

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

January 29, 2024

The Board of Directors (the "Board") of Nottingham Country Municipal Utility District (the "District") met in regular session, open to the public, on the 29th day of January, 2024, 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 were Avni Patel of FORVIS, LLP; Vanessa Herrera of Municipal Accounts & Consulting, L.P.; Kristy Hebert of Tax Tech, Inc.; Corey Andujar 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; and Christina Miller 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 comments. There being no members of the public, Director Hudson then 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 18, 2023. Following review and discussion by the Board, Director Brown moved to approve the minutes of the December 18, 2023, regular meeting, as discussed. Director Wiggins seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY (THE "AUTHORITY")
MATTERS

APPROVE COMPLETION AND SUBMITTAL OF WATER USAGE REPORTING
FORM TO THE AUTHORITY

Ms. Miller stated that the District is required to submit a 2023 Water Usage Reporting Form to the Authority. After discussion, Director Wiggins moved to authorize Si to prepare and submit a Water Usage Reporting Form on behalf of the District, and direct that it be filed appropriately and retained in the District's official records. Director Skelton seconded the motion, which carried unanimously.

APPROVE AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2022

Ms. Patel reviewed the District's audit for the fiscal year ending September 30, 2023. Following review and discussion, Director Brown moved to approve the audit for fiscal year ending September 30, 2023, 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 Moon seconded the motion, which was approved by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Herrera 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. Director Brown asked Ms. Herrera to include the District's ten-year capital improvement plan on the bookkeeper's report going forward.

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 that the District's insurance policies will expire March 1, 2024 and presented a proposal for renewal from the District's current insurer, McDonald & Wessendorff Insurance. Ms. Miller stated that the premium was \$62,604.00. After review and discussion, Director Brown moved to approve the proposal. 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 81.84% of the 2023 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. Andujar reviewed the operations report, a copy of which is attached. He generally reviewed operations and maintenance for the month. Mr. Andujar reported 94.91% water accountability for the prior month. He reported that there were no violations at the wastewater treatment plant and no new commercial connections.

CUSTOMER CORRESPONDENCE

There was no discussion regarding this agenda matter.

ANNUAL INSPECTION FOR SYSTEM-WIDE LEAK DETECTION

There was no discussion regarding this agenda matter.

Mr. Andujar updated the Board regarding Ezee Fiber ("EF") damages to District facilities and stated that two repairs will be added to the list of preliminary damages caused by EF's installation of fiber optic lines throughout the District. Ms. Miller updated the Board regarding correspondence from EF regarding EF's willingness to pay the District for the damages upon EF's receipt of the final amount of damages.

Mr. Andujar requested the Board's authorization to repair a fence at Well No. 1 in the amount of \$14,500.00.

Following review and discussion, Director Brown moved to (1) approve the operator's report; and (2) authorize Si to repair the fence in the amount of \$14,500.00. Director Wiggins seconded the motion, which passed unanimously.

CONDUCT HEARING ON TERMINATION OF WATER SERVICE

Mr. Andujar 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

Mr. Webb reviewed the engineer's report, a copy of which is attached.

WATER PLANT AND WELL NO. 1 FLOOD MITIGATION

Mr. Webb reported that there were no further issues with the booster pumps.

WASTEWATER TREATMENT PLANT ("WWTP") IMPROVEMENTS

Mr. Webb updated the Board regarding the driveway improvements at the WWTP and stated that the plans are under review with Harris County (the "County"). He added that IDS received approval from the County's Public Review and Traffic Departments and received minor comments from the Stormwater Quality Department and Flood Control District. Mr. Webb stated that review from the Commercial Development Department is pending. Mr. Webb stated that after all County approvals are obtained IDS will solicit bids for the project.

SANITARY SEWER REHABILITATION PROGRAM ("REHABILITATION PROGRAM")

Mr. Webb stated that Si completed its review of the data obtained from cleaning and televising the large diameter sanitary sewer line segments and the manhole inspections, and provided the files to IDS for review and preparation of the a bid package for the Rehabilitation Program.

