ authorization of the emergency well repair.

Ms. Wilkinson updated the Board regarding the water plant improvement project.

Ms. Wilkinson reported on the Lead and Copper Rule requirement.

Ms. Wilkinson reported that INFRAMARK and IDS have scheduled a site visit for June 25, 2024 to discuss installation of a surge protection system at the Wastewater Treatment Plant.

SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

There was no report under this agenda item.

REGIONAL WASTEWATER TREATMENT PLANT ADVISORY COMMITTEE

Ms. Wilkinson stated that the next Advisory Committee meeting is scheduled for August 1, 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 reported on the Mayde Creek North Park and Detention Concrete Pilot Channel Desilting. She stated that as part of the Pedestrian Bridge Replacement project, Storm Water Solutions will be placing additional rip rap in the eroded corner of

the pilot channel. She stated that the large rip rap rocks are being moved and thrown into the pilot channel and within the park. She recommended the addition of flow grout to the rip rap to keep the rock in place and deter this activity. She presented and reviewed the added scope items. Discussion ensued.

Ms. Wilkinson reported that IDS completed surveying the grass lined swales and processed the topographic data. She then presented and reviewed a report of the findings with the recommended repairs, a copy of which is attached to the engineer's report. Ms. Wilkinson requested the Board authorize IDS to begin design of the North Park Swale Desilting project.

After review and discussion, Director Graham moved to: (1) approve the engineer's report; (2) approve the additional rip rap at the inside corner where the erosion at the pilot channel is present in the amount of \$6,580.00; (3) approve the addition of flow grout to fill existing rip rap at the bridge abutments in the amount of \$18,225.00; and (4) authorize the engineer to begin design of North Park Swale Desilting project. 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 requested revising the Facility Use Agreement to increase rates for events in 2025. She recommended increasing the rate for the banquet room from \$1,000.00 to \$1,200.00 and increasing the rate for the bridal room from \$250.00 to \$300.00.

Ms. Pettit reported on drainage issues at the District's building. She stated that a plumber has inspected and provided recommendations. Discussion ensued. After discussion, the Board requested that INFRAMARK investigate the plumbing issue.

After discussion, Director Crenshaw moved to: (1) accept the Building Manager's Report; and (2) authorize revising the Facility Use Agreement to increase event rates as discussed above. Director Alvarenga seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY

There was no report on this agenda item.

INTERLOCAL AGREEMENT WITH HARRIS-GALVESTON SUBSIDENCE DISTRICT FOR WATER WISE PROGRAM

Ms. Leatherwood reviewed an Interlocal Agreement with the Harris-Galveston Subsidence District for the District's sponsorship of certain students attending Mayde

Creek Elementary and Polly McRoberts Elementary schools in the Learning to be Water Wise Program for the 2024-2025 school year in the amount of \$38.00 per student. After review and discussion, Director Graham moved to approve the Interlocal Agreement and direct that the Agreement be filed appropriately and maintained in the District's files. Director Crenshaw seconded the motion, which passed by unanimous vote.

REPORTS FROM DIRECTORS

There was no discussion on this agenda item.

AGENDA ITEMS FOR NEXT BOARD MEETING

Ms. Leatherwood stated the next Committee meeting will be held on August 1, 2024.

Ms. Leatherwood said that the next Board meeting is scheduled to be held on July 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.



P. Crenshaw

Secretary, Board of Directors

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