

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

April 15, 2019

The Board of Directors (the "Board") of Nottingham Country Municipal Utility District (the "District") met in regular session, open to the public, on the 15th day of April, 2019, at Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2600, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Ronald E. Hudson	President
John "Jay" Wheeler	Vice President
Vaughan Brown	Secretary
Alan Wiggins	Assistant Vice President
Dennis Moon	Assistant Secretary

and all of the above were present except Director Moon, thus constituting a quorum.

Also present for all or part of the meeting were Brian Bare of Si Environmental, LLC ("Si Enviro"); Kelly Jurecek of Tax Tech, Inc.; Pat Booth of van Sant Landscape Management ("van Sant"); Pamela Logsdon of AVANTA Services; Teague Harris of IDS Engineering Group; Stephanie Lee of KGA/DeForest Design, LLC; Kelly Aylesworth of WaterLogic; and David Oliver, Tracie Brownlee, and Caroline Jones of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Director Hudson opened the meeting to receive public comments. No member of the public came forward to address the Board.

WATER LOGIC PRESENTATION, INCLUDING REQUEST FOR FUNDING FROM HOMEOWNERS' ASSOCIATIONS

Director Hudson stated Lakeforest at Kelliwood Homeowners' Association ("Lakeforest HOA") and Lakes of Buckingham Homeowners' Association ("Buckingham HOA" and collectively with Lakeforest HOA, the "HOAs") requested WaterLogic attend the meeting today to present a proposal for WaterLogic's water management technology and services in connection with a request from Lakeforest HOA and Buckingham HOA for funding of such proposals. Ms. Aylesworth introduced herself and discussed technology and services offered by WaterLogic. Ms. Aylesworth then distributed and reviewed the attached Monthly Water Management Service Benefits and Features, including a proposal ("Proposal") for each of the HOAs, copies of which are attached. Discussion ensued. Ms. Aylesworth responded to questions from the Board. After review and discussion, Director Wiggins moved to

decline funding of the Lakeforest HOA Proposal and the Buckingham HOA Proposal. Director Brown seconded the motion, which passed unanimously. The Board requested ABHR notify the HOAs of the Board's decision.

MINUTES OF PRIOR MEETING

The Board considered approval of the minutes of the District's regular meeting held on March 18, 2019. Following review and discussion, Director Wheeler moved to approve the minutes of the March 18, 2019, regular meeting, as submitted. Director Brown seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA") MATTERS

Director Hudson announced WHCRWA Board member and former District Board member Bruce Parker recently passed away. The Board expressed appreciation for Director Parker's service to the WHCRWA and the District.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Logsdon reviewed the written bookkeeper's report, including the budget comparison, schedule of investments, certificates of deposit expired and renewed, and checks presented for approval. A copy of the bookkeeper's report is attached. Following review and discussion, Director Wheeler moved to approve the bookkeeper's report and authorize payment of all checks presented for payment. Director Wiggins seconded the motion, which was approved by unanimous vote.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek distributed and reviewed the tax assessor/collector's report, including a list of checks presented for approval, a copy of which is attached. She noted that 96.51% of 2018 taxes have been collected as of March 31, 2019.

Following review and discussion, Director Wheeler moved to approve the tax assessor/collector's report and payment of the tax bills. Director Wiggins seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES AND CUSTOMER CORRESPONDENCE

Mr. Bare reviewed the operations report, a copy of which is attached. He generally reviewed operations and maintenance for the month. Mr. Bare reported 94.17% water accountability for the prior month. He reported that there were no violations at the wastewater treatment plant and no new connections. After review and discussion, Director Wheeler moved to approve the operator's report. Director Brown seconded the motion, which passed unanimously.

CONDUCT HEARING ON TERMINATION OF WATER SERVICE

The Board conducted a hearing on the termination of water service. Mr. Bare reported that the customers included on the list of delinquent utility accounts presented to the Board were delinquent by more than 50 days and had been given written notice 10 days prior to this meeting of the opportunity to appear before the Board to explain, contest, or declare why their utility service should not be terminated for reason of nonpayment. After review and discussion, Director Brown moved to terminate the services for the customers on the list in 10 days if the customers' bills are not paid 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 Wheeler seconded the motion, which was approved by unanimous vote.

ANNUAL REVIEW OF IDENTITY THEFT PREVENTION PROGRAM AND ADOPT IDENTITY THEFT PREVENTION PROGRAM AMENDMENT

Mr. Bare reported on the District's Identity Theft Prevention Program (the "Program"), which requires Si Enviro to provide an annual written report addressing the effectiveness of the Program, significant instances of identity theft detection, and any recommendations regarding changes to the Program. Mr. Bare stated that the report indicates no significant incidents of identity theft detection and recommends no changes to the Program. Following review and discussion, Director Brown moved to approve the annual report on the Program. Director Wheeler seconded the motion, which passed by unanimous vote.

ENGINEERING AND CAPITAL IMPROVEMENT PROJECTS

The Board received the engineer's report, a copy of which is attached.

FEMA FLOOD MITIGATION GRANT ASSISTANCE APPLICATION

Mr. Harris updated the Board regarding the status of the District's damages application and proposed mitigation grant assistance application pending at FEMA. Discussion ensued.

WATER PLANT AND WELL NO. 1 FLOOD MITIGATION

Mr. Harris provided an update on the status of the Water Plant and Well No. 1 flood mitigation. He reviewed the plans and specifications for the project with the Board and requested approval and authorization to advertise for project bids. After review and discussion, Director Brown moved to approve the plans and specifications and authorize the engineer to advertise for bids for the project, subject to final approval by the operations committee. Director Wheeler seconded the motion, which passed by unanimous vote.

