

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

June 20, 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 20th day of June, 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, thus constituting a quorum.

Also attending all or part of the meeting were Darrell Hawthorne of Municipal Accounts & Consulting, L.P.; Kathryn Foss of Municipal Financial Services; Esther Flores of Tax Tech, Inc.; Brian Bare of Si Environmental, LLC ("Si Enviro"); Vernon Webb of IDS Engineering Group ("IDS"); Stephanie Lee and Tyler Mueller of KGA/DeForest Design, LLC; Jacob Van Sant of Van Sant Landscaping ("Van Sant"); and 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 in person or 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 May 18, 2022. Following review and discussion, Director Moon moved to approve the minutes of the May 18, 2022, regular meeting, as written. Director Skelton seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

There were no updates regarding this matter.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Hawthorne presented and 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. A copy of the bookkeeper's report is attached.

Ms. Foss presented and reviewed the Annual EVO Report, a copy of which is attached.

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

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Flores 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 98.35% 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 Moon seconded the motion, which passed unanimously.

AUTHORIZE DELINQUENT TAX ATTORNEY TO PROCEED WITH COLLECTION OF DELINQUENT TAXES

Ms. Mitchell stated that the District's delinquent tax attorney can begin collection of real property taxes that remain delinquent as of July 1, 2022. After discussion, Director Wiggins moved to authorize the delinquent tax attorney to proceed with the collection of delinquent 2021 real property taxes as of July 1, 2022. Director Moon seconded the motion, which passed unanimously.

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 98.88% accountability for the prior month. He reported that there were no violations at the wastewater treatment plant and no new connections.

CUSTOMER CORRESPONDENCE

Mr. Bare reported that the leaking fire line previously thought to serve property owned by Fry Road Holdings, LP actually serves property owned by Walgreen's. Mr. Bare stated that Si Enviro alerted Walgreen's of its responsibility

to fix the leaking fire line, but Si Enviro had not received a response as of the meeting date.

ANNUAL INSPECTION FOR SYSTEM-WIDE LEAK DETECTION

There was no discussion regarding this matter.

After review and discussion, Director Wiggins moved to approve the operator's report. Director Moon 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 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 Brown 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. Webb updated the Board regarding construction of the Water Plant and Well No. 1 flood mitigation project, and reviewed and recommended approval of Pay Estimate No. 10 and Final in the amount of \$129,948.07, payable to WW Payton. He also presented a Certificate of Completion and Acceptance and recommended the Board accept the facilities.

WELL NO. 2 FLOOD MITIGATION

There were no updates regarding this matter.

WELL NO. 3 FLOOD MITIGATION

Mr. Webb stated that IDS is updating the scope of work for the project.

WASTEWATER TREATMENT PLANT ("WWTP") FLOOD MITIGATION

Mr. Webb reviewed the plans and specifications and requested the Board authorize him to advertise for bids for the construction of the WWTP Flood Mitigation project.

WASTEWATER TREATMENT PLANT IMPROVEMENTS

Mr. Webb stated that IDS anticipates presenting the final pay estimate at the July Board meeting.

NON-POTABLE WATER SYSTEM

Mr. Webb stated IDS is preparing the new non-potable pumping and distribution system upgrades bid package for public advertising.

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

Mr. Webb stated that IDS received the final draft of the renewed and amended WWTP Permit from the TCEQ.

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

SANITARY SEWER REHABILITATION PROGRAM

Mr. Webb stated that IDS plans to complete the review of the Phase 5-C cleaning and inspection video files by the end of July, 2022.

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

Mr. Webb requested the Board's authorization to issue a water and sanitary sewer utility capacity commitment letter to Salad and Go for 1,250 gallons per day annual average of water capacity and 750 gallons per day annual average of wastewater capacity.

DISTRICT CAPITAL IMPROVEMENT PLAN ("CIP") BUDGET UPDATE

There was no discussion on this matter.

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.

Following review and discussion, Director Wiggins moved to (1) approve the engineer's report; (2) based on the engineer's recommendation, to approve Pay Estimate No. 10 and Final in the amount of \$129,948.07 for the Water Plant and Well No. 1 flood mitigation project, and to accept the facilities; (3) approve the plans and specifications and authorize the engineer to advertise for bids for the WWTP Flood Mitigation project; and (4) authorize IDS to issue a utility capacity letter to Salad and Go, as discussed. 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. Ms. Lee stated that she will investigate options for the replacement of picnic tabletops in the parks to present to the Board.

LANDSCAPE MAINTENANCE REPORT

Mr. Van Sant reviewed a Park Maintenance Report from Van Sant, a copy of which is attached, and updated the Board regarding ongoing park maintenance.

REQUEST FOR PROPOSALS AND SERVICE AGREEMENT FOR ONGOING PARK MAINTENANCE

There was no discussion on this matter.

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

Ms. Lee presented and reviewed the Landscape Architect's report, a copy of which is attached.

Ms. Lee presented and reviewed a quote from Cody's Tree Service to prune and remove certain dead trees and stumps in the amount of \$4,850.00. Discussion ensued. Director Brown stated that he will approve appropriate tree maintenance services within the authority previously delegated to him by the Board.

GREENBELT PARK TRAIL LIGHTING REPLACEMENT PROJECT

Ms. Lee updated the Board regarding construction of the Greenbelt Park Trail Lighting Replacement project and reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$89,100.00, payable to WW Payton. Ms. Lee stated that color samples for the concrete bases of the new trail lights are on site in Greenbelt Park. Directors Brown and Moon stated that they will meet Ms. Lee on site to select a color.

Director Brown asked Ms. Lee to investigate if the epoxy paint used for the concrete bases can be used to coat the garbage receptacles in the park and, if so, to bring a proposal for coating the garbage receptacles to the next regular Board meeting.

Following review and discussion, Director Brown moved to (1) approve the Park Maintenance Report; (2) approve the Landscape Architect's report; and (3) based on the landscape architect's recommendation, to approve Pay Estimate No. 1 in the amount of \$89,100.00. Director Moon seconded the motion, which carried unanimously.

WILLOW FORK DRAINAGE DISTRICT PROJECT BARKER

Ms. Mitchell stated that there were no updates regarding Project Barker at this time.

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

Director Hudson updated the Board regarding PPP contract negotiations.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion on this matter.

DIRECTOR'S NOTEBOOK MATTERS

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 discussion on this matter.

MEETING SCHEDULE

After review and discussion, the Board concurred to hold its next regular meeting on July 18, 2022, at 11:30 a.m., at the offices of ABHR.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO SEEK THE ADVICE OF ITS ATTORNEY REGARDING PENDING OR CONTEMPLATED LITIGATION OR TO SEEK AND RECEIVE LEGAL ADVICE BY THE DISTRICT'S ATTORNEY

The Board convened in executive session at 12:20 p.m. pursuant to Section 551.071, Texas Government Code.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION REGARDING PENDING OR CONTEMPLATED LITIGATION OR THE LEGAL ADVICE BY THE DISTRICT'S ATTORNEY

The Board reconvened in open session at 12:28 p.m. No action was taken in open session.

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


Secretary, Board of Directors



LIST OF ATTACHMENTS TO MINUTES

	Minutes <u>Page</u>
Bookkeeper's Report.....	2
Annual EVO Report.....	2
Tax Assessor/Collector's Report	2
Operations Report.....	2
Engineer's Report.....	3
Park Maintenance Report	5
Landscape Architect's Report	5