

MINUTES  
MISSION BEND MUNICIPAL UTILITY DISTRICT NO. 1

May 19, 2025

The Board of Directors (the "Board") of Mission Bend Municipal Utility District No. 1 (the "District") met in regular session, open to the public, on the 19th day of May, 2025, at the Chelford City Regional Wastewater Treatment Facility, 15027 Alief-Clodine Road, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Deborah B. Cupples	President
Kay Haynie	Vice President
Carol McDonald	Secretary
Mike Alderfer	Assistant Vice President
Carl S. Roecker	Assistant Secretary

and all of said persons were present, thus constituting a quorum.

Also present at the meeting were Mary Ann Mihills of Municipal Accounts & Consulting, L.P. ("MAC"); Carlous Smith of Si Environmental, LLC ("Si"); Cameron Brown of Assessments of the Southwest, Inc. ("ASW"); Jolie Craft of Vogler & Spencer Engineering, Inc. ("Vogler"); and Audrey Biscoe and Kerri Houck of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Director Cupples 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 Cupples moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the April 21, 2025, regular meeting and the minutes of the April 7, 2025, special meeting. After review and discussion, Director Roecker moved to approve the minutes, as presented. Director Alderfer seconded the motion, which passed unanimously.

REVIEW WEBSITE PROPOSALS AND AUTHORIZE APPROPRIATE ACTION

The Board discussed the potential need for a District website and reviewed proposals from Off Cinco and Touchstone, including a proposal for emergency communications. The Board then discussed appointing a communications committee. Following review and discussion, Director Roecker moved to (1) approve the proposal from Touchstone, including the emergency alert system for an additional \$200 per month;

and (2) appoint Directors Alderfer and Haynie as the communications committee. Director McDonald seconded the motion, which passed unanimously.

#### FINANCIAL AND BOOKKEEPING MATTERS

Ms. Mihills distributed and reviewed the bookkeeper's report, including a summary of investments and list of checks presented for approval, a copy of which is attached. Ms. Mihills noted additional check no. 5270 in the amount \$254.01 payable to Texas State Comptroller for unclaimed property. After review and discussion, Director Alderfer moved to approve the bookkeeper's report, the summary of investments, and payment of the bills. Director Roecker seconded the motion, which passed unanimously.

#### TRAVEL REIMBURSEMENT GUIDELINES

The Board discussed fees of office and expenses in connection with the Association of Water Board Directors ("AWBD") summer conference. After review and discussion, Director McDonald moved to authorize directors attending the AWBD summer conference to receive reimbursement of three hotel nights, reasonable meals and mileage, and three Director per diems. Director Cupples seconded the motion, which passed unanimously.

#### TAX ASSESSMENT AND COLLECTION MATTERS

Mr. Brown distributed and reviewed the tax assessor/collector's report, including the delinquent tax roll, a copy of which is attached. He stated that 94.93% of the 2024 taxes had been collected as of April 30, 2025. Following review and discussion, Director Roecker moved to approve the tax assessor/collector's report and payment of the tax bills. Director Alderfer seconded the motion, which passed unanimously.

#### OPERATION OF DISTRICT FACILITIES

Mr. Smith presented the operator's report, a copy of which is attached, and reviewed general maintenance and repairs that have occurred since the last meeting. He also reviewed the Integrated Water System report, which is included in the operator's report. Mr. Smith reported water accountability for last month was 91.25%.

Mr. Smith stated that booster pump no. 3 at Water Plant No. 1 requires repair or replacement. He reviewed an estimate to repair the pump in the amount of \$8,966.05 or to replace the motor in the amount of \$7,565.35.

Mr. Smith then reviewed the Consumer Confidence Report ("CCR"), a copy of which is attached, regarding the quality of the District's water and stated that it will be filed with the Texas Commission on Environmental Quality and distributed to District residents by July 1, 2025.

After review and discussion, Director Haynie moved to (1) approve the operator's report; (2) approve the estimate to replace the booster pump no. 3 at Water Plant No. 1 in the amount of \$7,565.35; and (3) approve the CCR and authorize it to be distributed to the District's residents and direct that the report be filed appropriately and retained in the District's official records. Director McDonald seconded the motion, which passed unanimously.

