

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

July 18, 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 18th day of July, 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 the meeting were Darrell Hawthorne of Municipal Accounts & Consulting, L.P.; Kelley Jurecek of Tax Tech, Inc.; Brian Bare of Si Environmental, LLC; Teague Harris and Vernon Webb of IDS Engineering Group (“IDS”); Bob DeForest of KGA/DeForest Design, LLC; Jacob Van Sant of Van Sant Landscaping (“Van Sant”); and Christina Miller, Erin Mitchell, and Jane Miller of Allen Boone Humphries Robinson LLP (“ABHR”).

PUBLIC COMMENT

Director Hudson offered any members of the public attending the meeting 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 June 20, 2022. Following review and discussion, Director Brown moved to approve the minutes of the June 20, 2022, regular meeting, as written. Director Skelton seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY (the “Authority”)
MATTERS

The Board received a Notice of Stage 1 Drought Conditions from the Authority, a copy of which is attached. Ms. C. Miller stated that the Authority has triggered State 1 of its Drought Contingency Plan, and is requesting all water users to voluntarily reduce

their water usage immediately. She added that the Authority will continue to monitor water use and will provide another notice if the drought stage changes or if Stage 1 drought conditions have been lifted.

ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE, REIMBURSEMENT OF ELIGIBLE EXPENSES, AND ATTENDANCE AT WINTER CONFERENCE

The Board discussed the AWBD summer conference and considered authorizing attendance at the winter conference. After discussion, Director Brown moved to approve reimbursement of all eligible expenses for Directors who attended the summer conference, which the District's bookkeeper confirmed are in compliance with the District's Travel Reimbursement Guidelines, and to authorize attendance of any interested Directors at the winter conference. Director Wiggins seconded the motion, which carried unanimously.

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. 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. 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 99.60% of the 2021 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.

ADOPT RESOLUTION REGARDING DEVELOPMENT STATUS FB 2022 TAX YEAR

Ms. C. Miller discussed the "truth-in-taxation" property tax calculations and tax levy process for water districts and stated that Chapter 49 of the Texas Water Code establishes three main categories for water districts, based on a district's development status and/or tax rate. She reviewed the definitions for each of the three categories and said the Board must annually determine the District's category for that tax year and follow the associated notice and levy provisions in the Texas Water Code.

Discussion ensued regarding the District's development status. After fully considering relevant data, information, and statutory definitions, the Board determined that the District is a Developed District for the 2022 tax year.

Following review and discussion, Director Wiggins moved to adopt a Resolution Regarding Development Status for 2022 Tax Year establishing the District as a Developed district for the 2022 tax year, pursuant to Section 49.23602, Texas Water Code, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Brown 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 95% accountability for the prior month. He reported that there were no violations at the wastewater treatment plant and no new connections. Mr. Bare reported that as of the date of the meeting, the District's Drought Contingency Plan had not been triggered. He confirmed that the District had enough pump capacity to distribute water to customers.

CUSTOMER CORRESPONDENCE

There was no discussion of this agenda matter.

ANNUAL INSPECTION FOR SYSTEM-WIDE LEAK DETECTION

There was no discussion regarding this matter.

After review and discussion, Director Brown 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 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 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 reported that booster pumps 1, 3, and 4 were found to be leaking at the mechanical seal and taken off-line, as more fully described in the engineer's report. Mr. Harris stated that temporary pumps were installed, and IDS has asked the pump manufacturer and the pump distributor to investigate the issues with the permanent pumps.

WELL NO. 2 FLOOD MITIGATION

There were no updates regarding this matter.

WELL NO. 3 FLOOD MITIGATION

There were no updates regarding this matter.

WASTEWATER TREATMENT PLANT ("WWTP") FLOOD MITIGATION

Mr. Harris stated that IDS submitted final construction plans to the City of Houston and Harris County and that final approvals are pending receipt. Mr. Harris stated that IDS anticipates advertising for bids in early August, 2022.

WASTEWATER TREATMENT PLANT IMPROVEMENTS

Mr. Harris stated that the final pay application is pending due the receipt of as-built drawings from N&S Construction, LP.

NON-POTABLE WATER SYSTEM

Mr. Harris stated the plans are under review with the operator and that IDS anticipates requesting the Board's authorization to advertise for bids for the construction of the project in August, 2022.

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

Mr. Harris estimated that receipt of the permit from the TCEQ will be in eight to ten weeks.

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

SANITARY SEWER REHABILITATION PROGRAM

There were no updates regarding this matter.

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

Mr. Harris reviewed a capacity request letter from WGA Engineers requesting 20,000 gallons per day of wastewater treatment capacity from the District. Discussion ensued.

Mr. Harris reported on preliminary plans from Harris County Precinct 4 ("Precinct 4") to build a proposed right hand turn lane at the intersection of South Fry Road and Highland Knolls. Mr. Harris stated that the County's preliminary plans intend to extend an existing right-of-way approximately ten feet into Greenbelt Park. Discussion ensued regarding the relocation or improvement of certain District facilities, the protection of mature landscaping to accommodate the proposed turn lane, and park access points. The Board concurred to designate Directors Skelton and Wiggins as the District's representatives to meet with IDS and Precinct 4 to further discuss the right-of-way extension project.

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 Brown moved to (1) approve the engineer's report; (2) deny the capacity request from WGA Engineers; and (3) approve the request from Precinct 4 to extend an existing right-of-way approximately ten feet into Greenbelt Park. 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.

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

The Board considered a request by Scott Kenney for a "Seven Lakes Showcase II" cross country meeting of 300 people in Greenbelt Park on Saturday, September 24, 2022 from 7:00 a.m. until 10:00 a.m. Discussion ensued regarding parking for the requested event. Ms. C. Miller stated that ABHR would revise the applicable Park Use Agreement (the "Agreement") to clarify that the User (as defined therein) would be responsible for obtaining parking for the event at an adjacent facility, because there is no parking available on site. After further review and discussion, Director Brown moved to approve the Agreement, contingent upon inclusion of the parking provisions, as discussed. Director Skelton seconded the motion, which passed unanimously.

LANDSCAPE ARCHITECT'S REPORT

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

Mr. DeForest presented and reviewed a cost estimate for Greenbelt Park Site Furniture Replacement, a copy of which is attached. It was determined that the project will require a public bid because the total cost, including installation costs, will be over \$75,000.00.

GREENBELT PARK TRAIL LIGHTING REPLACEMENT PROJECT

Mr. DeForest updated the Board regarding the Greenbelt Park Trail Lighting Replacement. Mr. DeForest stated that work on the underground

conduit is approximately 50% complete.

WILLOW FORK DRAINAGE DISTRICT PROJECT BARKER

Ms. C. Miller stated that there were no updates regarding Project Barker.

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.

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 August 15, 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 1:19 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 1:28 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

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