**Chateau Woods Municipal Utility District Board of Directors Meeting Minutes**

**Meeting held on Thursday December 19, 2024 at 7:00 PM at 10224 Fairview Drive, Conroe, TX 77385**

1. **Call meeting to order by presiding officer.**

Meeting called to order by President David Schoop at 7 PM.

1. **Roll call of Directors and establish a quorum.**

Director Whorley took the roll call. Director Cassandra Merceri, Director David Schoop, Director Steve Mitschke, and Director Lacie Whorley were all present. Director Lance Shannon was absent. Also in attendance were Darcy Tramm and Dereck Dickmann of A-1 Utility; Mallory Craig of Coats Rose P.C., District’s General Counsel; Loren Clark of L&S District Services, District’s Bookkeeper; Lesley Reel of L Squared Engineering, District’s Engineer; Becky Godell, MUD building manager.

Public in attendance Pedro Ramirez of 10512 Chateau Ln, Maureen Golden, and Jorge Ochoa of 1306 Briar Cliff.

1. **Invocation, Pledge of Allegiance and Pledge to the Texas Flag.**

No action.

1. **Discuss and take possible action to accept resignation from the Board of Directors by Lance Shannon.**

Resignation letter received. Director Mitschke made a motion to accept Director Lance Shannon’s resignation. Director Schoop seconded. All voted in favor, motion carried.

1. **Discuss and take possible action on nominations to fill vacant Board position for the unexpired term through November 3, 2026.**

The Board will be accepting nominations for any resident that is interested in filling the position. There will be no action as far as appointing someone during this meeting. Jorge Ochoa of 1306 Briar Cliff. Mr. Ochoa has lived in the neighborhood for 4-5 years and is interested in being more involved in the community and helping further our community.

1. **Discuss and take possible action to approve the minutes from the October 24, 2024 and November 21, 2024 regular meetings.**

Director Merceri stated that corrections needed to be made to Nov. 21 minutes for item 4, item 5, and item 11. Director Merceri voted No on both items for 4, and Yes for item 5. No motion was necessary for item 11. Director Mitschke made a motion to approve the minutes from October 24, 2024 and November 21, 2024 with corrections. David seconded the motion, all voted in favor. Motion carried.

1. **Comments from the Public.**

No comments from the public currently.

1. **Comments from the Directors.**

Director Schoop spoke with Best Trash; they are required to pick up garbage debris from cans in the road. They have cameras on the trucks but cannot monitor them all day. If a resident sees trash in the road from the cans to please call Director Schoop or A-1.

 Director Schoop received a call from Union Pacific regarding the letter sent in November to confirm that the trains are not stopping as often. Union Pacific has confirmed that if there is a problem such as a breakdown, within 15 minutes they are supposed to disconnect and open the roadway. Commissioner Gray is aware of the problem and spoke about the issue at Commissioner’s Court. If any residents see that the train is blocking the crossing, they are encouraged to call Director Schoop or Director Mitschke so it can be noted.

Director Mitschke stated that he wants Derreck to look for a solution to properly cover a hole by the damaged slide. It has been an issue since October 2020. Director Schoop has a panel that he and Derreck will install. Derreck has been replacing parts for the swings. The wood border will be replaced at Hunter’s Lake.

Director Merceri inquired about her title/position change. Director Mitschke stated that it was a nomination. Director Mitschke did not agree with the way the community was previously billed. If further discussion is required, it can be discussed after the meeting.

1. **Discuss and take possible action on purchase of lawn tractor for District use.**

Director Schoop has been using his personal mower to maintain the esplanade. The County has stated that they are only maintaining the ditches twice a year and it is up to the community to maintain them the rest of the time. John Deer has a deal for a tractor with a 48-inch deck and a brush guard with a four-yr warranty for $5385.00. The tractor will be stored on District property and operated by any director. Director Schoop made a motion to approve the purchase. Director Mitschke seconded the motion, all voted in favor. Motion carried.

1. **Discuss and take possible action on the following Engineering Matters:**
2. **Update on Water Plant No. 3 (including installation of security lighting)**

The crew is still working on the well, washing and flushing. Less mud is visible. Update on setting the pump should be before 12/25/2025. The bid for security lighting has been accepted. Four 350-watt lights will be installed.

1. **Updates on development in the District**

No new update on BaliStar. Falvey Lake punch list items are completed. Operation manuals will be at stored at Water plant 3.

