

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

July 20, 2020

The Board of Directors (the "Board") of Nottingham Country Municipal Utility District (the "District") met in regular session, by teleconference, with access available by telephone to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020 (the "Disaster Declaration"), on the 20th day of July, 2020, and the roll was called of the members of the Board being present 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 teleconference were Pamela Logsdon of AVANTA Services; Michelle McClintock of Municipal Accounts & Consulting, L.P. ("MAC"); 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.

Ms. Miller reviewed certain recommended protocols for conducting the District's meeting via teleconference. She announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at www.districtdirectory.org/agendapackets/ncmud.

OPERATIONS AND SERVICE REQUIREMENTS RELATING TO COVID-19 EPIDEMIC AND RATIFICATION OF ANY EMERGENCY ACTIONS

Mr. Bare stated that there were no District service issues resulting from the COVID-19 epidemic to report at this time. Following discussion, there was no action on this matter.

PUBLIC COMMENT

Director Hudson offered any members of the public attending the meeting by telephone the opportunity to make public comment. There being no members of the public requesting to make public comment, Director Hudson moved to the next agenda item.

Ms. Miller stated that a draft Memorandum of Understanding from the Willow Fork Drainage District regarding storage volume in the Barker Reservoir was received subsequent to the agenda posting deadline and will be placed on the August, 2020 agenda for Board review and consideration.

MINUTES OF PRIOR MEETING

The Board considered approval of the minutes of the District's regular meeting held on June 15, 2020. Following review and discussion, Director Wiggins moved to approve the minutes of the June 15, 2020, regular meeting, as written. Director Brown seconded the motion. A roll-call vote of the Board was taken and the motion 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. McClintock presented the bookkeeper's report, a copy of which is attached. 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 that MAC is in the process of closing the District's money market accounts at First Financial Bank, Central Bank, and TexSTAR and transferring the funds from those accounts to the District's existing money market account with TexPool. Ms. McClintock noted the receipt of one check in the amount of \$41,519.76, from Si Enviro for refunded processing fees for credit and debit card payments that the District had inadvertently been absorbing from First Billing, LLC, and stated the payment will be reflected on the August bookkeeper's report. She stated that MAC will present a preliminary budget for fiscal year end September 30, 2021, at the August meeting.

Director Hudson requested that MAC investigate the status of a refund for his cancellation of the June Association of Water Board Directors ("AWBD") summer conference. Ms. McClintock stated that MAC had received Director Brown's refund for the conference.

Following review and discussion, Director Brown moved to approve the bookkeeper's report and authorize payment of the checks presented for payment. Director Wiggins seconded the motion. A roll-call vote of the Board was taken and the motion passed unanimously, with all directors voting "yea."

ASSOCIATION OF WATER BOARD DIRECTORS SIMPLY VOTING

Ms. Miller stated that AWBD is using Simply Voting, a web-based online voting system, for its annual Board of Trustees election to occur during the AWBD summer

conference beginning August 7, 2020. She said each AWBD member district will be able to cast a ballot by designating a board member as the district's voting member representative to cast the ballot on behalf of the district. After discussion, Director Brown moved to designate Director Wiggins as the District's voting member representative to cast the District's ballot in the 2020 AWBD Board of Trustees election. Director Skelton seconded the motion. A roll-call vote of the Board was taken and the motion passed unanimously, with all directors voting "yea."

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 98.53% 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 Wiggins seconded the motion. A roll-call vote of the Board was taken and the motion 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 98.88% 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 Wiggins seconded the motion. A roll-call vote of the Board was taken and the motion passed unanimously, with all directors voting "yea."

CONDUCT HEARING ON TERMINATION OF WATER SERVICE

Mr. Bare presented to the Board a list of delinquent customers and reported the residents on the termination list were delinquent in payment of their water and sewer bills and were given written notification, in accordance with the District's Rate Order, prior to the meeting of the opportunity to appear before the Board to explain, contest, or correct their bills and to show why utility services should not be terminated for reason of non-payment. After review and discussion, Director Brown moved to resume the termination of services for the customers on the list 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. A roll call vote of the Board was taken and the motion passed unanimously, with all directors voting "yea."

