

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

August 17, 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 17th day of August, 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 Michelle McClintock of Municipal Accounts & Consulting, L.P.; Kelley Jurecek of Tax Tech, Inc.; Brian Bare of Si Environmental, LLC; 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 ABHR provided Paul Hawkins of Harris County Precinct No. 3 ("Precinct No. 3") with a contact for the Kelliwood Place Homeowner's Association (the "HOA") related to HOA landscaping that could be affected by a future pedestrian crossing at Highland Knolls Drive and Chelsea Park Drive.

MINUTES OF PRIOR MEETING

The Board considered approval of the minutes of the District's regular meeting held on July 20, 2020. Following review and discussion, Director Brown moved to approve the minutes of the July 20, 2020, regular meeting, as revised. Director Wiggins 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")

Director Hudson updated the Board regarding a letter from a director of the Trail of the Lakes Municipal Utility District ("Trail of the Lakes MUD") requesting the District's support in petitioning the WHCRWA for fee suspension or roll back to the 2019 rate due to the COVID-19 epidemic's financial effect on customers who pay WHCRWA fees. Ms. Miller stated that the WHCRWA had previously been provided with the communications from Trail of the Lakes MUD. She indicated that the WHCRWA declined the request and responded to the director.

MEMORANDUM OF UNDERSTANDING

Ms. Miller discussed a draft Memorandum of Understanding ("MOU") from the Willow Fork Drainage District ("WFDD") regarding a potential application for a grant to the Texas Water Development Board ("TWDB") to finance flood control in the Barker Reservoir Watershed. Ms. Miller stated that if the WFDD advances to the next stage of TWDB's grant application process, WFDD will provide a presentation to the Board regarding the possible project to be funded with the grant prior to finalization of the MOU.

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 check no. 11164 in the amount of \$1,818.40 to Mutt Mitt for a deposit refund and a receipt in the amount of \$5,900.00 from the AUC Group. Ms. McClintock discussed the District's certificates of deposit and the possible transfer of funds into a new, higher-interest earning investment account with Texas Class. She stated that she will present options to the Board at the September meeting. Following review and discussion, Director Wiggins moved to approve the bookkeeper's report and authorize payment of the checks

presented for payment. Director Brown seconded the motion. A roll-call vote of the Board was taken and the motion passed unanimously, with all directors voting "yea."

BUDGET FOR FISCAL YEAR END SEPTEMBER 30, 2020

Ms. McClintock presented the attached proposed budget for fiscal year ending September 30, 2021. She stated that she is coordinating with the District's consultants to confirm the proposed budgeted costs and that she will present a budget for the Board's approval at the September meeting.

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 98.80% 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."

DISCUSS WATER CODE TAX PROVISIONS AND 2020 TAX RATE, ADOPT RESOLUTION REGARDING DEVELOPMENT STATUS FOR 2020 TAX YEAR, SET PUBLIC HEARING DATE, AND AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAXES

This agenda item was deferred until the September Board meeting.

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 96.28% 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 Wiggins 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 Moon 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 ("Payton"), constructed the elevated concrete block motor control center building and began the electrical rough-in for the building. He reported that Payton installed the electrical and control panels, as well as the roof on the building.

Mr. Harris discussed operational matters related to 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 that might affect the construction schedule. Mr. Harris confirmed that he will verify schedule changes with the District's interconnect partners prior to the anticipated start date. Mr. Harris estimated that the construction of the Water Plant flood mitigation project will be complete in three to five months.

Mr. Harris then reviewed and recommended approval of Pay Estimate No. 2 in the amount of \$110,250.00, payable to Payton. Following review and discussion, Director Wiggins, moved, based on the engineer's recommendation, to approve Pay Estimate No. 2 in the amount of \$110,250.00. Director Skelton seconded the motion. A roll-call vote of the Board was taken and the motion 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. 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”), completed the concrete pours of the new chlorine contact basin walkways and is now installing handrails. Mr. Harris stated that the concrete pours are also complete for the access walkways around the lift station and blower access steps and the new chlorine basin baffle walls. He reported that the concrete pavement has been replaced near the new aeration basin drain line. Mr. Harris noted that the thickener start-up was held August 5, 2020, and that the thickener mechanism is operating; however, some work will be required on the air lifts and alarms. He commented that the removal of the temporary tanks from the site caused minor damage to the entry gate.

Mr. Harris then reviewed and recommended approval of Pay Estimate No. 32 in the amount of \$77,767.19, payable to N&S. Following review and discussion, Director Wiggins moved, based on the engineer’s recommendation, to approve Pay Estimate No. 32 in the amount of \$77,767.19, to N&S. Director Skelton seconded the motion. A roll-call vote of the Board was taken and the motion passed unanimously, with all directors voting “yea.”

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

SANITARY SEWER REHABILITATION PROGRAM

Mr. Harris stated that that IDS is reviewing the Phase 3-C Sanitary Sewer Rehabilitation (“Sanitary Sewer Rehabilitation”) videos and that he anticipates presenting the report at the September Board meeting. Mr. Bare confirmed that the Sanitary Sewer Rehabilitation is complete for 2020.

DEEDS, EASEMENTS, CONSENTS TO ENCROACHMENTS, REQUEST FOR SERVICE OR UTILITY COMMITMENT LETTERS

Ms. Miller discussed a request from Precinct No. 3 for a temporary construction easement related to the construction of a pedestrian crossing at Highland Knolls Drive and Chelsea Park Drive. After review and discussion, Director Wiggins moved to grant Precinct No. 3’s request for a temporary construction easement. Director Skelton 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. Director Brown stated he anticipates a proposal from van Sant for tree trimming and removal. Director Brown reported that he requested the assistance of an electrician to investigate malfunctioning lighting in the fountain at the Reflection Garden.

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

Director Hudson generally reported on the PPP Technical Committee. Director Hudson stated that discussions are ongoing regarding the terms for the PPP contract extension. Director Hudson anticipates presenting the contract extension to the Board for review and discussion at the September meeting.

EMERGENCY NOTIFICATION SYSTEM

In response to an inquiry from Director Brown, Ms. Miller stated that the District will be required to approve an Emergency Response Plan ("ERP") in 2021 and that Mr. Bare and Mr. Harris will be coordinating preparation of the ERP for the District.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

There was no discussion on this matter.

WEBSITE MATTERS

Director Hudson requested that Mr. Harris update the paragraph on Water Well No. 3 under the Project Descriptions tab on the District's website. Mr. Harris stated that

he will update the Overview of Recently Completed, Major Active, and Planned Projects document and post it to the District's website.

MEETING SCHEDULE

The Board concurred to hold its next meeting on September 21, 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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