1. **Wastewater Plant rehabilitation project**

Four pay applications for Sarentec. Received additional quotes for the digestor repainting $136,316 and the lift station $177,112. Sarentec quotes for the digestor repainting are $152,000 and lift station $426,000. Director Schoop made a motion to approve the pay applications. Director Whorley seconded, and all voted in favor. Motion carried. Director Mitschke made a motion to approve the bids for the digestor and lift station. Director Schoop seconded, and all voted in favor. Motion carried.

1. **Renewal of TCEQ Wastewater Discharge Permit**

Executive Director decision was posted 11/25/24. The permit writer had questions in regards to the old plant and new plant discharging at the same point. The permit should be available in the next couple of weeks.

1. **West Side Drainage Mitigation Study (FEMA flood map and outfall drainage in the District)**

An exhibit will be available on the outfall of Springwood next month.

1. **New and other ongoing Engineering projects or approvals**

No action at this time.

1. **Discuss and take possible action to accept the bookkeeper’s report for November 21st to December 19th and approve payment of bills.**

Director Mitschke made a motion to approve the bookkeeper’s report for Nov. 21st to Dec. 19th and payment of bills. Director Whorley seconded the motion, and all voted in favor. Motion carried. Ms. Craig noted that the legal fees were for two months and the separate legal matter with Starter Homes. Also a check to King Ranch Ag & Turf for the tractor.

1. **Discuss and take possible action on the monthly building rental report.**

Graffiti was cleaned off the back of the building and a new lock was installed. Director Mitschke made a motion to approve the monthly building rental report. Director Merceri seconded the motion. All voted in favor, motion carried.

1. **Discuss and take possible action on any previous or new deed restriction complaints, including:**
2. **1119 Chateau Woods Parkway – Unkempt yard, trash visible from the street**

Letter was sent Nov. 21, 2024. Director Schoop made a motion to have Ms. Craig send a letter. Director Mitschke seconded the motion. All voted in favor, motion carried.

**b) Any new deed restriction complaints**

 **1) 1327 Beech – trash and debris along front of property and in ditch**

Director Mitschke made a motion to send a letter of violation. Director Schoop seconded the motion. All voted in favor, motion carried.

**14.Discuss and take possible action on any new or ongoing legal matters, including:**

1. **Discuss and consider taking action relating to amending Deed Restrictions**

Remove from agenda

1. **Discuss and authorize solicitation of bids for trash service**

Remove from agenda

1. **If necessary, an annexation agreement for residential development at 816 Chateau Woods Pkwy**

The annexation agreement for residential development at 816 Chateau Woods Pkwy has been signed. They agreed to the terms of the agreement and have provided the $10,000 deposit. Director Mitschke made a motion to accept the signed agreement, Director Schoop seconded the motion. All voted in favor, motion carried.

1. **If necessary, ongoing issues with Starter Homes of Texas, LLC**

Move to Executive Secession at 19.

1. **Any other legal matters**

No action

**15.Discuss and take possible action on invoice to 3M Tree Services for damage done to manhole near 10556 Longleaf**

Director Schoop made a motion to have Ms. Craig send a certified demand letter including the attorney fees. Director Mitschke seconded. All voted in favor, motion carried.

**16. Discuss and take possible action on plumbing permit renewal request by Marie VanDeVen at 300 Pinewood**

Director Mitschke made a motion to extend the permit renewal request for six months. Director Whorley seconded the motion. All voted in favor, motion carried.

**17. Discuss and take possible action on November 2024 operations report; including maintenance and repairs to water/sanitary sewer systems, plumbing permits/inspections, parks and customer billing**

1521 Glen Oak had a revision to the second story to adjust the room sizes. Director Mitschke made a motion to approve the revision. Director Schoop seconded. All voted in favor, motion carried.

Director Schoop made a motion to accept the November 2024 operations report. Director Mitschke seconded the motion. All voted in favor, motion carried.

**18. Discussion of any items to be included in the next meeting’s agenda (January 23, 2025)**

November 21, 2024 minutes, 1119 Chateau Woods Pkwy – 2nd violation letter, 1327 Beech – violation letter.

**19. Move into Executive Session**

 Executive session started at 8:04 PM.

 Executive session ended at 8:11 PM.

**20. Adjourn**

Director School made a motion to adjourn. Director Mitschke seconded the motion. All voted in favor, motion carried. The meeting adjourned at 8:13 PM.

Meeting minutes prepared by Director Whorley.