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, formed and poured the elevated Motor Control Center ("MCC") foundation slab. He stated that completion of the MCC is anticipated at the end of August, 2020. Mr. Harris stated that a temporary booster pump will be installed to deliver a base level of water supply into the District's water distribution system. Mr. Harris noted that the temporary booster pump will reduce the water demand on the District's interconnect partners, Harris County Municipal Utility District No. 81 ("HCMUD No. 81") and Memorial Municipal Utility District ("Memorial MUD"). Mr. Harris reported that the shutdown of the Water Plant's existing booster pumps and controls is planned for October 1, 2020, subject to weather, water demands, and the operational status of HCMUD No. 81's and Memorial MUD's water production facilities.

WELL NO. 2 FLOOD MITIGATION

Mr. Harris provided an update on the status of the Well No. 2 flood mitigation project. He stated construction will not occur until the Water Plant and Well No. 1 are back online.

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"), made significant progress in the last month including fabrication and installation of a thickener mechanism, pouring concrete walls in the chlorine contact basin, and pouring concrete for the chlorine contact basin and lift station walkways and blower access stairs.

Mr. Harris stated that after draining the chlorine contact tank, the existing steel wall and wall supports were corroded. He stated that the Operations Committee recommended the removal and disposal of the corroded wall and wall supports and replacement of the same with a reinforced concrete wall.

Mr. Harris then presented Change Order No. 11 to the contract with N&S for the WWTP improvements to increase the contract in the amount of \$7,668.49. The Board determined that Change Order No. 11 is beneficial to the District. After review and discussion, Director Wiggins moved to approve Change Order No. 11 in the amount of \$7,668.49 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 Skelton seconded the motion. A roll call vote of the Board was taken and the motion passed unanimously, with all directors voting "yea."

Mr. Harris reported that Si Enviro submitted the Phase 3-C Sanitary Sewer Rehabilitation videos to IDS and that IDS is reviewing the videos for potential repairs to the sanitary sewer.

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

Ms. Miller discussed a request from a District property owner to purchase District-owned property near the entrance to the wastewater treatment plan. Following review and discussion, Director Brown moved to deny the request. Director Wiggins seconded the motion. A roll-call vote of the Board was taken and the motion passed unanimously, with all directors voting "yea."

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 Skelton. A roll-call vote of the Board was taken and the motion passed 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. He stated that trees in the parks were beginning to show distress due to dry weather conditions and that, as a result, van Sant Landscape Management ("van Sant") increased irrigation to five days a week.

Director Brown stated that Director Hudson, Mr. DeForest, and he met van Sant on site to discuss providing additional irrigation to the trees. Director Brown requested the Board's approval of a proposal in the amount of \$1987.00 from van Sant to add 50 irrigation bubblers for trees and make necessary repairs to irrigation lines.

Director Brown stated that van Sant filled holes and patched areas of the trail in Greenbelt Park. He stated that van Sant will perform the same work in trail areas in Greenbelt Norwalk.

Director Brown stated he is anticipating a proposal from van Sant for tree trimming and removal. Mr. DeForest stated that van Sant is also preparing a proposal for the treatment of pine trees.

Following review and discussion, Director Wiggins made a motion to (1) approve the proposal for irrigation bubblers and the repair of irrigation lines in the amount of \$1987.00; and (2) to authorize Director Brown and Mr. DeForest to approve the proposals for tree trimming and removal and pine tree treatment in a total amount not to exceed \$10,000.00, before the August meeting. Director Skelton seconded the motion. A roll-call vote of the Board was taken and the motion passed unanimously, with all directors voting "yea."

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

Director Hudson generally reported on the PPP Technical Committee. Director Hudson stated that the PPP Executive Committee authorized the PPP's consultants to request bids to prepare a contract extension proposal. Director Hudson stated that the PPP Executive Director requested a response from PPP participants by August 14, 2020, regarding interest in entering into a PPP contract extension that will become effective upon the expiration of the District's current contract in 2021. The Board concurred to authorize Director Hudson to continue discussions with the PPP regarding the matter. Director Hudson anticipated receipt of the PPP contract extension for the Board's review and discussion in September, 2020.

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 further discussion on this matter.

MEETING SCHEDULE

The Board concurred to hold its next meeting on August 17, 2020.

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



/s/ Alan Wiggins
Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's Report.....	2
Tax Assessor/Collector's Report.....	3
Operations Report.....	3
Engineer's Report.....	3