

MINUTES  
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

November 15, 2021

The Board of Directors (the "Board") of Nottingham Country Municipal Utility District (the "District") met in regular session, open to the public, on the 15<sup>th</sup> day of November, 2021, at the offices of 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 attending all or part of the meeting via either telephone or in person were Bob DeForest of KGA/DeForest Design, LLC ("KGA"); Michelle McClintock of Municipal Accounts & Consulting, L.P.; Kelley Jurecek of Tax Tech, Inc.; Brian Bare of Si Environmental, LLC ("Si Enviro"); Teague Harris and Vernon Webb of IDS Engineering Group ("IDS"); and Christina Miller and Caroline Jones of Allen Boone Humphries Robinson LLP ("ABHR").

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.

MINUTES OF PRIOR MEETING

The Board considered approval of the minutes of the District's regular meeting held on October 18, 2021, and the special meeting held on October 19, 2021. Following review and discussion, Director Brown moved to approve the minutes of the October 18, 2021, regular meeting, and October 19, 2021, special meeting, as written. Director Wiggins seconded the motion, which passed unanimously.

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

Ms. Miller generally updated the Board regarding the Authority's Surface Water Supply Project.

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.

ARBITRAGE REBATE REPORT FOR SERIES 2011 AND SERIES 2011A BONDS

Ms. Miller reviewed two final arbitrage rebate reports, one for the Series 2011 and one for the Series 2011A bonds, which were prepared by OmniCap Group, LLC ("OmniCap"). She stated that OmniCap has determined that the District does not owe any rebate or yield reduction payments for the bond issues.

Following review and discussion, Director Wiggins moved to (1) approve the bookkeeper's report; and (2) authorize payment of the bills. Director Moon seconded the motion, which passed unanimously.

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 99.48% of the 2020 taxes have been collected as of the meeting date. After review and discussion, Director Brown moved to (1) approve the tax assessor/collector's report; and (2) authorize payment of the checks drawn on the District's tax account. Director Skelton seconded the motion, which passed unanimously.

RESOLUTION CASTING BALLOT FOR THE ELECTION OF A PERSON TO THE  
BOARD OF DIRECTORS OF THE HARRIS COUNTY APPRAISAL DISTRICT

Ms. Miller presented a Resolution Casting Ballot for the Election of a Person to the Board of Directors of the Harris County Appraisal District. After review and discussion, Director Wiggins moved to adopt a Resolution Casting Ballot for the Election of a Person to the Board of Directors of the Harris County Appraisal District reflecting the District's vote cast in favor of Jonathan Cowen and direct that the Resolution be filed appropriately and retained in the District's official records. Director Moon seconded the motion, which passed unanimously.

## 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 99.18% accountability for the prior month. He reported that there were no violations at the wastewater treatment plant and no new connections.

## CONDUCT HEARING ON TERMINATION OF WATER SERVICE

Mr. Bare presented to the Board a list of delinquent customers and reported that 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 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 Skelton the motion, which passed unanimously.

Following review and discussion, Director Brown moved to approve the operator's report. Director Moon seconded the motion, which passed unanimously.

## ENGINEERING AND CAPITAL IMPROVEMENT PROJECTS

The Board then received the engineer's report, a copy of which is attached.

## WATER PLANT AND WELL NO. 1 FLOOD MITIGATION

Mr. Harris updated the Board regarding the Water Plant and Well No. 1 Flood Mitigation project.

Mr. Harris stated that the project is 99% complete except for the repairs of the booster pumps. He stated that all four booster pumps are in the local factory authorized repair shop, Electric Motor Specialists ("EMS"). Mr. Harris stated that EMS is focusing on the repairs of booster pumps two and four to place them in service and test their performance the week of November 24, 2021. Mr. Harris stated that each of the four booster pumps will have air release valves installed to release any trapped air and that the source of cooling water to feed the mechanical seal will be relocated to assure reliable water pressure. Mr. Harris stated that each booster pump will also have a flow switch installed to turn off the booster pumps if water flow from cooling water to the booster pumps is not detected. Mr. Harris stated that if this occurs, the District's Supervisory Control and Data Acquisition system will send an alarm to the operator.

Mr. Harris stated that after EMS completes repairs, testing, and the

installation of booster pumps two and four, Si Enviro will start the pumps after Thanksgiving. Mr. Harris stated that the interconnects with Harris County Municipal Utility District No. 81 and Memorial Municipal Utility District will remain open until Si Enviro determines that the pumps are functioning as designed.

Mr. Harris then reviewed the costs and lead times that were quoted to repair the pumps with EMS or with Pentair, the pump manufacturer. Mr. Harris anticipated that the booster pumps will be fully functioning by December 10, 2021.

Mr. Harris stated that there was no pay application for the reporting period.

#### 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 stated IDS continues to update the scope of work for the Well No. 3 flood mitigation project. He stated that he will bring a conceptual cost estimate and an engineering fee proposal to the Board for approval.

#### WASTEWATER TREATMENT PLANT ("WWTP") FLOOD MITIGATION

Mr. Harris stated IDS anticipates that the 90% construction plans for the project will be ready in two weeks. Mr. Harris stated that when the construction plans are complete, the plans will be sent to Si Enviro for their review comment before the plans are submitted to the agencies. Mr. Harris stated that IDS will bring an updated scope of work and a construction cost estimate to the December Board meeting.

#### WASTEWATER TREATMENT PLANT IMPROVEMENTS

Mr. Harris stated that the parts for the third aeration blower arrived on November 11, 2021, and that Aerzen, the aeration blower manufacturer, will make the repairs to the aeration blower the week of November 15, 2021. Mr. Harris stated that at that time all three aeration blowers will be operational.

