

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

June 19, 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 19th day of June, 2023, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, 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 Directors Hudson and Skelton, thus constituting a quorum.

Also attending the meeting in person were Darrell Hawthorne of Municipal Accounts & Consulting, L.P.; Kelley Jurecek of Tax Tech, Inc.; Kyle Donham of Si Environmental, LLC (“Si”); Vernon Webb and Lindsey Whatley of IDS Engineering Group (“IDS”); Jacob Van Sant of Van Sant Landscape Management (“Van Sant”); Stephanie Lee of KGA/DeForest Design (“KGA”); and Duggan Baker and Caroline Jones of Allen Boone Humphries Robinson LLP (“ABHR”).

PUBLIC COMMENT

Director Brown 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 Brown 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 15, 2023. Following review and discussion by the Board, Director Wiggins moved to approve the minutes of the May 15, 2023 regular meeting, as discussed. Director Moon seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

There was no discussion regarding this matter.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Hawthorne presented and reviewed the bookkeeper's report, including the budget comparison, schedule of investments, certificates of deposit expired and renewed, and checks presented for approval. Following review and discussion, Director Wiggins 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 98.14% of the 2022 taxes have been collected as of the meeting date. Ms. Jurecek also indicated receipt of the District's 2023 preliminary value and indicated an estimated 11.43% increase in value year over year. 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

Mr. Baker stated that the District's delinquent tax attorney can begin collection of real property taxes that remain delinquent as of July 1, 2023. After discussion, Director Wiggins moved to authorize the delinquent tax attorney to proceed with the collection of delinquent 2022 real property taxes as of July 1, 2023. 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 99.08% water accountability for the prior month. Mr. Donham reported that there were no violations at the wastewater treatment plant and one new commercial connection. Director Wiggins asked Mr. Donham to investigate low water pressure in the District.

CUSTOMER CORRESPONDENCE

The Board discussed a resident's request to repair a driveway. The Board deferred action on the matter.

ANNUAL INSPECTION FOR SYSTEM-WIDE LEAK DETECTION

There was no discussion regarding this matter.

After review and discussion, Director Moon moved to approve the operator's report. Director Wiggins 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 Moon 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. Webb stated that the contractor completed work to add two lights and install a switch under the motor control building. Mr. Webb stated that the contractor also completed the heat tracing to the pipe that had issues during the freeze at no cost to the District.

WASTEWATER TREATMENT PLANT ("WWTP") IMPROVEMENTS

Mr. Webb stated that the WWTP driveway improvements project is in design.

SANITARY SEWER REHABILITATION PROGRAM

Mr. Webb stated that a meeting is scheduled with the operator to discuss the repairs associated with the Phase 5C Sewer Rehabilitation on June 21, 2023.

Mr. Webb stated that IDS is still in the process of preparing an engineering proposal for the design, bidding, and construction administration of lining the District's large diameter concrete sanitary sewer lines.

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

Mr. Webb informed the Board of a request from Katy Independent School District ("KISD") for the Board's approval of additional capacity of 445.5 gallons-per-day to serve three classroom portable buildings and one restroom portable building to be added at Hazel S. Pattison Elementary School ("Pattison"). Mr. Webb stated that the District has sufficient capacity to grant the request. Mr. Baker reviewed a prior utility commitment letter issued to KISD and indicated that the capacity granted to KISD under the utility commitment letter likely covered KISD's request. After review and discussion, the Board considered whether to approve KISD's request and whether to authorize IDS to issue a letter of no-objection to KISD.

WWTP FLOOD MITIGATION

Mr. Webb updated the board updated the Board regarding construction of the WWTP Motor Control Center Project and reviewed and recommended approval of Pay Estimate No. 5 in the amount of \$141,140.70, payable to payable to District and McDonald Municipal and Industrial ("DMMI").

WELL NO. 2 FLOOD MITIGATION

Mr. Webb stated that the project is in design and that IDS will bring a revised fee proposal for the rehabilitation of well no. 2 and the construction of a masonry block building to house new electrical equipment to the July meeting.

WELL NO. 3 FLOOD MITIGATION

Mr. Webb stated that the project's design fee and construction cost estimate are in the Project Funding Application for Harris County Precinct 4's ("Precinct 4") Places 4 People: 2023 Call for Projects.

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

HARRIS COUNTY PRECINCT 4 ROADWAY AND TRAIL IMPROVEMENT PROJECTS

There was no discussion on this matter.

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

Mr. Webb stated that IDS is working with the operator 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 Van Sant provided a quote to remove tress, undergrowth, and brush and regularly mow a ten-foot-wide mow strip in the amount of \$46,356.00.

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

There was no discussion regarding this matter.

EMERGENCY INTERCONNECT AGREEMENTS WITH HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 81 AND MEMORIAL MUNICIPAL UTILITY DISTRICT

There was no discussion on this matter.

SECURITY MONITORING EQUIPMENT AT PLANT AND WELL SITES

There was no discussion on this matter.

EMERGENCY PREPAREDNESS PLAN ("EPP")

There was no discussion on this matter.

Following review and discussion, Director Wiggins moved to (1) approve the engineer's report; (2) approve KISD's request for additional capacity of 445.5 gallons-per-day to Pattison and authorize IDS to issue a letter of no-objection; (3) based on the landscape architect's recommendation, approve Pay Estimate No. 5 in the amount of \$141,140.70 to DMMI; and (4) approve Van Sant's quote to remove trees, undergrowth, and brush and regularly mow a ten-foot-wide strip in the amount of \$46,356.00. Director Brown 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. Director Brown asked Mr. Van Sant to monitor any shifting in the Greenbelt trails.

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

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 updated the Board regarding construction of the Fitness Station Amenity Enhancements project and reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$9,044.89, payable to Strickscapes, Inc. ("Strickscapes"). In accordance therewith, Mr. Hawthorne requested the Board's approval of handwritten check no. 12639 in the amount of \$9,044.89 to Strickscapes. Following review and discussion, Director Wiggins moved, based on the landscape architect's recommendation, to approve Pay Estimate No. 1 in the amount of \$9,044.89 and to authorize the bookkeeper to issue a check as payment therefore. Director Moon seconded the motion, which passed unanimously.

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

There was no discussion on this matter.

CENTERPOINT ENERGY MATTERS

Mr. Baker updated the Board regarding the bookkeeper's receipt of a settlement payment from DIGCO in the amount of \$13,377.90. Discussion ensued.

APPLICATIONS FOR THE COUNTY'S PLACES 4 PEOPLE: 2023 CALL FOR PROJECTS

Mr. Baker updated the Board regarding the status of the District's Project Funding Applications as well as Precinct 4's schedule for processing applications and awarding funds. Discussion ensued.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion on this matter.

DIRECTOR'S NOTEBOOK MATTERS

The Board did not request documents for the Director's Notebooks.

REVIEW CONSULTANT CONTRACTS AND CONSIDER FEE ADJUSTMENT

The Board concurred to remove this item from the agenda.

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 17, 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.




Secretary, Board of Directors

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