

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

February 21, 2022

The Board of Directors (the "Board") of Nottingham Country Municipal Utility District (the "District") met in regular session, open to the public, on the 21st day of February, 2022, 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 except Director Moon, thus constituting a quorum.

Also attending all or part of the meeting via either telephone or in person were Darrell Hawthorne of Municipal Accounts & Consulting, L.P. ("MAC"); Kelley Jurecek of Tax Tech, Inc.; Brian Bare of Si Environmental, LLC ("SiEnviro"); Teague Harris and Vernon Webb of IDS Engineering Group ("IDS"); Robert DeForest of KGA/DeForest Design, LLC ("KGA"); and Christina Miller, Erin Mitchell, 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, 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 January 17, 2022. Following review and discussion, Director Brown moved to approve the minutes of the January 17, 2022, regular meeting, as written. Director Skelton seconded the motion, which passed unanimously.

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

There was no discussion on this matter.

ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD")

The Board discussed the AWBD winter conference. After review and discussion, Director Brown moved to approve reimbursement of eligible expenses for the winter conference and authorize all interested directors to attend the AWBD summer conference. Director Skelton seconded the motion, which carried by unanimous vote.

ENVIRONMENTAL PROTECTION AGENCY'S REVISED LEAD AND COPPER RULE

The Board discussed the Environmental Protection Agency's new lead and copper rule revisions. Mr. Bare stated that SiEnviro tests for lead and copper every three years at certain District customer's homes. Mr. Bare added that there is no lead and copper in the District's transmission lines

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Hawthorne presented the bookkeeper's report, a copy of which is attached. Mr. Hawthorne reviewed the bookkeeper's report, including the budget comparison, schedule of investments, quarterly investment report, certificates of deposit expired and renewed, and checks presented for approval. Mr. Hawthorne requested the Board's approval of handwritten check no. 12166 to Harris County MUD No. 81 in the amount of \$153,062.50 for interconnect usage from August 19, 2021 until November 30, 2021. The Board requested that MAC transfer the remaining balance in the Debt Service Fund, \$35,025.26, to the Operating Fund, because the District has no outstanding bonds and such amounts should have been utilized when the District redeemed all outstanding bonds in 2021. After review and discussion, Director Brown moved to (1) approve the bookkeeper's report; (2) authorize payment of the bills; (3) approve handwritten check no. 12166; and (4) authorize MAC to transfer \$35,025.26 from the Debt Service Fund to the Operating Fund. Director Wiggins 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 94.85% of the 2021 taxes have been collected as of the meeting date. After review and discussion, Director Wiggins 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 CONCERNING EXEMPTIONS FROM TAXATION

The Board considered adopting a Resolution Concerning Exemptions from Taxation. Ms. Miller reviewed the provisions of the proposed Resolution, which includes the rejection of the general homestead exemption, and granting of a homestead exemption of \$75,000 to persons 65 years of age or older and disabled persons. After

review and discussion, the Board requested that Greg Lentz of Masterson Advisors, LLC prepare an analysis of potential exemptions from taxation to present at the March meeting.

OPERATION OF DISTRICT FACILITIES

Mr. Bare reviewed the operations report, a copy of which is attached. He generally reviewed operations and maintenance for the month. Mr. Bare reported 99.53% 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 Wiggins moved to approve the operator's report. Director Skelton seconded the motion, which passed unanimously.

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 Skelton 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 Wiggins 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 construction of the Water Plant and Well No. 1 Flood Mitigation Project, and reviewed and recommended approval of Revised Pay Estimate No. 9 and Final in the amount of \$213,927.08, which includes a retainage of 5% of the total amount of the contract, payable to WW Payton Corporation ("WW Payton"). He also presented a Certificate of Completion and Acceptance and recommended the Board accept the facilities.

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 reviewed the revised engineering proposal for the design, plans and specifications, agency approvals, bidding, construction administration, and construction observation services for the WWTP Flood Mitigation Project. Mr. Harris requested the Board's authorization of the engineering proposal in the amount of \$238,500.00 for design services and \$118,500.00 for bidding and construction phase services.

WASTEWATER TREATMENT PLANT IMPROVEMENTS

Mr. Harris requested the Board's approval of a six-month preventative maintenance agreement with Aerzen USA ("Aerzen") for the blowers installed at the wastewater treatment plant, contingent upon the agreement reflecting the engineer's request to limit preventative maintenance to blower items that warrant maintenance at the time of inspection and ABHR review.

NON-POTABLE WATER SYSTEM

Mr. Harris provided an update on the status of the non-potable water system.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY'S ("TCEQ") WWTP DISCHARGE PERMIT RENEWAL FOR PERMIT TERM 2022-2027

Mr. Harris stated that the TCEQ's review of the application is ongoing.

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

SANITARY SEWER REHABILITATION PROGRAM

Mr. Harris provided an update on the status of the Sanitary Sewer Rehabilitation Program.

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

There was no discussion on this matter.

DISTRICT CAPITAL IMPROVEMENT PLAN ("CIP") BUDGET UPDATE

Mr. Harris stated that IDS incorporated ABHR's comments into the District Facilities and Capital Projects update for the District's website.

GEOGRAPHIC INFORMATION SYSTEM

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.

Following review and discussion, Director Brown moved to (1) approve the engineer's report; (2) based on the engineer's recommendation, to approve Revised Pay Estimate No. 9 and Final in the amount of \$213,927.08, and to accept the facilities; (3) based on the engineer's recommendation, to authorize the engineering proposal in the amount of \$238,500.00, for design services, and to authorize \$118,500.00 for bidding and construction phase services for the WWTP Flood Mitigation Project; and (4) approve a preventative maintenance schedule with Aerzen, contingent upon inclusion of the engineer's request for semi-annual as-needed maintenance and ABHR's review. Director Wiggins 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").

LANDSCAPE MAINTENANCE REPORT

Director Brown reviewed a Park Maintenance Report from Van Sant Landscaping ("Van Sant"), a copy of which is attached. Director Brown reviewed Van Sant's Exhibit "A" to the Service Agreement between the District and Van Sant and requested the Board's approval of Exhibit "A" in the amount of \$137,530.00, equal to \$11,461.00 per month, for landscape maintenance. After review and discussion, Director Skelton moved to approve Exhibit "A". Director Wiggins seconded the motion, which passed unanimously.

REQUEST FOR PROPOSALS AND SERVICE AGREEMENT FOR ONGOING PARK MAINTENANCE

The Board discussed potential repairs or upgrades to the benches and tables in Greenbelt Park. Director Skelton moved to authorize Van Sant to solicit proposals for repairs or upgrades to the benches and tables in Greenbelt Park to present to the Board next month. Director Wiggins seconded the motion, which passed unanimously.

LONG-TERM PARK AND RECREATIONAL FACILITY PLANNING MATTERS

There was no discussion on this matter.

PARK USE AGREEMENTS

There was no discussion on this matter.

LANDSCAPE ARCHITECT'S REPORT

Mr. DeForest presented and 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 ("Replacement Project") and stated that the expected ship date for the lighting is March 23, 2022. Mr. DeForest stated that KGA anticipates beginning the Replacement Project in April 2022.

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

Director Hudson reviewed a Procurement Proposal for Electric Power Supply Beginning January 1, 2023 and Notice of Intent to Begin a Competitive Procurement Process from PPP. Director Hudson stated that PPP intends to begin the competitive procurement process for its members on April 18, 2022.

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

After review and discussion, the Board concurred to hold its next regular meeting on March 21, 2022, at 11:30 a.m., in person at the offices of ABHR.

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




Secretary, Board of Directors

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