Mr. Harris stated that N&S Construction Company, L.P. ("N&S") reported that all of the aeration equipment for the mixing of the two anoxic zones has been delivered. Mr. Harris stated that N&S will coordinate schedules with Si Enviro to drain the aeration basins one at a time to begin the installation of the additional aeration equipment.

Mr. Harris stated that there was no pay application for the reporting period.

## NON-POTABLE WATER SYSTEM

Mr. Harris stated that Si Enviro has approved the draft drawings and scope of work for the non-potable pumps and distribution system improvements. Mr. Harris stated that IDS is finalizing the plans and preparing bid documents to advertise for bids for the construction of the non-potable pump and piping system.

## OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

## SANITARY SEWER REHABILITATION PROGRAM

Mr. Harris stated that Si Enviro has scheduled the cleaning and video inspection of Phase 5-C of the sanitary sewer rehabilitation program for January, 2022.

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

Mr. Harris stated that IDS reviewed a proposed sign plan submittal for Epiphany Catholic Church (the "Church") for a sign that will be entirely on the Church's property. Mr. Harris stated that IDS informed the Church that the District does not object to the installation of the proposed sign on the condition that the Church confirms with its own boundary survey records that there are no recorded public utility easements under the proposed sign's location.

## DISTRICT CAPITAL IMPROVEMENT PLAN ("CIP") BUDGET UPDATE

There was no discussion on this matter.

## GEOGRAPHIC INFORMATION SYSTEM ("GIS")

There was no discussion on this matter.

## DETENTION POND MAINTENANCE MATTERS

There was no discussion on this matter.

## DISTRICT FACILITIES AND ENGINEERING WORK, INCLUDING STORM WATER CHANNEL IMPROVEMENTS

There was no discussion on this matter.

## DEVELOPMENT IN THE DISTRICT

There was no discussion on this matter.

Mr. Harris stated that IDS continues to prepare an updated status report of the District's facilities and capital projects for the District's website.

Mr. Harris stated that IDS completed and submitted the Texas Commission on Environmental Quality's Wastewater Treatment Plant Permit Renewal Application for the District's WWTP Discharge Permit.

Following review and discussion, Director Wiggins moved to approve the engineer's report. Director Skelton 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 (collectively, the "Greenbelts"). The Board discussed increasing Director Brown's park authorization amount to \$5,000.00.

The Board reviewed a Park Maintenance Report from Van Sant Landscape Management ("Van Sant"), a copy of which is attached. Director Brown requested the Board's approval of Van Sant's proposal to install a drainage system along the back of a Greenbelt Park fence to keep water from draining into an adjacent resident's back yard in the amount of \$3,391.00.

#### REQUEST FOR PROPOSALS AND SERVICE AGREEMENT FOR ONGOING PARK MAINTENANCE

The Board then reviewed two proposals for the Annual Landscape Maintenance of the Greenbelts, one from Van Sant in the amount of \$128,841.00 and one from Terry's Landscape, LLC in the amount of \$182,968.00. Discussion ensued. Director Brown requested the following changes to the Van Sant proposal (1) increase the frequency of mulching trees to twice annually; (2) increase the frequency of applying per-emergent herbicide to turf to twice annually; (3) increase the frequency of applying post-emergent herbicide to turf twice annually; (4) remove the inspections for graffiti; and (5) remove the inspections of the Reflection Garden Water Feature.

The Board then reviewed a Service Agreement by and between the District and Cody's Tree Service, Inc. ("Cody's") for tree trimming, pruning, and removal in the Greenbelts. Ms. Miller stated that Cody's requested a 20% deposit, equal to \$24,490.50, to begin the project. Director Brown requested that KGA coordinate the execution of the work with Cody's.

#### LONG-TERM PARK AND RECREATIONAL FACILITY PLANNING MATTERS

There was no discussion on this matter.

## LANDSCAPE ARCHITECT'S REPORT

Mr. DeForest reviewed the Landscape Architect's Report, a copy of which is attached.

Mr. DeForest updated the Board regarding the Greenbelt Park Trail Lighting Replacement project. Mr. DeForest stated that the executed contract was distributed on November 3, 2021 and that an onsite pre-construction meeting is being scheduled. Director Brown asked Mr. DeForest to advise him when the meeting will take place so he could attend.

Mr. DeForest stated that the sign panels regarding the use of approved motorized vehicles and posting the speed limit for all vehicles in the park are installed. The Board reviewed a draft of the Policy Regarding the Use of Other Power-Driven Mobility Devices in Greenbelt Park and requested that ABHR revise the speed limit set in the Policy from eight miles-per-hour to five miles-per-hour.

Following review and discussion, Director Brown moved to (1) increase Director Brown's authorization to approve park matters to \$5,000.00; (2) authorize Van Sant to install a drainage system at the Greenbelt Park fence in the amount of \$3,391.00; (3) award the proposal and associated Service Agreement for annual park maintenance for the Greenbelts to Van Sant, contingent upon the changes noted previously; and (4) approve the Service Agreement and the 20% deposit to Cody's for tree trimming, pruning, and removal in the Greenbelts. Director Moon seconded the motion, which carried unanimously.

## 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

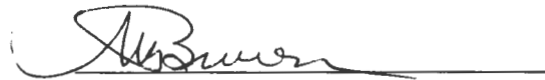

Director Wiggins generally reported on the District's website.

MEETING SCHEDULE

Director Hudson moved to hold the next regular meeting on December 20, 2021, at 11:30 a.m. Director Brown seconded the motion, which passed by a vote of 3-2.

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



  
Secretary, Board of Directors  
VICE PRESIDENT  




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