

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

January 20, 2020

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 January, 2020, at Parklake Village Homeowners Association Clubhouse, 19818 Almond Park, Katy, Texas, inside 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 Jennifer Hanna of BKD, LLP; Pamela Logsdon and Michelle McClintock of AVANTA Services; Kelley Jurecek of Tax Tech, Inc.; Brian Bare of Si Environmental, LLC ("Si Enviro"); Matt Carpenter 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 December 16, 2019. Following review and discussion, Director Brown moved to approve the minutes of the December 16, 2019, regular meeting, as submitted. Director Wiggins seconded the motion, which passed unanimously.

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

Ms. Miller stated that the District is required to submit a 2019 Water Usage Reporting Form to the WHCRWA. After discussion, Director Wiggins moved to authorize Si Enviro to prepare and submit a Water Usage Reporting Form on behalf of

the District, and direct that it be filed appropriately and retained in the District's official records. Director Brown seconded the motion, which carried unanimously.

APPROVE AUDIT

Ms. Hanna reviewed the District's audit for fiscal year ending September 30, 2019. Following review and discussion, Director Skelton moved to approve the audit for fiscal year ending September 30, 2019, subject to final comments by the Board and consultants, and direct that the audit be filed appropriately and retained in the District's official records. Director Brown seconded the motion, which was approved by unanimous vote.

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, quarterly investment report, certificates of deposit expired and renewed, and checks presented for approval. Ms. Logsdon noted issuance of a check to the Texas Commission on Environmental Quality (the "TCEQ") in the amount of \$6,161.62 for the 2019 annual regulatory assessment. A copy of the bookkeeper's report is attached.

Following review and discussion, Director Brown moved to approve the bookkeeper's report and authorize payment of all checks presented for payment. Director Skelton seconded the motion, which was approved by unanimous vote.

ANNUAL DISCLOSURE STATEMENTS

Pursuant to the District's Investment Policy, Ms. Miller presented the annual disclosure statement from Pamela Logsdon as the District's Investment Officer and bookkeeper. She explained that the Investment Officer and bookkeeper are required to execute disclosure statements that disclose any relationships with banks and brokers who seek to sell investments to the District. After review and discussion, Director Skelton moved to accept Ms. Logsdon's disclosure statement and authorize filing with the Texas Ethics Commission and retaining in the District's official records. Director Moon seconded the motion, which passed unanimously.

ANNUAL REPORT REGARDING POST ISSUANCE COMPLIANCE POLICY

Ms. Miller reported on the District's compliance activities during the prior calendar year related to bond financings. She stated that no corrective action is required at this time.

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 approximately 72.19% of 2019 taxes have been collected as of the meeting date. Following review and discussion, Director Brown 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 98.00% 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 Wiggins moved to approve the operator's report. Director Skelton 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 3-C Program. He estimated that the project will be complete the week of January 20, 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 Skelton 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. Carpenter stated the contractor, W. W. Payton Corporation, plans to mobilize on site in May 2020, and perform work that does not require a water plant shut down. Mr. Carpenter estimated that the water plant will be shut down in early October 2020 until February 2021. During that time the District will be on an interconnect for its water supply.

WELL NO. 2 FLOOD MITIGATION

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

WELL NO. 3 FLOOD MITIGATION

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

WASTEWATER TREATMENT PLANT ("WWTP") FLOOD MITIGATION

Mr. Carpenter reported the design of the WWTP flood mitigation project remains on hold pending completion of the WWTP improvement project.

WWTP IMPROVEMENTS

Mr. Carpenter provided an update on the WWTP improvements. Mr. Carpenter stated the contractor, N&S Construction Company, LP ("N&S"), continues to work on lines and connections at the WWTP.

Mr. Carpenter stated N&S discovered a discrepancy in the record drawings of the WWTP existing from its original construction relating to the elevation of an existing drain line. Mr. Carpenter stated that additional work will need to be completed due to the erroneous elevation on the record drawings and that N&S is preparing a change order for the Board's review. Mr. Carpenter requested the Board to designate Director Hudson to review and approve the change order prior to the next Board meeting in order to keep the project moving forward. Director Wiggins moved to designate Director Hudson to review and approve the change order prior to the next Board meeting. Director Moon seconded the motion, which passed by unanimous vote.

Mr. Carpenter updated the Board regarding the 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. He stated N&S anticipates using the entry, but the contractor will not know if it is feasible until the time of the equipment removal. Mr. Carpenter reported that N&S estimates project completion in April, 2020.

