

**MINUTES OF MEETING
MONTGOMERY COUNTY WATER CONTROL AND IMPROVEMENT
DISTRICT NO. 1**

June 16, 2020

**STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §**

The Board of Directors of Montgomery County Water Control and Improvement District No. 1 of Montgomery County, Texas, met in regular session, open to the public, beginning at 2:00 P.M., at the District’s office, 25611 Spreading Oaks Lane, Spring, Texas 77380, on Tuesday, June 16, 2020, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Wayne Stringer	President
James Jacobs	Vice President
Nancy Loring	Secretary
Janet Young	Treasurer
Christine Rife	Assistant Secretary / Treasurer

All directors were present, thus constituting a quorum.

Other persons present included: Mike Kurzy, AEI Engineering LLC; Mark Galan, MCR IT Services; Brian Desilets, Precision Utility; Stephanie Zertuche, P.E., C.F.M, Nominee for the Regional Flood Planning Group (RFPG); Jackie Chance, Rick Hughes, Carol Garrett and John Borowski, District Staff. Attending remotely was Michael A Cole.

The meeting was called to order at 2:00 PM

1. Minutes of Prior Meetings

Upon Board consideration, Director Young motioned for approval for the minutes of May 19, 2020, Regular Meeting, the motion was seconded by Director Jacobs and carried by unanimous vote. On other matters, Director Rife motioned for approval for the minutes of Special Meeting of June 4, 2020 and was seconded by Director Young and motion carried by unanimous vote.

2. Customer Comments to Address the Board of Directors Concerning Any Issues that is not on the Agenda

Director Stringer opened the meeting to receive public comments. There being no one available for comment, Director Stringer closed the meeting to public comments.

3. New Service and Annexation Requests and Proposed Feasibility Studies

Mr. Cole advised that the owner of the Paddington British School is in the process of sorting out details with her attorney referencing her request for service by the District. He further noted that Ms. Hardwicke has stated that although her name remains as owner on the Deed of the property, her attorney has created a Trust in the name of “Arch Angel Michael Trust”. Mr. Cole reported that with the assumption that everything can be resolved, it appears that we can proceed with the Agreement in July. He further noted that Ms. Hardwicke is ready to proceed with procuring financing for the required infrastructure related improvements once some issues have been resolved. No other discussion was had on the matter.

4. Tax Assessor / Collector’s Report on Financial for Tax Revenue and Invoices for Payment

The Tax Assessor / Collector’s Report including expenditures for the month of May 2020 was delivered for board review. President Stringer reminded everyone that as a precautionary measure regarding the Covid-19 virus, the representative for Utility Tax Service will not be available to present the report. Upon Review and consideration of the report, it was noted that the amount collected for 2019 taxes is at 95.42 percent. Upon board discussion, Director Rife moved to accept the Tax Assessor and Collection Report for the month of May 2020, including expenditures as presented. The motion was seconded by Director Loring and carried by unanimous vote.

5. Bookkeeper’s Report on the District’s Financials including the Investments, Reserve Accounts, and Invoices for Payment

Mr. Brian Desilets presented the Bookkeeping / Investment Report including expenditures as of June 12, 2020. On other matters, an inquiry was made on the account balance for the Capital Improvement Funds for the outstanding Bond Money Issued, at which time there was mention made that there are projects in process that will expend the \$300,000 bond fund balance. There being no other items to discuss, Director Loring motioned for approval for the bookkeeping/Investment Report for May 2020, and approval of the payment of bills as shown in the report. The motion was seconded by Director Jacobs, which carried by unanimous vote.

6. Order Calling Director’s Election for November 3, 2020

Upon discussion, Director Young made a motion to adopt an Order Calling the Director’s Election for Tuesday, November 3, 2020 which was rescheduled from the May 2, 2020 Election as determined by the Governor of Texas due to the Covid-19 virus. The motion was seconded by Director Jacobs and carried by unanimous vote. The Order as adopted is hereto attached.