#### HEARING ON TERMINATION OF WATER SERVICE

Mr. Smith presented to the Board a list of delinquent customers and reported the residents on the termination list were delinquent in payment of their water and sewer bills and were given written notification, in accordance with the District's Rate Order, prior to the meeting of the opportunity to appear before the Board to explain, contest, or correct the utility service bill and to show reason why utility service should not be terminated for the reason of non-payment. Following review and discussion, Director Haynie moved to authorize termination of delinquent accounts in accordance with the District's Rate Order and direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director McDonald seconded the motion, which passed unanimously.

#### ENGINEER'S REPORT

Ms. Craft distributed and reviewed the engineer's report, a copy of which is attached. She updated the Board regarding development in the District and reviewed repairs and maintenance of District facilities since the last meeting.

Ms. Craft updated the Board on the District's capital improvement projects.

Ms. Craft updated the Board on the electrical upgrades at Water Plant No. 1 and No. 2 and recommended approval of Pay Application No. 6 in the amount of \$11,780.00 payable to McDonald Municipal and Industrial. Ms. Craft recommended approval of Change Order No. 3 to increase the contract with McDonald Municipal and Industrial in the amount of \$3,722.00. The Board determined that Change Order No. 3 is beneficial to the District.

Ms. Craft discussed replacement of the fencing at Water Plant No. 2 and stated that the contractor can replace 144 linear feet with chain link fencing for no additional cost or can replace the fence with concrete for a cost of \$68,555.74. Discussion ensued regarding adding privacy slats to a chain link fence. Ms. Craft then, based on the Board's direction, recommended approval of Change Order No. 4 to the contract with McDonald Municipal and Industrial as a \$0.00 net change to replace the old fence with new chain link fencing including privacy slats, as discussed. The Board determined that Change Order No. 4 is beneficial to the District.

Ms. Craft updated the Board on the sanitary sewer rehabilitation and recommended approval of payment to Ram Rod Utilities, LLC in the amount of \$7,600.00 for filling damaged unused sanitary sewer lines under Winkleman Road.

Ms. Craft then updated the Board on the plans for the chloramine conversion at Water Plant No. 1 and No. 2.

Ms. Craft updated the Board on requests for service in the District and stated that a request was received from a developer of a multi-family complex. She recommended requiring the developer to sign a utility commitment letter.

Ms. Craft updated the Board on the following matters, none of which required any action by the Board: (1) the Mission Bend Integrated Water System; (2) Chelford City Regional Wastewater Treatment Plant ("CCRWTP") operations; and (3) the GIS system. Additional details regarding each matter are included in the engineer's report.

Ms. Craft discussed the cash call requested by CCRWTP and noted that the District's pro rata share is \$488,218.35.

Following review and discussion and based on the engineer's recommendation, Director McDonald moved to (1) approve the engineer's report; (2) approve Pay Application No. 6 in the amount of \$11,780.00 for the electrical upgrades at Water Plant No. 1 and No. 2; (3) approve Change Order No. 3 as an increase to the contract with McDonald Municipal and Industrial in the amount of \$3,722.00 for the electrical upgrades at Water Plant No. 1 and No. 2, based upon the Board's finding that the Change Order is beneficial to the District; (4) approve Change Order No. 4 as a \$0.00 net change to the contract with McDonald Municipal and Industrial for the fence replacement, as discussed, at Water Plant No. 2 based upon the Board's finding that the Change Order is beneficial to the District; (5) approve payment to Ram Rod Utilities, LLC in the amount of \$7,600.00, as discussed; and (6) authorize requesting the new developer of a multi-family complex to sign a Utility Commitment Letter. Director Haynie seconded the motion, which passed unanimously.

#### PHASE II SMALL MS4 GENERAL PERMIT AND STORM MANAGEMENT PLAN

There was no update on this item.

#### REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS

Ms. Briscoe reviewed correspondence from the Fort Bend Subsidence District inquiring which schools the Board would like to sponsor in the Fort Bend Subsidence District Water Conservation School program for the 2025-2026 school year.

The Board noted its next regular meeting date will be June 16, 2025, at 6:00 p.m. at the Chelford City Regional Wastewater Treatment Facility. There being no further business to come before the Board, the meeting was adjourned.



(SEAL)

*Cary McDonald*

Secretary, Board of Directors

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