

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

January 16, 2023

The Board of Directors (the "Board") of Nottingham Country Municipal Utility District (the "District") met in regular session, open to the public, on the 16th day of January, 2023, at the Parklake Village Homeowners Association Clubhouse, 19818 Almond Park, inside 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 in person or by telephone were John "Jay" Wheeler of the West Harris County Regional Water Authority (the "Authority"); Jennifer Hanna of FORVIS, LLP; Darrell Hawthorne of Municipal Accounts & Consulting, L.P. ("MAC"); Kristy Hebert of Tax Tech, Inc.; Chris Wilson of Si Environmental, LLC ("Si"); Teague Harris and Lindsey Whatley of IDS Engineering Group ("IDS"); Jacob Van Sant of Van Sant Landscaping ("Van Sant"); and Christina Miller, Duggan Baker, and Caroline Jones 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 December 19, 2022. Following review and discussion, Director Brown moved to approve the minutes of the December 19, 2022 regular meeting, as presented. Director Wiggins seconded the motion, which passed unanimously.

AUTHORITY MATTERS

Mr. Wheeler updated the Board regarding Authority matters and answered questions from the Board regarding the Authority's fees and the District's possible future conversion to surface water.

Mr. Baker left the meeting.

APPROVE AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2022

Ms. Hanna reviewed the District's audit for the fiscal year ending September 30, 2022. Following review and discussion, Director Brown moved to approve the audit for fiscal year ending September 30, 2022, subject to final comments by the Board and consultants, and directed that the audit be filed appropriately and retained in the District's official records. Director Skelton seconded the motion, which was approved by unanimous vote.

Ms. Hanna left the meeting.

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.

ANNUAL DISCLOSURE STATEMENTS

Pursuant to the District's Investment Policy, Ms. Miller presented the annual disclosure statements from Mark Burton and Ghia Lewis as the District's Investment Officers and bookkeepers. She explained that the Investment Officer and bookkeeper are required to execute disclosure statements that disclose any relationships with entities who seek to sell investments to the District.

Following review and discussion, Director Brown moved to (1) approve the bookkeeper's report; (2) authorize payment of the bills; and (3) accept Mr. Burton's and Ms. Lewis's disclosure statements, authorize filing with the Texas Ethics Commission, and direct that such disclosure statements be retained in the District's official records. Director Skelton seconded the motion, which passed unanimously.

ANNUAL REPORT REGARDING POST ISSUANCE COMPLIANCE POLICY

Ms. Miller reported on the District's compliance activities during the prior calendar year related to bond financings. She stated that no corrective action is required at this time.

RENEWAL OF DISTRICT'S INSURANCE POLICIES

Ms. Miller stated the District's insurance policies will expire March 1, 2023. She then presented a proposal from McDonald & Wessendorff Insurance ("M&W") for renewal of the District's insurance policies. Following discussion, Director Brown moved to approve the proposal from M&W for renewal of the District's insurance policies. Director Skelton seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Hebert 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 68.36% of the 2022 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.

OPERATION OF DISTRICT FACILITIES

Mr. Wilson reviewed the operations report, a copy of which is attached. He generally reviewed operations and maintenance for the month. Mr. Wilson reported 96.5% water accountability for the prior month.

He reported that there was one violation at the Wastewater Treatment Plant ("WWTP") possibly due to lab testing margins of error. Board discussion ensued.

Mr. Wilson reported that there were no new connections.

Mr. Wilson reported on a twelve-inch water line break caused by a contractor near Emerald Gate Drive. Mr. Wilson stated that repairing the break could require the removal of some fully grown trees and that he will consult with IDS regarding the matter. Mr. Wilson stated that Si will send a letter to the contractor requesting reimbursement for the damage.

CUSTOMER CORRESPONDENCE

There was no discussion regarding this 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. Wilson 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 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. Mr. Harris introduced Ms. Whatley to the Board.

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 on the operation of the pumps at the Water Plant, as more fully described in the engineer's report. Mr. Harris requested the Board's approval of Invoice No. 697 from W.W. Payton Corporation ("Payton") to reimburse Payton for two rental motors in the amount of \$21,667.00.

Mr. Harris stated that IDS is working with Si on recommended improvements to increase resistance to hard freezes based on issues that occurred at the Water Plant during the recent freeze.

WELL NO. 2 FLOOD MITIGATION

Mr. Harris requested the Board's approval of a proposal to convert electrical equipment from 2300 volts to 460 volts and to replace the well motor at Well No. 2 in the amount of \$98,750.00.

WELL NO. 3 FLOOD MITIGATION

Mr. Harris stated that IDS is preparing an engineering proposal for the project.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ("TCEQ") WATER PLANT AND WELL NO. 3 SITE INSPECTION

Mr. Harris stated that IDS sent a letter to the U.S. Army Corps of Engineers (the "Corps") requesting the Corps' permission to clear and maintain a ten-foot-wide mow strip within Barker Reservoir adjacent to the south side of the District's water plant and the east side of the District's WWTP and Well No. 3. A copy of the letter is attached to the engineer's report. Mr. Van Sant stated that Van Sant will submit a bid to maintain the mow strip.

WWTP FLOOD MITIGATION

Mr. Harris stated that a pre-construction meeting for the WWTP Motor Control Center project will be held with District and McDonald Municipal and Industrial on January 18, 2023.

TCEQ WWTP DISCHARGE PERMIT RENEWAL FOR PERMIT TERM 2022-2027

Mr. Harris updated the Board regarding the WWTP Discharge Permit.

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

SANITARY SEWER REHABILITATION PROGRAM

Mr. Harris updated the Board regarding the Sanitary Sewer Rehabilitation Program.

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

There was no discussion on this matter.

HARRIS COUNTY PRECINCT 4 ROADWAY AND TRAIL IMPROVEMENT PROJECTS (THE "IMPROVEMENT PROJECTS")

Mr. Harris stated that IDS requested an updated status for the Improvement Projects from Harris County Precinct 4.

DISTRICT CAPITAL IMPROVEMENT PLAN ("CIP") BUDGET UPDATE

Mr. Harris presented and reviewed a CIP that lists the projected costs and estimated annual cash flow for inclusion into the bookkeeper's report and the District's annual maintenance and operating budget. Mr. Hawthorne confirmed that MAC will incorporate the information into the bookkeeper's report and the annual maintenance and operating budget.

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.

Following review and discussion, Director Wiggins moved to (1) approve the engineer's report; (2) approve Invoice No. 697 from Payton Corporation for two rental motors in the amount of \$21,667.00; and (3) approve the proposal to convert electrical equipment from 2300 volts to 460 volts and to replace the well motor at Well No. 2 in the amount of \$98,750.00. Director Skelton seconded the motion, which passed unanimously.

Ms. Hebert left the meeting.

GREENBELT PARK AND GREENBELT NORWALK

LANDSCAPE ARCHITECT'S REPORT

The Board received the Landscape Architect's report, a copy of which is attached. Director Brown updated the Board regarding amenity improvements.

LANDSCAPE MAINTENANCE REPORT

Director Brown generally reported on matters related to the Greenbelts.

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. Director Brown asked Mr. Van Sant to update the Exhibit B to be included in Van Sant's services agreement with the District and add one additional tree mulching. Mr. Van Sant stated that he will update Exhibit B and present it to the Board at the February meeting.

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.

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 February 20, 2023, 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 did not convene in executive session.

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


Secretary, Board of Directors



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