

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

July 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 July, 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
Vacant	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; John "Jay" Wheeler of the West Harris County Regional Water Authority ("WHCRWA"); Wade Skelton, a District resident; Joe B. Allen, a member of the public; and Christina Miller and Caroline Jones of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Director Hudson opened the meeting to receive public comments. Mr. Skelton introduced himself to the Board and expressed interest in being appointed to fill the Board vacancy.

MINUTES OF PRIOR MEETING

The Board considered approval of the minutes of the District's regular meeting held on June 17, 2019. Following review and discussion, Director Brown moved to approve the minutes of the June 17, 2019, regular meeting, as submitted. Director Moon seconded the motion, which passed unanimously.

REORGANIZE THE BOARD OF DIRECTORS AND AUTHORIZE EXECUTION OF DISTRICT REGISTRATION FORM

The Board next considered reorganizing the Board. Following discussion, Director Hudson moved to (1) reorganize the Board, as follows:

Ronald E. Hudson	President
Vaughan Brown	Vice President
Alan Wiggins	Secretary
Vacant	Assistant Vice President
Dennis Moon	Assistant Secretary

(2) authorize the execution of the District Registration Form; and (3) direct that the form be filed appropriately and retained in the District records. Director Moon seconded the motion, which was approved by unanimous vote.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

Mr. Wheeler generally updated the Board on surface water issues and the activities of the WHCRWA, including monthly pumpage projections, usage, and accountability; budget and revenues; water supply, including conversion, purchase, delivery, and quality; construction projects, and operating matters.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Logsdon presented the bookkeeper's report. 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. Mr. DeForest requested the bookkeeper hold check number 10696 to D.L. Meacham ("Meacham") in the amount of \$25,793.82 until further clarification regarding landscaping material is received by KGA. A copy of the bookkeeper's report is attached. Following review and discussion, Director Moon moved to approve the bookkeeper's report and authorize payment of all checks presented for payment, except that the check to Meacham should not be released until Mr. DeForest confirms that the necessary work was performed. Director Brown seconded the motion, which was approved by unanimous vote.

DISCUSS ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE, APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES, AND AUTHORIZE ATTENDANCE AT WINTER CONFERENCE

The Board discussed the AWBD summer conference held in Fort Worth and considered approving reimbursement of eligible expenses. After discussion, Director Brown moved to approve reimbursement of eligible expenses for the AWBD summer conference. The motion was seconded by Director Wiggins and passed unanimously.

The Board considered authorizing attendance at the AWBD winter conference in Dallas. After review and discussion, Director Brown moved to authorize all interested directors to attend the AWBD winter conference. Director Wiggins seconded the motion, which carried 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 98.93% of 2018 taxes have been collected as of July 15, 2019. Following review and discussion, Director Wiggins moved to approve the tax assessor/collector's report and payment of the tax bills. Director Moon 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 93% 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 Moon moved to approve the operator's report. Director Wiggins 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 Wiggins 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.

ENGINEERING AND CAPITAL IMPROVEMENT PROJECTS

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

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 stated bids for the construction to elevate electrical and mechanical equipment will be due on August 6, 2019.

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 remains on hold pending completion of the Well No. 3 flood mitigation project.

WWTP IMPROVEMENTS

Mr. Harris provided an update on the WWTP improvements. Mr. Harris recommended approval of Pay Estimate No. 25 in the amount of \$41,276.60 submitted by N&S Construction Company, LP ("N&S"), a copy of which is attached to the engineer's report. After review and discussion, Director Brown moved to approve Pay Estimate No. 25 in the amount of \$41,276.60 to N&S, as recommended. Director Moon seconded the motion, which passed unanimously.

Mr. Harris discussed a request from N&S to submit a change order for additional payment in the amount of \$2,421.31 for the removal of a 12 breaker panel in connection with the installation of a 24 breaker panel at the WWTP motor control center. Following discussion, the Board concurred to consider the request and directed Mr. Harris to present the appropriate change order at the next regular Board meeting.

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 provided an update regarding 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 updated the Board regarding construction of the storm sewer outfall replacement to serve Kelliwood Estates. He reviewed and recommended approval of Pay Estimate No. 2 and Final in the amount of \$28,782.91, payable to Canyon Construction Company, Inc. ("Canyon"). He also presented a Certificate of Completion and Acceptance and recommended the Board accept the facilities. Following review and discussion, Director Wiggins made a motion, based on the engineer's recommendation, to approve Pay Estimate No. 2 and Final in the amount of \$28,782.91 and accept the facilities. Director Moon seconded the motion, which carried unanimously.

Mr. Harris reviewed and recommended approval of Change Order No. 2 for a \$940.00 increase to the contract with Canyon for the Storm Sewer Outfall Replacement to serve Kelliwood Estates. 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 for a \$940.00 increase to the contract with Canyon, based upon the Board's finding that the Change Order is beneficial to the District and the engineer's recommendation. Director Moon seconded the motion, which passed by unanimous vote.

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

STATUS OF FEMA FUNDING

Ms. Miller updated the Board regarding the status of FEMA funding, including approximate amounts received to date.

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. She

stated Paul Hawkins of Harris County Precinct Three requested the Board refer contact information from Homeowners' Associations ("HOA's") to coordinate construction meetings on HOA property. Ms. Miller reminded the Board that the District is responsible for the cost repairs to irrigation systems and landscaping damaged during construction.

GREENBELT NORWALK 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 Pay Estimate No. 4 in the amount of \$79,847.00 submitted by Stone Castle Constructors, LLC ("Stone Castle"), a copy of which is attached to the landscape architect's report. After review and discussion, Director Wiggins moved to approve Pay Estimate No. 4 to Stone Castle in the amount of \$79,847.00, as recommended. Director Moon seconded the motion, which passed unanimously.

Mr. De Forest updated the Board on the construction of the Greenbelt Norwalk Landscape Improvements. He recommended approval of Pay Estimate No. 3 in the amount of \$7,740.00 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 Pay Estimate No. 3 to Meacham in the amount of \$7,740.00, as recommended. Director Moon seconded the motion, which passed unanimously.

Mr. De Forest recommended approval of Change Order No. 1 for a \$1,760.00 deduction to the contract with Meacham for the deletion of a curb ramp to serve the Greenbelt Norwalk Landscape Improvements. 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 Moon moved to approve Change Order No. 1 to decrease the contract with Meacham in the amount of \$1,760.00, based upon the landscape architect's recommendation and the Board's finding that Change Order No. 1 is beneficial to the District. Director Wiggins 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 Moon 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.

DIRECTOR'S NOTEBOOK MATTERS

Ms. Miller generally discussed Director's Notebook updates.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

There was no discussion on this matter.

WEBSITE MATTERS

The Board provided website updates.

REPORT REGARDING LEGISLATIVE MATTERS

Ms. Miller distributed and reviewed the Capitol Report prepared by ABHR summarizing the 86th Regular Legislative Session.

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




Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Minutes <u>Page</u>
Bookkeeper's Report.....	2
Tax Assessor/Collector's Report.....	3
Operations Report.....	3
Engineer's Report.....	3
Landscape Architect's Report	6