

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

October 21, 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 21st day of October, 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; Kelly Jurecek 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.

MINUTES OF PRIOR MEETING

The Board considered approval of the minutes of the District's regular meeting held on September 16, 2019. Following review and discussion, Director Brown moved to approve the minutes of the September 16, 2019, regular meeting, as submitted. Director Skelton seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

The Board reviewed a WHCRWA Notice of Fee Increase effective January 1, 2020.

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. 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.

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 99.43% of 2018 taxes have been collected as of October 21, 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 95.69% 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 Brown moved to approve the operator's report. Director Moon seconded the motion, which passed unanimously.

Mr. Bare updated the Board regarding the televising of the District's sanitary sewer lines in connection with the Sanitary Sewer Rehabilitation Phase 2C Program. He stated Si Enviro will perform repairs to the sanitary sewer lines.

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.

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 a preconstruction meeting for the Hurricane Harvey Mitigation Water Plant and Water Well No. 1 Project with the project contractor, W. W. Payton Corporation ("W.W. Payton"), will be held at the engineer's office on October 23, 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 WWTP improvement project.

WWTP IMPROVEMENTS

Mr. Harris provided an update on the WWTP improvements. Mr. Harris recommended approval of Pay Estimate No. 28 in the amount of \$55,896.46 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 Wiggins moved to approve Pay Estimate No. 28 in the amount of \$55,896.46 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

There was no additional 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.

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

STATUS OF FEMA FUNDING

Ms. Miller stated one more payment is anticipated from FEMA.

GREENBELT PARK AND GREENBELT NORWALK

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

Ms. Miller discussed a possible insurance claim relating to a fall in Greenbelt Park. Director Brown asked Mr. Booth to investigate the area for possible hazards.

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 the County is still determining funding availability for the Sidewalk Project in 2020.

Mr. DeForest presented and reviewed a conceptual drawing for District wide sidewalk improvements showing sidewalks under construction and potential sidewalks for future consideration to be funded in connection with the Sidewalk Project. The Board reviewed and discussed modifications to the conceptual drawing. The Board requested updates to the drawing and requested that Mr. DeForest re-present the drawing to the Board at the November, 2019, meeting. The Board then discussed holding a meeting in the District after January 1, 2020, to present the Sidewalk Project to the District's residents.

GREENBELT NORWALK SIDEWALK IMPROVEMENTS AND REFLECTION GARDEN PROJECT

Mr. DeForest distributed and reviewed a Landscape Architect's Report, a copy of which is attached.

Mr. DeForest updated the Board on the construction of the Reflection Garden Project. He recommended approval of Pay Estimate No. 8 and Final in the amount of \$3,902.82, payable to Stone Castle Constructors, LLC ("Stone Castle"). 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 landscape architect's recommendation, to approve Pay Estimate No. 8 and Final in the amount of \$3,902.82, and to accept the facilities. Director Moon seconded the motion, which passed unanimously.

Mr. DeForest updated the Board on the construction of the Greenbelt Norwalk Landscape Improvements Project. He recommended approval of Pay Estimate No. 4 and Final in the amount of \$7,808.70, payable to D.L. Meacham, L.P. ("Meacham"). 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 landscape architect's recommendation, to approve Pay Estimate No. 4 and Final in the amount of \$7,808.70, and to accept the facilities. Director Moon seconded the motion, which passed unanimously.

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

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

Director Hudson provided an update regarding the monthly meeting of the PPP Technical Committee. He distributed an updated pricing curve from PPP showing anticipated future market conditions through the year 2023, a copy of which is attached. Discussion ensued regarding the District's electricity service provider and contract terms.

FIVE YEAR ELETRICITY CONSUMPTION ANALYSIS

Mr. Harris presented a draft Five Year Electricity Consumption Analysis for Board feedback, a copy of which is attached to the engineer's report.

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 presented and reviewed an updated District Map for posting on the website.

Ms. Miller asked the Board's authorization to contact The Texas Network to request that Si Enviro's contact information be posted on the homepage of the District's website. The Board authorized ABHR to contact The Texas Network with the request.

MEETING SCHEDULE

The Board concurred to hold its next meeting on November 18, 2019.

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 pricing curve.....	5