7. Attorney’s Report on Legal Matters Related to the District

The Attorney’s Report for May of 2020 was delivered for board review. Mr. Cole was available by video conferencing to present his report. The following items were discussed: **1.)** The application to the City of Houston regarding the annexation for the wedding venue owned by NR3L Development, LLC cannot move forward with the City’s approval until required documentation that has been requested, is received by the attorney of the District; **2.)** the Cyber-Security Training for the required personnel is almost complete and the evidence of completion will be submitted to the State by Encore, as required by law; and **3.)** Mr. David Toone, of PinPoint Development (aka Woodmill Creek) may address the board regarding the reimbursement at the July meeting. On other matters, discussion was had on the timing of a new Bond Election for the District. There being no other items to discuss, Director Rife motioned for acceptance of the Attorney’s Report which was seconded by Director Young and carried by unanimous vote.

8. Engineer’s Report on the Status of Construction within the District, Development Controls, Outstanding Contracts, Change Orders, and MS-4 Program

Mr. Kurzy presented the engineer’s report for the month of May, 2020 and discussed the following: **1.) Woodmill Creek Detention Ponds – a.** the monthly maintenance inspections for the Detention/Mitigation Ponds was conducted June 9 and advised that the mowing was scheduled for June 16 at the cost of \$356.60. **b.** the seeding at the Detention Pond A is beginning to germinate and grow.

c. A contractor is working on a price to repair the washouts at Pond B; **2.) MS-4 Program** -Information will be sent to the operator for training on illicit discharges and implementing pollution prevention. Mr. Kurzy Advised that the Storm Sewer Inlets are appropriately marked, and the storm Sewer and Inlets are all clean; **3.) Park Restrooms** - The contractor has installed the doors, siding, and sidewalk. Pay Estimate No. 4 was received from MoBill in the amount of \$21,915.00. AEI recommended approval and payment of the Estimate. **B.** a letter was sent by AEI, advising MoBill Contractors, that they are behind schedule and the District may consider withholding funds that will be deducted from the final payment amount if any expenses occur as a result of the job not being completed per agreement. Photos were presented on the progress of the overall project. **4.) - Lift Station No. 3 Relocation** – The County continues to be unavailable to provide pricing for Lift Station due to Covid-19; **5.) Water Line Rehab** – continues to be a work in progress with the City and the County to get the plans approved by both entities. AEI will seek City approval first and then County approval; **6.) - Grit Removal Manhole** –A Certificate of completion on the Grit Manhole install was issued. AEI recommended board approval and signature on the Certificate of Acceptance. Mr. Kurzy advised that the final Pay Estimate from Gilleland Smith Construction had not been received at the time of the meeting. Photos were presented of the grit dumpster in operation; **7.) New Water Plant Site** – AEI received additional questions from the owner. They are still considering the proposal; **8.) - Elevated Storage Tank Rehab and Water Plant No. 2 Rehab** – Mr. Kurzy advised the contractor was scheduled to be on-site June 15; **9.) Water Well No. 4** – Weisinger Water Service completed the jetting and super chlorinating the well. AEI is awaiting on the Pay Estimate from Weisinger. There being no other items to discuss, Director Rife motioned to accept the Engineer’s report for June 16, 2020, and for the approval and payment of: Champions Hydro-Lawn Invoice for June maintenance for \$356.60, MoBill Contractors for Pay Est No. 4, in the amount of \$21,915.00, approval and signature for the Certificate of Acceptance Grit Removal Project. The motion was seconded by Director Young and carried by unanimous vote.

9. District Project Report on the Sanitary Sewer System Rehabilitation, Water Line Replacement, New SCADA System and Lift Station Modifications

Discussion was had regarding rehab on the District’s water line valves at which time Mr. Chance advised on the purchase of a Valve Wrench to use during the assessment of 26 miles of water line while marking the areas requiring repairs. Discussion was had to hire an outside crew to do the tracking work. On other matters, the relocation/modification of Lift Station No. 3 was discussed. Mention was made that there are other District projects in need of rehab due the age of its infrastructure. Upon board consideration it was agreed to request the District Engineer to draw up a compressive plan that will address each project for repairs or replacements. Mr. Kurzy advised that he will provide a Capital Analysis Report by next meeting. No other discussion was had on the matter.

