

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

May 20, 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 20th day of May, 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 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; Pamela Logsdon and Michelle McClintock of AVANTA Services; Teague Harris of IDS Engineering Group ("IDS"); Bob DeForest of KGA/DeForest Design, LLC; and Christina Miller, 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.

MINUTES OF PRIOR MEETING

The Board considered approval of the minutes of the District's regular meeting held on April 15, 2019. Following review and discussion, Director Wiggins moved to approve the minutes of the April 15, 2019, regular meeting, as submitted. Director Wheeler seconded the motion, which passed unanimously.

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

Ms. Miller presented a Resolution Nominating Candidate to Serve as a Director on the Board of Directors of the West Harris County Regional Water Authority Director Precinct No. 2 to fill the position of Director Bruce Parker, Director Precinct 2, of the WHCRWA's Board of Directors which became vacant on April 14, 2019. She stated if

the Board desires to nominate a candidate for a position on the WHCRWA's Board of Directors, the District is required to nominate a person by resolution and to submit the name of the candidate to the presiding officer of the WHCRWA by June 4, 2019. Following discussion, Director Hudson moved to nominate Director Wheeler to serve as the director for Director Precinct 2 of the WHCRWA. Director Brown seconded the motion, which was approved by unanimous vote. A copy of the Resolution Nominating Candidate to Serve as a Director on the Board of Directors of the West Harris County Regional Water Authority Director Precinct No. 2 will be filed appropriately in the District's official records.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Logsdon stated Ms. McClintock will present the bookkeeper's report from this time forward. 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 Wiggins moved to approve the bookkeeper's report and authorize payment of all checks presented for payment. Director Wheeler 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 97.41% of 2018 taxes have been collected as of April 30, 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.

Ms. Jurecek reviewed a table provided by Tax Tech that reflects a proposed increase of \$31,309,735 or 3.31% of assessed taxable value for the District's 2019 Preliminary Value as compared to the District's 2018 certified assessed taxable value. A copy of the table is attached to the minutes.

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 92.53% 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 Moon seconded the motion, which was approved by unanimous vote.

REVIEW CRITICAL LOAD SPREADSHEET FOR DISTRICT'S FACILITIES AND AUTHORIZE ANNUAL FILING

Ms. Miller stated that the District is required to report its critical load facilities annually to the Harris County Emergency Management Coordinator, the Public Utility Commission of Texas, the Division of Emergency Management of the Governor's office, the District's retail electric provider, and the District's transmission and distribution utility company. She then stated that the District's engineer, bookkeeper, and operator were given the District's Critical Load Spreadsheet (the "Spreadsheet") for review prior to the meeting. Following review and discussion, Director Brown moved to (1) approve the Spreadsheet; (2) authorize ABHR to file the Spreadsheet with the Harris County Emergency Management Coordinator, the Public Utility Commission of Texas, the Division of Emergency Management of the Governor's office, the District's retail electric provider, and the District's transmission and distribution utility company; and (3) direct that the Spreadsheet be filed appropriately and retained in the District's official records. Director Moon seconded the motion, which carried unanimously.

CCR CONSUMER CONFIDENCE REPORT

Mr. Bare reviewed the Consumer Confidence Report (the "Report") with the Board, a copy of which is attached. Following review and discussion, Director Brown moved to (1) approve the Consumer Confidence Report subject to final review; (2) authorize Si Enviro to mail the Report and file the certificate of mailing with the TCEQ; and (3) direct that the Report be filed appropriately and retained in the District's official records. Director Moon seconded the motion, which carried unanimously.

ANNUAL INSPECTION FOR SYSTEM-WIDE LEAK DETECTION

There was no discussion regarding this matter.

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. Mr. Harris stated FEMA did not respond to IDS's correspondence subsequent to the last Board meeting regarding funding requests. Discussion ensued regarding the withdrawal of the funding requests and related District expenses to continue the mitigation application process. Director Brown moved to withdraw the mitigation application pending at FEMA. Director Wiggins seconded the motion, which passed unanimously.

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 projects. He requested approval and authorization to advertise for project bids on June 5, 2019. After review and discussion, Director Wiggins moved to authorize the engineer to advertise for bids for the project. Director Moon seconded the motion, which passed by unanimous vote.

WELL NO. 2 FLOOD MITIGATION

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

WELL NO. 3 FLOOD MITIGATION

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

WASTEWATER TREATMENT PLANT ("WWTP") FLOOD MITIGATION

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

WWTP IMPROVEMENTS

Mr. Harris provided an update on the WWTP improvements. He recommended approval of Pay Estimate No. 23 in the amount of \$77,159.16 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 Moon 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 Wiggins moved to approve the engineer's report. The motion was seconded by Director Moon and carried unanimously.

GREENBELT PARK AND GREENBELT NORWALK

Director Brown generally reported on maintenance matters related to Greenbelt Park and Greenbelt Norwalk.

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

Ms. Miller 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

Mr. De Forest distributed and reviewed a landscape architect's report, a copy of which is attached.

Mr. De Forest updated the Board on the construction of the Reflection Garden Project. He recommended approval of Change Order No. 2 for a \$7,378.4 increase to the contract with Stone Castle Constructors, LLC for the addition of a wall plaque and two park rules signs for the Reflection Garden Project. A copy of Change Order No. 2 is attached to the landscape architect's report. The Board asked Mr. De Forest to remove ABHR's phone number from the park rules signs. The Board determined that Change Order No. 2 is beneficial to the District. After review and discussion, Director Wiggins moved to approve Change Order No. 2, based upon the landscape architect's recommendation and the Board's finding that Change Order No. 2 is beneficial to the District. Director Wheeler seconded the motion, which passed unanimously.

Mr. De Forest updated the Board on the construction of the Norwalk Greenbelt Landscape Improvements. He recommended approval of Pay Estimate No. 1 in the amount of \$36,744.48, submitted by D. L. Meacham, LP ("Meacham"), a copy of which is attached to the landscape architect's report. After review and discussion, Director Wiggins moved to approve payment to Meacham, as recommended. Director Wheeler seconded the motion, which passed unanimously.

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

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

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

FIVE YEAR ELETRICITY CONSUMPTION ANALYSIS

There was no discussion on this matter.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion on this matter.

SHAREPOINT DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

There was no discussion on this matter.

WEBSITE MATTERS

There was no discussion on this matter.

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



[Handwritten Signature]
Secretary, Board of Directors

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