DISTRICT CAPITAL IMPROVEMENT PLAN ("CIP") BUDGET UPDATE

Mr. Webb had no updates regarding this agenda matter.

GEOGRAPHIC INFORMATION SYSTEM ("GIS")

Mr. Webb stated that the GIS website has been created and that the maps are being finalized.

PROPOSALS FOR REHABILITATION OF 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.

UPDATE ON FACILITY ASSESSMENT TO EVALUATE IMPLEMENTATION OF FLOOD MITIGATION MEASURES

WWTP FLOOD MITIGATION

Mr. Webb updated the Board regarding the WWTP Flood Mitigation project and stated that delays on receipt of a transfer switch have pushed the estimated completion date of the project from April 29, 2024 to June 7, 2024.

Mr. Webb reviewed and recommended approval of Pay Estimate No. 12 in the amount of \$204,120.00, payable to District and McDonald Municipal and Industrial ("DMMI").

WELL NO. 2 FLOOD MITIGATION

Mr. Webb had no updates regarding this agenda matter.

WELL NO. 3 FLOOD MITIGATION

Mr. Webb had no updates regarding this agenda matter.

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

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

Ms. Miller stated that ABHR is reviewing Precinct 4's final comments to the draft Interlocal Agreement regarding Precinct 4's installation of a right-hand turn lane on South Fry Road to Highland Knolls Drive and the contribution by the District of additional right-of-way to accommodate the Turn Lane. Discussion ensued regarding tree protection in Greenbelt Park during construction of the right-hand turn lane. Ms. Miller then requested the Board's approval of the Interlocal Agreement.

EMERGENCY INTERCONNECT AGREEMENTS ("I/C AGREEMENTS") WITH HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 81 ("HARRIS MUD 81") AND MEMORIAL MUNICIPAL UTILITY DISTRICT ("MEMORIAL MUD")

Ms. Miller requested the Board's approval of the I/C Agreements with Harris MUD 81 and Memorial MUD.

SECURITY MONITORING EQUIPMENT AT PLANT AND WELL SITES

Mr. Webb had no updates regarding this agenda matter.

GREENBELT PARK WATER USAGE

Mr. Webb updated the Board regarding water usage in Greenbelt Park and Greenbelt Norwalk (the "Greenbelts").

EPA'S LEAD AND COPPER RULE REVISIONS: TAP AND SERVICE LINE INVENTORY

Mr. Webb had no updates regarding this agenda matter.

TCEQ WWTP DISCHARGE PERMIT RENEWAL FOR PERMIT TERM 2022-2027

Mr. Webb had no updates regarding this agenda matter.

SCADA SYSTEMS

Ms. Miller stated that ABHR received a final draft of the SCADA maintenance agreement from Baird, Gilroy, & Dixon, LLC., ("Baird Gilroy") that was approved in October, 2023, subject to finalization.

Following review and discussion, Director Brown moved to (1) approve the engineer's report; (2) approve Pay Estimate No. 12 in the amount of \$204,120.00, payable to DMMI; (3) approve the Interlocal Agreement subject to ABHR's final review and authorize ABHR to submit the Interlocal Agreement to Precinct 4; and (4) approve the I/C Agreements. Director Wiggins seconded the motion, which passed unanimously.

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.

Mr. Van Sant presented and reviewed two proposals to maintain the Water Plant site, the WWTP site, and the Well No. 3 site (1) a one-time clearing behind residents' fences in the amount of \$1,620.00; and (2) monthly maintenance of the aforementioned sites in the amount of \$3,110.00 per visit, or quarterly maintenance of the aforementioned sites in the amount of \$6,260.00 per visit. After review and discussion, Director Brown moved to approve (1) a one-time clearing in the amount of \$1,620.00; and (2) quarterly maintenance in the amount of \$6,260.00 per visit. Director Skelton seconded the motion, which passed unanimously.

PARK USE AGREEMENTS

The Board considered a Greenbelt Park Use Agreements from Scott Kenney for "Seven Lakes Tri Meet" on August 17, 2024. After review and discussion, Director Brown moved to approve the Park Use Agreement. Director Skelton seconded the motion, which passed unanimously.

