

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

October 19, 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 19th day of October, 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 except Director Skelton, 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 ("Si Enviro"); Teague Harris of IDS Engineering Group ("IDS"); Bob DeForest of KGA/DeForest Design, LLC; Gregg Nady of Willowfork Drainage District ("WFDD"); Greg Lentz of Masterson Advisors, 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.

Mr. Nady, the President of the WFDD, reviewed WFDD's system of hike and bike trails and stated that WFDD determined that a trail underpass at Fry Road would be a safer alternative than the initially planned at-grade crossing. Mr. Nady stated that the WFDD is contacting neighboring municipal utility districts to assist in funding the engineering and construction costs of the Fry Road underpass, which are currently estimated to be approximately \$400,000.00 to \$500,000.00. Following review and discussion, the Board concurred to add a discussion item on the agenda for the next regular meeting regarding a possible agreement with WFDD to fund a share of the Fry Road underpass.

Director Hudson then moved to the next agenda item.

MINUTES OF PRIOR MEETING

The Board considered approval of the minutes of the District's regular meeting held on September 21, 2020. Following review and discussion, Director Brown moved to approve the minutes of the September 21, 2020, regular meeting, as revised. Director Wiggins seconded the motion, which passed by unanimous vote.

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. Following review and discussion, Director Wiggins moved to (1) approve the bookkeeper's report; and (2) authorize payment of the checks presented for payment. Director Moon seconded the motion, which passed by unanimous vote.

Director Hudson discussed the need for a Finance Committee for the District to discuss long term financial planning matters related to water, sewer, and drainage infrastructure, as well as possible park and recreational facilities. Director Hudson recommended nominating Directors Brown and Moon to serve on the Finance Committee. Following review and discussion, Director Brown moved to (1) establish a Finance Committee; and (2) appoint Directors Brown and Moon to the Finance Committee. Director Wiggins seconded the motion, which passed 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 98.85% 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, which passed by unanimous vote.

CONDUCT PUBLIC HEARING REGARDING DISTRICT'S TAX RATE, ADOPT ORDER LEVYING TAXES, AND AUTHORIZE EXECUTION OF AMENDMENT TO INFORMATION FORM

Ms. Miller stated that notice was published of the public hearing to be held at today's meeting regarding adoption of the District's proposed 2020 total tax rate of \$0.34.

Director Hudson opened the public hearing. There being no comments from the public, Director Hudson closed the public hearing.

Ms. Miller presented an Order Levying Taxes reflecting the proposed 2020 tax rate. Ms. Miller stated that the Amendment to Information Form reflecting the total tax rate of \$0.34 does not need to be adjusted if the Board maintains a total tax rate of \$0.34 per \$100 of assessed valuation.

After review and discussion, Director Brown moved to adopt the Order Levying Taxes reflecting a total 2020 tax rate of \$0.34 per \$100 of assessed valuation, comprised of \$0.08 to pay debt service on water, sewer, and drainage bonds and \$0.26 for operations and maintenance. Director Wiggins seconded the motion, which passed by unanimous vote.

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 98.89% accountability for the prior month. He reported that there were no violations at the wastewater treatment plant and no new connections. Mr. Bare stated that Si Enviro performed tree trimming services near Well No. 3. After review and discussion, Director Brown moved to approve the operator's report. Director Wiggins seconded the motion, which passed by unanimous vote.

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 terminate 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, which passed 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 ("Payton"), is installing new electrical conduits from the new Motor Control Center ("MCC") to the existing MCC building. He reported that Payton performed brushing, sediment removal, and a camera inspection of Well No. 1. Mr. Harris stated that the contractor will begin construction of the elevated generator platform the week of October 19, 2020. Mr. Harris noted that there were no pay estimates for the month of October.

Mr. Harris discussed operational matters related to the District's interconnect partners, Harris County Municipal Utility District No. 81 ("HC MUD No. 81") and Memorial Municipal Utility District ("Memorial MUD"). Mr. Harris stated that he notified HC MUD No. 81's engineer that the schedule for the Water Plant and Well No. 1 Flood Mitigation project is delayed due to the well rehabilitation and that the District anticipated the shutdown of the Water Plant in early 2021. Mr. Harris estimated that the District will be on the interconnect with HC MUD No. 81 for sixty to ninety days.

Mr. Harris reported that HC MUD No. 81 and Memorial MUD are collaborating on a flood control project that involves some drainage work along the District's southern drainage ditch. Mr. Harris stated that the engineer for HC MUD No. 81 is planning to approach the Board to financially participate in a portion of HC MUD No. 81's 50% share of the flood control project. Mr. Harris stated he will update the Board regarding the flood control project at the November regular Board meeting.

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"), has completed modifications to the sludge belt filter press to create ventilation in the building. He reported that N&S began the installation of the manual decant piping and drain lines and that the contractor adjusted the sludge thickener air lifts and alarms. Mr. Harris noted that there were no pay estimates for the month of October.

Mr. Harris stated IDS continues to investigate solutions for and pricing of the following items (1) the addition of and modification of the aeration diffusers in the chlorine contact basin; and (2) the addition of water sprayers and other methods to reduce scum build up in the anoxic zones.

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

SANITARY SEWER REHABILITATION PROGRAM

Mr. Harris stated that Si Enviro is performing the remaining Phase 3-C rehabilitation items.

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. She stated that Precinct No. 3 is reviewing the District's requested revisions to the temporary construction easement documents.

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, which passed by unanimous vote.

GREENBELT PARK AND GREENBELT NORWALK

Director Brown generally reported on maintenance matters related to Greenbelt Park and Greenbelt Norwalk.

LANDSCAPE ARCHITECT'S REPORT

Mr. DeForest presented and reviewed the Landscape Architect's Report and a Park and Amenity Analysis, copies of which are attached.

Mr. DeForest stated that he met with Director Brown regarding possible park and amenity improvements for Greenbelt Park. He reviewed four options for possible amenity-related projects, including probable costs for each option. After review and discussion, the Board requested the Finance Committee to review the materials and concurred to receive a proposal for the design of Phase One of the Park and Amenity Analysis for the addition of a playground, benches, and trash receptacles at the November meeting.

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

Director Hudson generally reported on the PPP Technical Committee.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion on this matter.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

There was no discussion on this matter.

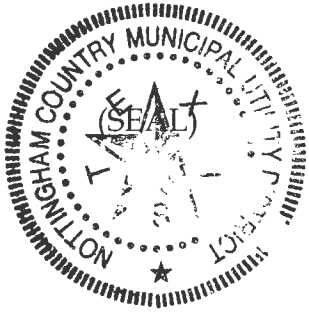
WEBSITE MATTERS

Mr. Harris stated that IDS is preparing an updated status of the District's facilities and capital projects for posting on the District's website.

MEETING SCHEDULE

The Board concurred to hold its next meeting on November 16, 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.....	2
Operations Report.....	3
Engineer's Report.....	4
Landscape Architect's Report.....	6
Park and Amenity Analysis.....	6