

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

February 17, 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 17th day of February, 2020, 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; Kelley 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; Jon van Sant, Jacob van Sant, and 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 January 20, 2020. Following review and discussion, Director Wiggins moved to approve the minutes of the January 20, 2020, regular meeting, as submitted. Director Moon seconded the motion, which passed unanimously.

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

There was no discussion on this matter.

ASSOCIATION OF WATER BOARD DIRECTORS WINTER CONFERENCE, APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES, AND AUTHORIZE ATTENDANCE AT SUMMER CONFERENCE.

The Board discussed the Association of Water Board Directors winter conference. After review and discussion, Director Skelton moved to approve reimbursement of eligible expenses for the winter conference and authorize all interested directors to attend the Association of Water Board Directors summer conference. Director Wiggins seconded the motion, which carried by unanimous vote.

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, quarterly investment report, certificates of deposit expired and renewed, and checks presented for approval. Ms. McClintock noted issuance of a check to BKD, LLP, in the amount of \$19,600.00 for the September 30, 2019 fiscal year end audit. 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 Skelton seconded the motion, which was approved by unanimous vote.

DISCUSS AMERICAN WATERWORKS ASSOCIATION ("AWWA") MEMBERSHIP AND AUTHORIZE ATTENDANCE AT INTERNATIONAL SMART WATER SYMPOSIUM

The Board discussed joining the AWWA. Ms. Miller stated the annual fee for an individual membership is \$350.00. Following review and discussion, Director Wiggins moved to approve the annual fee for individual memberships and authorize all interested directors to attend the AWWA's Annual Conference & Exposition. Director Moon 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 approximately 94.43% of 2019 taxes have been collected as of the meeting date. 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.

ADOPT RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

The Board considered adopting a Resolution Concerning Exemptions from Taxation. Ms. Miller reviewed the provisions of the proposed Resolution, which

includes the rejection of the general homestead and travel trailer exemptions, and granting of a homestead exemption of \$75,000 to persons 65 years of age or older and disabled persons. After discussion, Director Brown moved to adopt the Resolution Concerning Exemptions from Taxation as presented and direct that the Resolution be filed appropriately and retained in the District's official records. Director Wiggins seconded the motion, which was approved by unanimous vote.

DISCUSS AMERICA'S WATER INFRASTRUCTURE ACT OF 2018

Ms. Miller discussed certain requirements of the America's Water Infrastructure Act of 2018 (the "Act") requiring community water systems that serve a population of 3,301 or more to certify to the Environmental Protection Agency that the system has completed a Risk and Resilience Assessment and created an Emergency Response Plan. She then presented and reviewed a memorandum regarding the Act, a copy of which is attached. She reported the District's operator and engineer are working to determine whether the District is required to make such certifications pursuant to the service population threshold set forth in the Act.

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 102.00% 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 project. Mr. Bare stated Phase 2-C is complete and that Si will begin televising Phase 3 next.

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 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 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. Harris stated that IDS has been receiving and reviewing shop drawing submittals from the contractor.

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 the contractor, N&S Construction Company, LP ("N&S"), is working on concrete walls, piping, and equipment in the two aeration basin treatment trains at the WWTP.

Mr. Harris updated the Board regarding the discrepancy in the record drawings of the elevation of an existing drain line at the WWTP. Mr. Harris reviewed and recommended approval of Change Order No. 1 to the contract with N&S for the installation of a new drain line to increase the contract in the amount of \$23,386.70. The Board determined that Change Order No. 1 is beneficial to the District. After review and discussion, Director Wiggins moved to approve Change Order No. 1 in the amount of \$23,386.70 as an increase to the contract with N&S, 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.

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.

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

RENEWAL OF DISTRICT'S INSURANCE POLICIES

The Board reviewed a proposal received from McDonald & Wessendorff Insurance for renewal of the District's insurance policies. Following review and discussion, Director Brown moved to approve the proposal for renewal of the District's insurance policies. Director Moon seconded the motion, which passed 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 discussed the trail repairs in Greenbelt Norwalk. Mr. DeForest stated the trail repairs were complete. Mr. DeForest reviewed Pay Estimate No. 1 from Stone Castle Constructors, LLC in the amount of \$20,088.01, less than the \$25,000.00 that the Board approved for the trail repairs at the January meeting.

Mr. DeForest discussed sidewalk grinding of several joints on the trail. He stated the sidewalk grinding is being scheduled.

Mr. Booth announced his retirement from van Sant. He introduced Jon van Sant and Jacob van Sant to the Board and stated that they will be the District's contacts for park maintenance going forward. The Board thanked Mr. Booth for his service to the District.

Director Brown asked Mr. Jon van Sant to review the Greenbelt Park and Greenbelt Norwalk trail repairs with him when construction is complete.

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

There was no discussion on this matter.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion on this matter.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

There was no discussion on this matter.

WEBSITE MATTERS

There was no discussion on this matter.

MEETING SCHEDULE

The Board concurred to hold its next meeting on March 16, 2020.

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




Secretary, Board of Directors
Vice President

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