WELL NO. 3 FLOOD MITIGATION

Mr. Harris provided an update on the status of the Well No. 3 flood mitigation.

WASTEWATER TREATMENT PLANT ("WWTP") FLOOD MITIGATION

Mr. Harris reported the design of the WWTP flood mitigation is on hold pending completion of Well No. 3 flood mitigation.

WELL NO. 2 FLOOD MITIGATION

Mr. Harris provided an update on the status of Well No. 2 flood mitigation.

WWTP IMPROVEMENTS

Mr. Harris provided an update on the WWTP improvements. He recommended approval of Pay Estimate No. 22 in the amount of \$32,753.60, submitted by N&S Construction Company, Inc. ("N&S"), a copy of which is attached to the engineer's report. After review and discussion, Director Wiggins moved to approve payment to N&S, as recommended. Director Wheeler seconded the motion, which passed unanimously.

Mr. Harris reported on the preparation of Change Order No. 7 and recommended approval of such for a \$55,522.51 increase to the contract with N&S for construction of the WWTP improvements reflecting costs associated with improvements to the aeration basin, anoxic basins, and the clarifier wall. The Board determined that Change Order No. 7 is beneficial to the District. After review and discussion, Director Brown moved to approve Change Order No. 7, contingent upon receipt of said Change Order and of the Form 1295, and based upon the engineer's recommendation and the Board's finding that Change Order No. 7 is beneficial to the District. Director Wheeler seconded the motion, which passed unanimously.

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

SANITARY SEWER REHABILITATION PROGRAM

Mr. Harris provided an update regarding the sanitary sewer rehabilitation program.

DEEDS, EASEMENTS, CONSENTS TO ENCROACHMENTS, REQUEST FOR SERVICE OR UTILITY COMMITMENT LETTERS

There was no discussion on this matter.

DISTRICT CAPITAL IMPROVEMENT PLAN BUDGET UPDATE

Mr. Harris stated there was no news to report on the District Capital Improvement Plan.

GEOGRAPHIC INFORMATION SYSTEM

Mr. Harris stated there was no news to report on the Geographic Information System.

DETENTION POND MAINTENANCE MATTERS

Mr. Harris provided an update regarding the Kelliwood Lakes detention basin outfall repair.

Following review and discussion, Director Wheeler moved to approve the engineer's report. The motion was seconded by Director Brown and carried unanimously.

GREENBELT PARK AND GREENBELT NORWALK

Director Brown generally reported on maintenance matters related to Greenbelt Park and Greenbelt Norwalk. He reminded van Sant to mark the drainage outfall near Highland Knolls in Greenbelt Norwalk to restrict public access until further notice.

Mr. Oliver presented a Greenbelt Park Use Agreement from Mr. Jae ho Choi. After review and discussion, the Board requested that Mr. Choi name the District as an additional insured on the insurance for the event and that the recreational equipment be installed and removed on the day of the event. Director Wiggins moved to approve the Greenbelt Park Use Agreement, subject to the revisions as discussed. Director Wheeler seconded the motion, which passed unanimously.

PEDESTRIAN ACCESS AND CONNECTIVITY PROJECT (THE "SIDEWALK PROJECT"), INCLUDING PROJECT PARTNERSHIP WITH HARRIS COUNTY (THE "COUNTY")

Mr. Oliver updated the Board regarding the status of the project partnership between the District and the County in connection with the Sidewalk Project.

NORWALK GREENBELT SIDEWALK IMPROVEMENTS AND REFLECTION GARDEN PROJECT

Ms. Lee distributed and reviewed a landscape architect's report, a copy of which is attached. Ms. Lee updated the Board on the construction of the Norwalk Greenbelt Sidewalk Improvements.

Ms. Lee updated the Board on the construction of the Reflection Garden Project. She recommended approval of Pay Estimate Nos. 1 and 2 respective in the amounts of \$5,303.37 and \$35,665.56, submitted by Stone Castle Constructors, LLC (“Stone Castle”), copies of which are attached to the landscape architect’s report. After review and discussion, Director Wheeler moved to approve payment to Stone Castle, as recommended. Director Wiggins seconded the motion, which passed unanimously.

Ms. Lee recommended approval of Change Order No. 1 for a \$1,860.00 increase to the contract with Stone Castle for the addition of two under water lights to the Reflection Garden Project. A copy of Change Order No. 1 is attached to the landscape architect’s report. The Board determined that Change Order No. 1 is beneficial to the District. After review and discussion, Director Wiggins moved to approve Change Order No. 1, based upon the landscape architect’s recommendation and the Board’s finding that Change Order No. 1 is beneficial to the District. Director Wheeler seconded the motion, which passed unanimously.

The Board considered adding a memorial plaque commemorating Bruce Parker’s service to the District to the Reflection Garden project. After discussion, Director Brown moved to authorize adding a memorial plaque commemorating Bruce Parker’s service to the District to the Reflection Garden Project. Director Wiggins seconded the motion, which passed unanimously.

PUBLIC POWER POOL (“PPP”) TECHNICAL COMMITTEE

Director Hudson provided an update regarding the monthly meeting of the PPP Technical Committee.

FIVE YEAR ELETRICTY CONSUMPTION ANALYSIS

There was no discussion on this matter.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion on this matter.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

There was no discussion on this matter.

WEBSITE MATTERS

The Board provided website updates.

MEETING SCHEDULE

The Board discussed holding a meeting in the District to update the community regarding the status of the Pedestrian Access and Connectivity Project at a date and

time to be determined by the Board once Harris County has provided a schedule for the Sidewalk Project.

There being no further business to come before the Board, the meeting was adjourned.



A handwritten signature in blue ink, appearing to read "Al Brown", is written over a horizontal line.

Secretary, Board of Directors

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