PROPOSALS FOR ADDITIONAL PARK MAINTENANCE

There was no discussion regarding this agenda item.

LONG-TERM PARK AND RECREATIONAL FACILITY PLANNING MATTERS

There was no discussion regarding this agenda item.

LANDSCAPE ARCHITECT'S REPORT

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

Ms. Lee reviewed and recommended approval of Pay Estimate No. 3 in the amount of \$1,951.56 payable to Strickscapes, Inc. ("Strickscapes"). Ms. Lee then

reviewed and recommended approval of Pay Estimated No. 4 and Final in the amount of \$7,098.59, payable to Strickscapes. Ms. Lee also presented a Certificate of Completion and Acceptance and recommended the Board accept the facilities.

After review and discussion, Director Brown moved to (1) approve the Landscape Architect's report; (2) based on the landscape architect's recommendation, to approve Pay Estimate No. 3 in the amount of \$1,951.56; (3) based on the landscape architect's recommendation, to approve Pay Estimate No. 4 and Final in the amount of \$7,098.59, and to accept the facilities; and (4) authorize KGA to hire an arborist for an hourly fee to assist as needed during the Precinct 4 Roadway And Trail Improvement Project. Director Skelton seconded the motion, which passed unanimously.

APPLICATIONS FOR PRECINCT 4'S PLACES 4 PEOPLE: 2023 CALL FOR PROJECTS

Ms. Miller updated the Board regarding this agenda matter.

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

Director Hudson updated the Board regarding this agenda item. The Board concurred to discontinue further discussion regarding L5E's Analysis Of Energy Cost-Savings.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion regarding this agenda item.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS, INCLUDING CYBERSECURITY TRAINING

Ms. Miller reminded the Board that annual cybersecurity training that is certified by the Texas Department of Information Resources must be completed by June 14, 2024.

WEBSITE MATTERS

The Board reviewed the District's website. Director Wiggins asked Mr. Webb to provide an update regarding Hurricane Harvey Flooding and Mitigation Projects to post to the website.

2024 DIRECTORS ELECTION

Ms. Miller discussed procedures related to the 2024 Directors Election. She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2024 Directors Election Period. Following review and discussion, Director

Brown moved to adopt a Resolution Designating an Agent of the Secretary of the Board During the 2024 Directors Election Period appointing Caroline Jones as the agent of the Secretary of the Board to perform the duties of the District's Directors Election, authorize the agent to post the related notice as required, and direct that the resolution be filed appropriately and retained in the District's official records. Director Wiggins seconded the motion, which passed unanimously.

Ms. Miller reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot for the 2024 Directors Election. Following review and discussion, Director Brown moved to authorize the Secretary's agent to post the notice as required. Director Wiggins seconded the motion, which passed unanimously.

Ms. Miller discussed exemptions from using electronic voting systems during the 2024 Directors Election. Following discussion, Director Brown moved to authorize the Secretary's agent to publish the Notice of Exemption in a newspaper of general circulation. Director Wiggins seconded the motion, which was approved by unanimous vote.

The Board discussed pay for election officials during the 2024 Directors Election. Following discussion, Director Brown moved to set the pay for election officials at \$18.00 per hour. Director Wiggins seconded the motion, which was approved by unanimous vote.

Ms. Miller reviewed an Order Calling Directors Election. Following review and discussion, Director Brown moved to adopt the Order Calling Directors Election, subject to finalization, and direct that the order be filed appropriately and retained in the District's official records. Director Wiggins seconded the motion, which passed unanimously.

Ms. Miller discussed that a Notice of Election may be required to be posted or published and provided to the County Clerk and Voter Registrar of Harris County. Following discussion, Director Brown moved to authorize the Secretary's agent to post or publish and provide to the County Clerk and Voter Registrar a Notice of Election, if required, and to direct that the notice be filed appropriately and retained in the District's official records. Director Wiggins seconded the motion, which passed unanimously.

MEETING SCHEDULE

After review and discussion, the Board concurred to hold its next regular meeting on February 19, 2024.

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



Alan Wiggins
Secretary, Board of Directors

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