

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

March 16, 2020

The Board of Directors (the "Board") of Nottingham Country Municipal Utility District (the "District") met in regular session, by teleconference, with access available to the public in person at Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2600, Houston, Texas, as well as by telephone, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, on the 16th day of March, 2020, and the roll was called of the members of the Board being present in person or by telephone:

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 attending the meeting in person or via teleconference were Pamela Logsdon and Michelle McClintock of AVANTA Services ("AVANTA"); 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; and Christina Miller and Caroline Jones of Allen Boone Humphries Robinson LLP ("ABHR").

Ms. Miller reviewed certain recommended protocols for conducting the District's meeting via teleconference. She announced that the meeting was being recorded.

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 February 17, 2020. Following review and discussion, Director Brown moved to approve the minutes of the February 17, 2020, regular meeting, as approved. Director Moon seconded the motion, which passed unanimously, with all directors voting "yea."

2020 DIRECTORS ELECTION

Ms. Miller discussed procedures related to the 2020 Directors Election. She presented a Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors executed by the Board Secretary stating that the District received two candidate applications for the two director positions for the May 2, 2020, Directors Election. Following review and discussion, Director Brown moved to accept the Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors and direct that the Certificate be filed appropriately and retained in the District's official records. Director Moon seconded the motion, which passed unanimously, with all directors voting "yea."

Ms. Miller presented an Order Cancelling Election and Declaring Unopposed Candidates Elected to Office (the "Order Cancelling") stating that the May 2, 2020, Directors Election is cancelled and that the unopposed candidates, Ronald E. Hudson and Vaughan Brown, are declared elected to office to serve from the May 2, 2020 election until the May 4, 2024, Directors Election. She reviewed the posting requirements for the Order Cancelling. Following review and discussion, Director Brown moved to adopt the Order Cancelling, authorize the Secretary's agent to post the Order Cancelling, as required, and direct that the Order Cancelling be filed appropriately and retained in the District's official records. Director Moon seconded the motion, which passed unanimously, with all directors voting "yea."

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

There was no discussion on this matter.

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. 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. Director Brown seconded the motion, which was approved by unanimous vote, with all directors voting "yea."

Ms. Miller stated that Ms. Logsdon has announced her retirement and the sale of her company, AVANTA, to Municipal Accounts & Consulting, LP ("MAC") effective February 17, 2020. Ms. Logsdon stated that she will be consulting with MAC for several months to ensure a smooth transition of bookkeeping services for all of her former clients.

ANNUAL AUDIT FILING

The Board considered authorizing filing of the District's current audit with the

appropriate information depositories in accordance with the District's Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12. Following review and discussion, Director Brown moved to authorize filing of the District's audit for fiscal year ending September 30, 2019, in accordance with the District's Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12. Director Moon seconded the motion, which was approved by unanimous vote, with all directors voting "yea."

ANNUAL REVIEW OF PROCEDURES FOR CONTINUING DISCLOSURE COMPLIANCE

The Board reviewed the District's procedures for continuing disclosure compliance and determined that no changes are 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 94.77% 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 Moon seconded the motion, which passed unanimously, with all directors voting "yea."

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 98.26% 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, with all directors voting "yea."

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 that one repair will be performed in March, and upon completion, the Sanitary Sewer Rehabilitation Project Section 2-C will be complete for 2020.

Mr. Bare then reported on administration of the District's Payment Services Agreement with First Billing, LLC. ("First Billing"). He indicated that the District had inadvertently been absorbing the processing fee for credit and debit card payments. Discussion ensued regarding implementation of assessing the processing fee to District customers moving forward. After review and discussion, Director Wiggins moved to (1) continue to absorb the credit card and debit card fees until the end of March, 2020; and (2) instruct Si Enviro to send a notice to the District's customers that fees will be charged for future credit and debit card transactions made through First Billing. Director Skelton

seconded the motion which passed unanimously, with all directors voting "yea." The Board additionally requested ABHR notify The Texas Network of the change for posting on the District's website.

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 that all normal procedures for delinquent utility accounts should be followed, including delinquency notices, door tags, and delinquency penalties; however, in light of the COVID-19 pandemic, utility service should not be terminated for the month, and he directed 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, with all directors voting "yea."

The Board conducted a review of the District's Amended and Restated Drought Contingency Plan and determined that no revisions are currently needed.

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 presented and reviewed a proposal, a copy of which is attached to the engineer's report, for a second entry gate for construction vehicles to access the water plant. He stated a portion of the access road to the gate is not paved, and the Operations Committee recommends approval of the proposal. After review and discussion, Director Brown moved to accept the proposal in an amount not to exceed \$24,900. Director Moon seconded the motion, which passed unanimously, with all directors voting "yea."

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, completed the concrete walls of basin no. 1 and will begin installation of the gates, piping, and the remaining aeration equipment in basin no. 1. Mr. Harris stated the concrete walls of basin no. 2 are complete and the installation of a new eight-inch drain from the basin to the lift station will be complete by the end of the month.

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 Brown moved to approve the engineer's report. The motion was seconded by Director Moon and carried unanimously, with all directors voting "yea."

GREENBELT PARK AND GREENBELT NORWALK

Director Brown generally reported on maintenance matters related to Greenbelt Park and Greenbelt Norwalk. Director Brown stated he approved a proposal from van Sant Landscape Management to remove and treat six trees in Greenbelt Park due to an infestation of pine beetles. After review and discussion, Director Moon made a motion to ratify approval of the proposal in the amount of \$2,910.00. Director Wiggins seconded the motion, which carried unanimously, with all directors voting "yea."

Director Brown then asked Mr. DeForest to investigate (i) a large oak tree root at Fry Road and Chateau Bend; and (ii) contract requirements for the installation of mulch and seasonal color at the Greenbelt Park monument sign and provide an update at the next regular meeting.

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 in Greenbelt Norwalk and reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$20,088.04, payable to Stone Castle Constructors, LLC. Mr. DeForest stated the trail repairs are complete. Following review and discussion, Director Brown moved, based on the engineer's recommendation, to approve Pay Estimate No. 1 in the amount of \$20,088.04. Director Moon seconded the motion, which carried unanimously, with all directors voting "yea."

Mr. DeForest discussed sidewalk grinding of several joints on the trail. He stated the invoice for the sidewalk grinding will be presented to the Board in April.

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

Director Hudson provided an update regarding the monthly meeting of the PPP Technical Committee.

EMERGENCY NOTIFICATION SYSTEM

Director Wiggins provided an update regarding the District's Emergency Notification System.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

There was no discussion on this matter.

WEBSITE MATTERS

There was no discussion on this matter.

MEMORANDUM REGARDING PREPARATION FOR POTENTIAL EFFECTS OF COVID-19 ("MEMORANDUM") AND ADOPT RESOLUTION REGARDING DELEGATION OF AUTHORITY DUE TO AN EMERGENCY

Ms. Miller reviewed the Memorandum and a Resolution Regarding Delegation of Authority Due to an Emergency (the "Resolution"). A copy of the Memorandum is attached. She noted the Resolution reflects certain delegations of authority to take certain actions on behalf of the Board or the District. After discussion, Director Brown moved to approve the Resolution Regarding Delegation of Authority Due to an Emergency and direct it be filed appropriately and retained in the District's official records. Director Moon seconded the motion. A roll-call vote of the Board was taken and the motion passed unanimously, with all directors voting "yea."

MEETING SCHEDULE

The Board concurred to hold its next meeting on April 20, 2020.

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



/s/ Alan Wiggins
Secretary, Board of Directors

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