

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

December 16, 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 16th day of December, 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
Vaughan Brown	Vice President
Alan Wiggins	Secretary
Wade K. Skelton	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 Michelle McClintock of AVANTA Services; Esther Flores of Tax Tech, Inc.; Brian Bare of Si Environmental, LLC ("Si Enviro"); Teague Harris of IDS Engineering Group ("IDS"); Bob DeForest of KGA/DeForest Design, LLC; Pat Booth of van Sant Landscape Management ("van Sant"); and Christina Miller 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.

Mr. Bare presented and reviewed an email from a resident requesting an adjustment on their water bill. After review and discussion, the Board concurred to grant the adjustment per the terms of the District's Rate Order in the amount of \$464.22.

MINUTES OF PRIOR MEETING

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

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

There was no discussion on this matter.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. McClintock presented the bookkeeper's report. Ms. McClintock reviewed the written bookkeeper's report, including the budget comparison, schedule of investments, certificates of deposit expired and renewed, and checks presented for approval. Ms. McClintock noted that BBVA Compass Bank credited the District in the amount of \$5,896.46 for a fraudulent check due to the theft of checks from a contractor's mailbox. 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 Brown seconded the motion, which was approved by unanimous vote.

RENEWAL OF DISTRICT'S INSURANCE POLICIES

Ms. Miller stated the District's insurance policies will expire March 1, 2020. Following discussion, the Board directed ABHR to obtain a proposal for renewal of the District's insurance policies for consideration at next month's meeting.

REVIEW AND UPDATE EMINENT DOMAIN REPORT TO THE TEXAS COMPTROLLER

Ms. Miller reported that ABHR filed the District's Eminent Domain Authority Annual Report with the Comptroller of the State of Texas pursuant to Senate Bill 1812.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Flores 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 approximately 2.28% of 2019 taxes have been collected as of November 30, 2019. Following review and discussion, Director Wiggins moved to approve the tax assessor/collector's report and payment of the checks drawn on the District's tax account. Director Skelton 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 93.02% 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 Brown seconded the motion, which passed unanimously.

Mr. Bare presented and reviewed a Monthly Generator Maintenance Service Schedule for the District's generators at the sewer treatment plant, water wells, and lift station.

Mr. Bare updated the Board regarding the televising of the District's sanitary sewer lines in connection with the Sanitary Sewer Rehabilitation Phase 3-C Program. He stated Si Enviro performed nine repairs to the sanitary sewer lines. Mr. Bare stated the Sanitary Sewer Rehabilitation Phase 4-C Program will commence in January, 2020.

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 Moon 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 Wiggins 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 stated IDS issued a Notice to Proceed to the contractor, W. W. Payton Corporation, for the Hurricane Harvey Mitigation Water Plant and Water Well No. 1 Project on November 4, 2019. He stated that the project is in the shop drawing submittal and review phase until May 15, 2020. Mr. Harris then reviewed a detailed project schedule for the Board. Mr. Harris estimated that the contract completion date will be February, 2021.

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 WWTP improvement project.

WWTP IMPROVEMENTS

Mr. Harris provided an update on the WWTP improvements. Mr. Harris stated N&S Construction Company, LP ("N&S") installed a 24-inch pipe from the aeration basin to the clarifiers. He reported the contractor also installed air piping to provide aeration to clarifier no. 2.

Mr. Harris stated that IDS and N&S discussed entry clearance to the Parklake Village neighborhood for the removal of the construction crane and the two temporary leased digester tanks that will be necessary prior to the completion of construction of the WWTP improvements. Mr. Harris explained that the alternative route through the Highland Knolls Greenbelt that was used to bring in the construction crane and the temporary digester tanks could add an additional cost of \$40,000 to the project.

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

SANITARY SEWER REHABILITATION PROGRAM

There was no discussion on this matter.

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

There was no discussion on this matter.

GEOGRAPHIC INFORMATION SYSTEM

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

DETENTION POND MAINTENANCE MATTERS

There was no discussion on this matter.

Mr. Harris stated that IDS prepared the Engineer Report of Values ("ERV") questionnaire as requested by the District's insurance company, McDonald & Wessendorff Insurance, for the District's renewal proposal. He stated that a cost adjustment in the amount of \$400,000 was made for clarifier no. 2 at the WWTP.

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

STATUS OF FEMA FUNDING

There was no discussion on this matter.

GREENBELT PARK AND GREENBELT NORWALK

Director Brown generally reported on maintenance matters related to Greenbelt Park and Greenbelt Norwalk. Director Brown noted concerns regarding park lighting and asphalt repairs.

The Board then discussed repairs to trail deficiencies in Greenbelt Park. Mr. DeForest stated that Stone Castle Constructors, LLC ("Stone Castle") began repairs on December 9, 2019. Mr. DeForest presented and reviewed a proposal for the repairs from Stone Castle in the amount of \$16,120.60, as approved at the November 2019, meeting and a drawing showing the location of the repairs, copies of which are attached to the landscape architect's report.

Mr. DeForest then discussed an alternate cost for concrete grinding of sidewalk high spots throughout the park in the amount of \$650.00 per day. After review and discussion, Director Brown moved to approve concrete grinding of sidewalk high spots in an amount not to exceed \$2,000.00. Director Wiggins seconded the motion, which passed by unanimous vote.

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 reported that there will not be funding availability from the County for the Sidewalk Project in 2020. Discussion ensued.

GREENBELT NORWALK SIDEWALK IMPROVEMENTS AND REFLECTION GARDEN PROJECT

Mr. DeForest stated he will prepare an ERV for the Reflection Garden Project and submit it to Mr. Harris for inclusion in the District's insurance renewal proposal.

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

Director Hudson presented and reviewed a Savings Update from PPP, a copy of which is attached.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion on this matter.

DIRECTOR'S NOTEBOOK MATTERS

There was no discussion on this matter.

WEBSITE MATTERS

Mr. Harris stated IDS is continuing work on an updated Capital Projects Report to post on the District's website.

MEETING SCHEDULE

The Board concurred to hold its next meeting on January 20, 2020, at 11:30 a.m. in the District at the Parklake Village Homeowners Association Clubhouse.

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.....	2
Operations Report.....	2
Engineer's Report.....	3
Landscape Architect's Report.....	5
PPP Savings Update	6