

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

April 17, 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 17th day of April, 2023, 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 the meeting in person or by telephone were Vanessa Herrera of Municipal Accounts & Consulting, L.P.; Kelley Jurecek of Tax Tech, Inc.; Kyle Donham of Si Environmental, LLC (“Si”); Vernon Webb of IDS Engineering Group (“IDS”); Jacob Van Sant of Van Sant Landscape Management (“Van Sant”); Stephanie Lee of KGA/DeForest Design (“KGA”); 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 March 20, 2023. Director Hudson provided comments to the minutes. Following further review and discussion by the Board, Director Brown moved to approve the minutes of the March 20, 2023 regular meeting, as amended. Director Wiggins seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS (THE “AUTHORITY”)

There was no discussion on this matter.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Herrera 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. Following review and discussion, Director Brown 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 96.93% 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 Moon seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES

Mr. Donham reviewed the operations report, a copy of which is attached. He generally reviewed operations and maintenance for the month. Mr. Donham reported 91.27% water accountability for the prior month. Mr. Donham reported that there were no violations at the wastewater treatment plant and no new connections. Mr. Donham noted that Si issued a new format for its operations reports. Board discussion ensued. The Board requested that Mr. Donham include the costs of certain maintenance and repair items on the operations report, as discussed.

Mr. Donham noted that he had provided a 12-month history of water usage for each meter in the District's parks to Mr. Webb. Mr. Webb stated that he would include a comparison for each month's water usage as part of the engineer's report going forward.

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 Wiggins moved to approve the operator's report. Director Moon seconded the motion, which passed unanimously.

CONDUCT HEARING ON TERMINATION OF WATER SERVICE

Mr. Donham 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 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. Webb stated that the operator reported that all pumps are operating satisfactorily and that IDS will schedule a follow-up vibration test on the four booster pumps in October, 2023.

Mr. Webb requested the Board's authorization to add two lights and a switch in the motor control building in the amount of \$3,400.00.

Mr. Webb stated that Payton will add heat tracing to the pipe that had issues during the freeze at no cost to the District.

WASTEWATER TREATMENT PLANT ("WWTP") IMPROVEMENTS

Mr. Webb noted that IDS had worked with Si to evaluate the best method for wastewater sludge dewatering at the WWTP. Mr. Webb stated that IDS and Si recommended the District's continued use of a mobile belt press service due to excessive costs to obtain a new sludge belt press. Mr. Webb stated that the Operations Committee recommends that the Board authorize the removal of the existing sludge belt press and the associated building subject to receipt and review of an estimate for costs associated therewith to be included as part of the project cost estimate for the WWTP pavement additions discussed below.

Mr. Webb then discussed the WWTP driveway improvements. He stated that IDS reviewed the driveway design with the Operations Committee and stated that IDS will bring a revised driveway design and cost estimate to a future Board meeting.

Mr. Webb stated that IDS is preparing a proposal to perform a feasibility and cost study of a reuse water system for the irrigation of Greenbelt Park. He stated that the Operations Committee also discussed providing reuse water for the amenity lakes in Parklake Village. Discussion ensued regarding meeting with the Parklake Village homeowners association (the "HOA") and the HOA's lake management consultant to discuss potential increased algae growth and the management of the same.

SANITARY SEWER REHABILITATION PROGRAM

Mr. Webb stated that IDS will schedule a meeting with the operator to discuss the repairs for the Phase 5C Sewer Rehabilitation.

Mr. Webb then discussed the rehabilitation of the concrete sanitary sewer lines that are showing some exposed aggregate due to long term corrosion from sewer gases. Mr. Webb stated that IDS estimated that the cost to replace the lines with a cured in place epoxy resin was \$3,614,221.38. Mr. Webb stated that IDS is preparing an updated cost estimate based on contractor input, and an engineering proposal for the design, bidding, and construction administration of lining the pipes with a cured in place epoxy resin.

DISTRICT CAPITAL IMPROVEMENT PLAN ("CIP") BUDGET UPDATE

There were no updates regarding this agenda matter.

GEOGRAPHIC INFORMATION SYSTEM

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.

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

There was no discussion on this matter.

WWTP FLOOD MITIGATION

Mr. Webb updated the Board regarding the WWTP Harvey Mitigation project for the WWTP's motor control center, generator and nonpotable system. He stated that the Notice to Proceed was issued effective January 18, 2023, with a revised completion date of April 29, 2024 based on Change Order No. 1.

Mr. Webb then reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$28,800.00, Pay Estimate No. 2 in the amount of \$18,450.00, and Pay Estimate No. 3 in the amount of \$110,817.00, payable to District and McDonald Municipal and Industrial ("DMMI").

WELL NO. 2 FLOOD MITIGATION

Mr. Webb stated that the project is still in design and has been updated to include well rehabilitation, preventative maintenance, and the construction of a masonry block building to house new electrical equipment. Mr. Webb stated that the updated cost estimate is \$1,100,000.00 and that IDS will present a revised fee proposal for the project at the May meeting.

WELL NO. 3 FLOOD MITIGATION

Mr. Webb stated that IDS continues to prepare an engineering proposal for the project.

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

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

Mr. Webb stated that IDS provided additional comments and exhibits to Mr. Baker for the revised draft of the Interlocal Agreement between the District and Harris County Precinct 4 ("Precinct 4"). Mr. Baker noted that a draft of the Interlocal Agreement with comments from ABHR as well as IDS had been distributed to Precinct 4.

