**Chateau Woods Municipal Utility District Board of Directors Meeting held on Thursday November 21, 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 Schoop at 7 PM.

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

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

Public in attendance Becky Godell, MUD building manager; Pedro Ramirez of 10512 Chateau Ln, Maureen Golden, Scott Hogan, Janet Hogan and Kristen Brady.

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

No Action

1. **Reconstitute Board officer positions following November 5, 2024 election results.**

Director Steven Mitschke made a motion to appoint Director Lacie Whorley to Secretary, Director Lance Shannon seconded. Directors Mitschke, Shannon, Schoop and Whorley voted in favor. Director Merceri voted against. Motion carried.

Director Mitschke made a motion to give Director Merceri the title of Director. Directors Schoop, Shannon and Whorley voted in favor. Director Merceri voted against. Motion carried.

1. **Discuss and take possible action to approve the minutes from August 22, 2024, September 19, 2024, October 24, 2024 and November 18, 2024 Special Meeting.**

Director Schoop made a motion to approve the August 22nd meeting minutes. Director Mitschke, who was not on the Board at the time, seconded the motion, all voted in favor. Motion carried. Director Schoop made a motion to approve the September 19th meeting minutes. Director Mitschke, who was not on the board at the time, seconded the motion and all voted in favor. Motion carried. Director Schoop made a motion to approve the November 18th special meeting minutes. Director Mitschke seconded the motion, all voted in favor. Motion carried.

The October 24th meeting minutes will be reviewed by the next meeting. The minutes were not reviewed previously due to an incomplete set Ms. Craig received.

1. **Comments from the Public.**

No comments from the public at this time.

1. **Comments from the Directors.**

Darcy sent a letter to Montgomery County Precinct 4 regarding the trains blocking crossing. Director Mitschke stated that he had been in contact with Commissioner Matt Gray. Director Mitschke stated that Commissioner Matt Gray is in direct contact with Governor Greg Abbott. Director Mitschke recommends that if residents notice the train stopped for a long period of time to take a time stamped photo and send it to him directly on his cell (phone number can be found on the website). Director Mitschke will send evidence to Commissioner Matt Gray who will forward it to Governor Greg Abbott. Director Schoop and Director Mitschke then discussed a possible plan that may be in the works to connect the neighborhood to 242 and/or Robinson Rd., giving the neighborhood an additional entrance/exit. Current problems with the plan involve all property to both roads are privately owned. They are working with landowners to come up with a solution and have stated that a last resort would be enforcing eminent domain.

1. **Discuss and take possible action on the following Engineer matters:**
2. **Update on Water Plant No. 3**

Mrs. Reel stated that the casing has been installed on the well and the well is still in development. Vacuum trucks have been out due to the mud pits coming close to overflowing during recent rains. Director Schoop recommends hiring an electrical contractor to add additional lights to the construction site due to the cameras having a hard to picking up all activity.

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

Mrs. Reel stated that there have been no new developments on the Bali Star Development. The Falvey Lake punch list for the lift station has been completed. Mrs. Reel added 816 Chateau Woods Parkway annexation agreement to this line item. The agreement was reviewed on Monday during the Special Meeting. Ms. Craig has made the requested changes and sent the agreement over to Ernesto Grey.

1. **Wastewater Plant rehabilitation project**

Mrs. Reel received wastewater rehab invoices and found an overtime billing error. She has had the company revise their invoices since they elected to work 4 10-hour days and were charging overtime for anything over 8-hour days. This has been fixed and a motion to approve the invoices has been requested. Director Schoop made the motion to pay Sarentec, Director Mitschke 2nd the motion, all other parties voted in favor. Morion carried. Mrs. Reel stated that she and Derrick are working on getting additional quotes for the digestor and lift station. She hopes to have the additional quotes by the December meeting for the Board to review.

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

Mrs. Reel stated that the permit was not on hold, but waiting for approval from the EPA. She has sent a follow up request this week. So far, there has been no word back, original request was sent in March 2024. Still awaiting update.

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

L Squared has reached out to the property owner to try and set up a workshop. She has not been able to schedule anything. The survey company will have a survey to them by 11/22/2024 showing flow path route for potential easement. Discussion about 5 ft easement took place, and the use of the vacant lot.

1. **Possible acceptance of infrastructure in Phase 1B of The Reserve at Sleepy Hollow (West side)**

Holigan Communities Inc. requested acceptance of the water and sanitary infrastructure for phase 1B of the East Side of the community. The punch list items have all been completed and Mrs. Reel recommended acceptance contingent on a maintenance bond for the lift station. A drafted acceptance letter is located on the last page of the engineering report. Operation manuals will be available at the December meeting. Director Schoop made a motion to accept the infrastructure proposal for Phase 1B, all members voted in favor except for Director Merceri abstained. Motion carried.