Mr. Carpenter next reviewed and recommended approval of Pay Estimate No. 30 in the amount of \$12,037.97, payable to N&S. Following review and discussion, Director Skelton moved, based on the engineer's recommendation, to approve Pay Estimate No. 30 in the amount of \$12,037.97. Director Moon seconded the motion, which carried unanimously.

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. Carpenter 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 Moon 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.

Mr. DeForest reviewed the landscape architect's report, a copy of which is attached.

Mr. DeForest updated the Board regarding construction of the trail repairs and reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$16,120.60, payable to Stone Castle Constructors, LLC ("Stone Castle"). Following review and discussion, Director Brown moved, based on the landscape architect's recommendation, to approve Pay Estimate No. 1 in the amount of \$16,120.60. Director Skelton seconded the motion, which carried unanimously.

Mr. DeForest discussed trail repairs for Greenbelt Norwalk east of Cobble Springs Drive. Mr. DeForest requested the Board to designate Director

Brown to review and approve a proposal for trail repairs not to exceed \$25,000 prior to the next Board meeting, contingent upon the proposal. Director Skelton moved to designate Director Brown to review and approve the proposal for trail repairs not to exceed \$25,000 prior to the next Board meeting. Director Moon seconded the motion, which passed by unanimous vote.

Mr. DeForest discussed sidewalk grinding of several joints on the trail. He estimated that the grinding will take two days and will cost about \$1,300.00. Director Skelton moved to authorize the sidewalk grinding and to designate Director Brown to approve the proposal for the sidewalk grinding before the next Board meeting. Director Moon seconded the motion, which carried unanimously.

Mr. Booth announced his retirement from van Sant. He stated John van Sant will be the representative for the District beginning in February, 2020.

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

Ms. Miller inquired of the Board members' interest in receiving a presentation from Acclaim Energy Advisors regarding membership in an electricity aggregation pool. After review and discussion, the Board declined the presentation.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion on this matter.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

Ms. Miller stated Director Notebook updates will be uploaded to SharePoint. Ms. Miller inquired if any Board members would like to receive hard copies of updated documents for the Directors' Notebooks. Director Hudson requested hard copies.

WEBSITE MATTERS

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

RENEWAL OF DISTRICT'S INSURANCE POLICIES

Ms. Miller stated the District's insurance policies will expire March 1, 2020.

Mr. Carpenter stated that IDS prepared the Engineer Report of Values ("ERV") questionnaire as requested by the District's insurance company, McDonald & Wessendorff Insurance ("McDonald"), for the District's renewal proposal.

Mr. DeForest stated KGA prepared an ERV for the Reflection Garden Project. Mr. Carpenter confirmed the landscape architect's ERV was submitted to McDonald for inclusion in the District's insurance renewal proposal.

2020 DIRECTORS ELECTION

Ms. Miller discussed procedures related to the 2020 Directors Election. She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2020 Directors Election Period. Following review and discussion, Director Wiggins moved to adopt a Resolution Designating an Agent of the Secretary of the Board During the 2020 Directors Election Period appointing Caroline Jones as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Moon seconded the motion, which was approved by unanimous vote.

Ms. Miller reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot for the 2020 Directors Election. Following discussion, Director Wiggins moved to authorize the Secretary's agent to post the notice as required. Director Moon seconded the motion, which was approved by unanimous vote.

Ms. Miller discussed exemptions from using electronic voting systems during the 2020 Directors Election. She stated that the basis of the District's exemption is less than 250 voters voted at the most recent directors election. Following discussion, Director Wiggins moved to authorize the Secretary's agent to publish Notice of Exemption in a newspaper of general circulation. Director Moon seconded the motion, which was approved by unanimous vote.

The Board discussed pay for election officials during the 2020 Directors Election. Following discussion, Director Wiggins moved to set the pay for election officials at \$17.00 per hour. Director Moon seconded the motion, which was approved by unanimous vote.

Ms. Miller reviewed an Order Calling Directors Election. Following review and discussion, Director Wiggins moved to adopt the Order Calling Directors Election and direct that the Order be filed appropriately and retained in the District's official records. Director Moon seconded the motion, which passed unanimously.

Ms. Miller discussed that Notice of Election may be required to be posted or published and provided to the County Clerk and Voter Registrar of Harris County. Following discussion, Director Wiggins moved to authorize the Secretary's agent to post or publish and provide to the County Clerk and Voter Registrar Notice of Election, if required, and to direct that the Notice be filed appropriately and retained in the District's official records. Director Moon seconded the motion, which passed unanimously.

MEETING SCHEDULE

The Board concurred to hold its next meeting on February 17, 2020, at 11:30 a.m. at ABHR.

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




Secretary, Board of Directors

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