10. Operator’s Report on the District’s Water and Waste-Water System

John Borowski presented the Operator’s report for June 16, 2020 and discussed the following: **Waste Water System -1.)** - total flows for the month **2.)** the Grit Removal System is completely installed and doing a great job catching unwanted debris, and currently working with Sprint Waste Services to haul away the dumpster for when it becomes full; **3.)** -advised that a large amount of rags are entering into the System. **4.)** working with McDonald Electric to come and replace the overload control on pump No. 2 at Lift station No. 1. - **Water System – 1.)**- total water production for the month and discussed the annual daily average usage. **2.)** CDM replaced all the underground water valves at Water Plant No. 1 and waiting for the “Cla-Val” (Two-Way Flow Valve) to be delivered for install; **3.)** Weisinger is flushing Well No. 4 prior to bringing back on-line. On other matters, Mr. Borowski advised that a meeting is scheduled to discuss a type of foam on the vegetation washout at “Pond B” at Woodmill Creek. There

being no other items to discuss, Director Jacobs motioned to accept Operator's Report. for May 2020. The motion was seconded by Director Rife and motion carried by unanimous vote.

11. Manager's Report on the Parks, Pool and Recreational Facilities

Mr. Jackie Chance presented the Manager's report and discussed the following matters: **1.)** MK Painting has yet to begin on the repairs and painting of the elevated storage tank however, their equipment is being brought in and expects things to begin anytime; **2.)** the construction of the pool bathrooms continues to be slow on completing the project; **3.)** Weisinger Water Wells have completed scrubbing, acidizing and flushing Well No. 4 however, there was a problem with the work over rig thrust block bearings which caused delays but has been addressed; **4.)** the financial position of the District given that the Covid-19 pandemic is among us is still strong. No other discussion was had pertaining to his report.

On other matters, Mr. Chance introduced Ms. Stephanie Zertuche who is a Professional Engineer and a Certified Flood Plain Manager of Texas and also serves as Board of Director for MUD #7. Ms. Zertuche acknowledge that she was present to solicit for the District's support for nomination to serve as a member on the Regional Flood Planning Group for Region 6. In the literature she provided, it stated that the Texas Water Development Board will designate a representative for each region for which they will serve. Upon Mr. Chance's recommendation, the Board discussed the matter and at which time it was mentioned that it will be at an advantage to have representation regarding flood control for the local area. Upon further discussion, Director Jacobs made the motion to nominate Ms. Zertuche to serve as representative for the Regional Flood Planning Group for Region 6, and to approve the General Managers Report. The motion was second by Director Rife and motion carried by unanimous vote.

12. District Wells/Reports on the Status of Well Repairs

As noted in the Engineer's Report, Weisinger Water Service completed the jetting and super chlorinating Well No. 4. AEI is awaiting on the Pay Estimate. No other discussion was had.

13. Newsletter Preparations to Inform Residents on Matters of the Districts

Discussion was had regarding on the completed newsletter prepared for mail out to the District's residents advising on the projects currently in process. Nothing else was discussed at this time.

14. Directors' Report to Update the Board of Directors on Issues Related to the District

Nothing was discussed at this time.

15. Recreational Facilities Report on the Parks, 2020 Pool Season and Park Bathrooms

Discussion was had regarding the ruling on no food or drinks inside the pool for safety reason due to the Covid-19 virus. On other matters, a slotted time for Adult swim and persons with special needs was discussed and it was determined to allow a time for the special activities at the pool. No other discussion was had on the matter.

16. Preparation for Swim Safety Classes from the YMCA for the 2020 Swim Season

Matters regarding hiring someone for swim lessons was discussed. It was noted that the YMCA will not offer lessons this season due to the Covid-19 virus. No other discussion as had.

17. Discussion on State Regulations, Compliancy and Matters on the District Website

It was explained that video conferencing was introduced for meetings during the Covid-19 pandemic. A discussion was had on the equipment required for this and other District/office tasks, and the costs for same. Upon Board consideration, Director Loring motioned for approval and to proceed with the purchase and set up of video conferencing equipment. The motion was seconded by Director Jacobs and motion carried by unanimous vote.

18. District Equipment Acquisitions, Repairs or Equipment Disposal

Nothing was discussed regarding equipment at this time.

19. Personnel Matters

No other discussion was had on the matter.

There being no other items to discuss, the Chair entertained a motion for adjournment at 4:20 PM. Director Jacobs made the motion to adjourn, seconded by Director Young and motion carried.

Wayne Stringer, President / Board of Director

Date of Approval

Commitments for Action:

Mr. Mike Kurzy - Capital Analysis Report