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

Mrs. Reel discussed the authorization to send the proposal of the feasibility study for the property off Elder Rd. This item is on hold.

1. **Discuss and take possible action to accept the bookkeeper’s report for October 24th to November 21st and approve payment of bills.**

Ms. Clark went over the bookkeeping report provided. Director Mitschke made the motion to approve, all members voted in favor, expect Director Merceri abstained. Motion carried.

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

Becky Godell added the second electronic lock to the west end door. Derrick has purchased a cell phone booster and hopes to have it installed by the December meeting. Derrick also stated that the gutters need to be cleaned when he installs the cell phone booster. Director Mitschke motioned to approve Monthly Building Rental Report, Director Whorley 2nd the motion, all other members voted in favor. Motion carried.

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

Director Merceri completed the letter but sent it to an old A1 email address. Darcy sent the letter on Monday, 11/18/2024. Item moved to the December meeting.

1. **312 Chateau Woods Pkwy – Resident dumping cut up tree in the median.**

No action

1. **Any new deed restriction complaints**

Director Mitschke asked for Director Schoop to ask the trash company to refrain from dropping trash on the roadways. Director Schoop will discuss with trash company. Mallory is researching a different trash company**.**

1. **Discuss and take possible action on any new or ongoing legal matters, including:**
2. **Discuss and consider taking action relating to amending Deed Restrictions**

Discussion on selecting a committee to canvas the neighborhood to amend the deed restrictions**.** Director Mitschke needs to be brought up to speed.

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

No comment from Mr. Grey. Board will not approve until the December meeting. If Mr. Grey agrees with the annexation paperwork, he can sign the document and bring it and a check to the December meeting.

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

Mrs. Craig will respond to the PUC complaint on Monday 11/25/2024 and file the civil lawsuit as well. No news.

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

Ms. Craig will look into the matter and research possible solutions. Director Schoop made the motion to approve, Director Mitschke 2nd, all members voted in favor.

1. **If necessary, discuss and take possible action on “vegetation” letters sent to property owners along White Oak Creek West.**
2. **Lot 23 on Beech – letter sent October 21, 2024**

No action

1. **Discuss and take possible action on the installation of concrete pads for park shade structure and portable bathrooms.**

Director Schoop received two bids for construction**.** The lowest bid was for $8400 from Rodney Nelson. The trigger point for soliciting 3 bids is 25k. Director Schoop made a motion to approve the bid for $8400. Director Mitschke 2nd the motion, all voted in favor. Motion carried.

1. **Discuss and take possible action on new construction for the following properties based on Engineer’s recommendation**
2. **Lot 42B, Block 6, Lake Chateau Woods Section 7 on Mockingbird Place for Build Co**

Director Mitschke made a motion to approve the new construction for Lot 42B, Block 6, Lake Chateau Woods Section 7 for Build Co. Director Shannon 2nd the motion, all voted in favor. Motion carried.

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

Tachus is pulling the fiber into the ducts and finishing with the boxes; AT&T is now starting work in the area and is doing a much better job. If the public sees a boring crew, please take a photo and send it to A1 for verification on legal water usage. Derrick had to replace two swings at the park and ordered a new basket swing for Hunter’s Lake.

1. **Possible action on adjustment for September & October usage at 10950 Fairview Dr.**

Mr. and Mrs. Hassan are hearing impaired and therefor could not hear if a toilet in their home was running. Mr. Jose, their neighbor, was able to confirm it was a running toilet and either fixed the issue or turned it off. The October bill was $129.69 and November bill $218.77. Director Schoop made a motion to waive the charges above the customers average usage except for the LSGCD which reduces the amount to $71.93 & $75.67. Director Whorley seconded the motion and all voted in favor. Motion carried.

1. **Discussion of any items to be included in the next meeting’s agenda (December 19, 2024)**

October 24 meeting minutes, 1119 Chateau Woods Pkwy – violation letter, 3M Tree Removal – Mallory researching/contact for payment, and annexation agreement for 816 Chateau Woods Pkwy.

1. **Adjourn**

Director Schoop made a motion to adjourn the meeting. Director Mitschke seconded the motion, and all voted in favor. Motion carried. Meeting adjourned at 7:58 pm.

Meeting minutes prepared by Director Lacie Whorley.