WATER LINE INVENTORY PURSUANT TO ENVIRONMENTAL PROTECTION AGENCY'S ("EPA") REVISED LEAD AND COPPER RULE

Mr. Webb stated that IDS will continue to work with Si to prepare the tap and service line inventory for the EPA's Lead and Copper Rule Revisions.

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

Mr. Webb stated that IDS received the executed letter from the Corps of Engineers allowing the clearing of the ten-foot wide mow strip and the continuing maintenance on the Barker Reservoir property, a copy of which is attached to the engineer's report. Mr. Webb stated that IDS will solicit bids for the work from Van Sant and other contractors.

Mr. Webb then discussed the WWTP fencing, most of which is located within District property and does not require any Corps approval for clearing maintenance. He stated that although the TCEQ inspection was only for the Water Plant and Well facilities, the operator believes that at a future WWTP inspection, the TCEQ will probably cite the need for maintenance clearing along the outside the WWTP fence as well. Mr. Webb stated that IDS will prepare exhibits for the clearing maintenance work required for the WWTP.

TCEQ WWTP DISCHARGE PERMIT ("PERMIT") FOR PERMIT TERM 2022-2027

Mr. Webb stated that there was no update regarding the Permit.

EMERGENCY INTERCONNECT AGREEMENT ("AGREEMENT") WITH HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 81 ("HC MUD 81")

Mr. Webb stated that IDS is preparing revised exhibits for the Interconnect Agreements with HC MUD 81 and Memorial Municipal Utility District ("Memorial MUD") in coordination with the engineers and operators for all three districts and will then provide them to Mr. Baker.

Mr. Webb stated that IDS has confirmed with Ms. Melinda Silva, the Authority's engineering project manager, that HC MUD 81 and Memorial MUD are both members of the Authority and are currently on free chlorine versus chloramines.

Mr. Webb stated that IDS asked Ms. Silva about the status of surface water delivery to the south side of Interstate 10 that would include the conversion to chloramine disinfection for the District, HC MUD 81, and Memorial MUD. Mr. Webb stated that Ms. Silva reported that the District is currently planned for the 2025 surface water conversion, although the conversion will occur in phases, and that the District would be converted to a chloramine disinfection system in 2027-2028. Mr. Webb added that Ms. Silva said that the 2025 conversion plan is being reviewed due to the growth north of Interstate 10 along Grand Parkway, and that it was possible that the District's conversion will be delayed to 2035.

SECURITY MONITORING EQUIPMENT AT PLANT AND WELL SITES

Mr. Webb stated that IDS is coordinating with the District's security monitoring firm regarding the temporary relocation and continued monitoring at the WWTP during the current improvement project and that IDS will likewise do the same during the upcoming projects at Water Well Nos. 2 and 3.

EMERGENCY PREPAREDNESS PLAN ("EPP")

Mr. Webb stated that IDS continues to wait for the TCEQ's review and approval of the EPP.

Following review and discussion, Director Brown moved to (1) approve the engineer's report; (2) approve the installation of two lights and a switch at the motor control building in the amount of \$3,400.00; and (3) based on the engineer's recommendation, to approve Pay Estimate No. 1 in the amount of \$28,800.00, Pay Estimate No. 2 in the amount of \$18,450.00, and Pay Estimate No. 3 in the amount of \$110,817.00. Director Skelton seconded the motion, which passed unanimously.

GREENBELT PARK AND GREENBELT NORWALK ("THE GREENBELTS")

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.

PROPOSALS FOR ADDITIONAL PARK MAINTENANCE

There was no discussion on this matter.

PARK USE AGREEMENTS

There was no discussion on this matter.

LONG-TERM PARK AND RECREATIONAL FACILITY PLANNING MATTERS

Mr. Baker reviewed Precinct 4's Places 4 People: 2023 Call for Projects and reviewed potential capital improvement and maintenance project funding opportunities with the Board. Board discussion ensued.

LANDSCAPE ARCHITECT'S REPORT

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

Ms. Lee stated bids were received for the Fitness Station Amenity Enhancements (“Fitness Enhancements”) project. She recommended the Board award the contract to Strickscapes, Inc. (“Strickscapes”), in the amount of \$70,985.89. The Board concurred that, in its judgement, Strickscapes was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project. Following review and discussion, Director Brown made the following motion: (1) based on the landscape architect’s recommendation and subject to approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor, to award the contract for the Fitness Enhancements project to Strickscapes in the amount of \$70,985.89. Director Moon seconded the motion, which passed unanimously.

PUBLIC POWER POOL (“PPP”) TECHNICAL COMMITTEE

Director Hudson updated the Board regarding PPP matters.

CENTERPOINT ENERGY MATTERS

Mr. Baker stated that CenterPoint’s subcontractor, Digco offered a payment of \$13,377.90 to settle the matter regarding the utility line break. Board discussion ensued. Director Moon moved to accept the settlement in the amount of \$13,377.90. Director Skelton seconded the motion, which passed unanimously.

EMERGENCY NOTIFICATION SYSTEM

There was no further discussion on this matter.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS, INCLUDING ANNUAL CYBERSECURITY TRAINING

Mr. Baker reminded the Board that annual cybersecurity training that is certified by the Texas Department of Information Resources must be completed by June 14, 2023.

WEBSITE MATTERS

Mr. Baker stated that the Drought Contingency Plan was posted on the website.

MEETING SCHEDULE

After review and discussion, the Board concurred to hold its next regular meeting on May 15, 2023, at 11:30 a.m., at the offices of ABHR.

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



Alan Wiggins
Secretary, Board of Directors

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