

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

February 19, 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 19th day of February, 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 except Director Skelton, thus constituting a quorum.

Also attending the meeting were Darrell Hawthorne of Municipal Accounts & Consulting, L.P.; Kelley Jurecek of Tax Tech, Inc.; Corey Andujar 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; and Duggan Baker, 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 January 29, 2024. Following review and discussion by the Board, Director Brown moved to approve the minutes of the January 29, 2024, regular meeting, as discussed. Director Wiggins seconded the motion, which passed unanimously.

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

There was no discussion on 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.

Mr. Hawthorne presented and reviewed a proposed amended budget for maintenance and operations revenues and expenses for fiscal-year end September 30, 2024.

After review and discussion, Director Brown moved to (1) approve the bookkeeper's report; (2) authorize payment of the bills; and (3) amend the budget. Director Wiggins 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 93.47% of the 2023 taxes have been collected as of the meeting date. 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 Brown seconded the motion, which passed unanimously.

RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

The Board considered adopting a Resolution Concerning Exemptions from Taxation. Mr. Baker reviewed the provisions of the proposed Resolution, which includes the rejection of the general homestead exemption, and grant of a homestead exemption of \$75,000 to persons 65 years of age or older and disabled persons. After discussion, Director Brown moved to adopt the Resolution Concerning Exemptions from Taxation as presented and direct that the Resolution be filed appropriately and retained in the District's official records. Director Moon seconded the motion, which was approved by unanimous vote.

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 94.88% 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 one additional repair will be added to the list of preliminary damages caused by EF's installation of fiber optic lines throughout the District. The Board directed ABHR to draft a letter to EF providing an update regarding the preliminary estimate of damages caused by EF.

Following 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. 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 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

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

WATER PLANT AND WELL NO. 1 FLOOD MITIGATION

Mr. Webb stated that the extended warranty on the pump assemblies runs through February 21, 2024.

WASTEWATER TREATMENT PLANT ("WWTP") IMPROVEMENTS

Mr. Webb stated that the driveway plans have been returned from Harris County (the "County") with minor comments. Mr. Webb reviewed, and requested approval of, a proposed change in scope to the plans expanding the driveway to provide access to the non-potable water hoists on the east side of the chlorine

contact basin at the WWTP (the “Driveway Expansion”), and noted that the District’s Operations Committee recommended approval of the Driveway Expansion.

SANITARY SEWER REHABILITATION PROGRAM (“REHABILITATION PROGRAM”)

Mr. Webb stated that IDS reviewed the data that was provided by Si and that IDS is in the process of updating the construction cost estimate for the project. Discussion ensued regarding rehabilitation of the sanitary sewer lines that will be affected by Harris County Precinct 4’s (“Precinct 4”) installation of a turn lane within the right of way located at Highland Knolls Drive and S. Fry Road (the “Roadway Improvement Project”).

DISTRICT CAPITAL IMPROVEMENT PLAN (“CIP”) BUDGET UPDATE

Mr. Webb stated that IDS is updating the CIP with the District’s ongoing and short-term future projects, a draft of which is attached to the engineer’s report. Mr. Webb stated that IDS is preparing an inventory and maintenance schedule to evaluate maintenance costs and longer-term future projects for facility rehabilitation projects and/or replacements. Mr. Webb stated that an updated draft CIP would be presented to the Board at a future meeting.

GEOGRAPHIC INFORMATION SYSTEM (“GIS”)

Mr. Webb stated that the GIS website has been created and that it is available for Si’s use. Mr. Webb stated that IDS is coordinating with Si to track work orders through the GIS website. Director Brown asked Mr. Webb to coordinate with Van Sant to include irrigation lines to the GIS website.

PROPOSALS FOR REHABILITATION OF DISTRICT FACILITIES AND ENGINEERING WORK, INCLUDING STORM WATER CHANNEL IMPROVEMENTS

Mr. Webb stated that the Texas Commission on Environmental Quality requires full interior and exterior water tank inspections every five years. Mr. Webb stated that the last full inspection was completed in April, 2021, and that the next full inspection will be due in April, 2026. Mr. Webb stated that IDS will complete the water tank’s annual exterior inspection in April, 2024.

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 reviewed and recommended approval of Change Order No. 4 to the contract with District and McDonald Municipal and Industrial ("DMMI") for the WWTP Motor Control Center to increase the contract by 58 days with no change to the contract amount. The Board determined that Change Order No. 4 is beneficial to the District.

Mr. Webb reviewed and recommended approval of Pay Estimate No. 13 in the amount of \$147,132.90, payable to DMMI.

WELL NO. 2 FLOOD MITIGATION ("WELL NO. 2")

Mr. Webb stated that the plans have been returned from the County's Engineering Department and Flood Control District with minor comments and that they are being finalized.

WELL NO. 3 FLOOD MITIGATION ("WELL NO. 3")

Mr. Webb stated that the Well No. 3 project is in design and that IDS will be combining this project with Well No. 2 into a single bid package. Mr. Webb stated that IDS anticipates advertising the project in Spring, 2024.

PRECINCT 4 ROADWAY IMPROVEMENT PROJECT

Mr. Webb stated that Precinct 4 provided their plans for the Roadway Improvement Project to IDS for review. Mr. Webb stated that pursuant to the Joint Participation Interlocal Agreement ("Joint Participation Agreement"), the District will relocate a sanitary sewer manhole and install a liner inside the District's eighteen-inch sanitary sewer line under Precinct 4's proposed pavement (the "Relocation Project"). Mr. Webb added that the District is required to begin design of the Relocation Project within thirty days of the District's receipt of a good faith deposit from Precinct 4 pursuant to the Interlocal Agreement. Mr. Baker reported that Precinct 4 will pay the good faith deposit to the District after final approval of the Joint Participation Agreement by the Harris County Commissioners Court occurs on February 27, 2024.

GREENBELT PARK WATER USAGE

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

SECURITY MONITORING EQUIPMENT

Mr. Webb stated that Today's Integration has completed its installation of security equipment upgrades at the District's Water Plant, Lift Station, and Wastewater Treatment Plant, and noted that surveillance system upgrades will follow.

SCADA SYSTEMS

Mr. Webb stated that IDS is working with Si and Baird Gilroy & Dixon, LLC to initiate an annual assessment of the SCADA system.

WEBSITE

Mr. Webb reviewed proposed revisions to the District's website, including updated descriptions of ongoing and completed engineering projects within the District for posting on the District's website.

Following review and discussion, Director Brown moved to (1) approve the engineer's report; (2) approve Change Order No. 4 to increase the contract time by 58 days with no change to the contract amount with DMML, based upon the Board's finding that the Change Order is beneficial to the District and the engineer's recommendation; (3) based on the engineer's recommendation, approve Pay Estimate No. 13 in the amount of \$ 147,132.90, payable to DMML; (4) approve the Driveway Expansion; (5) authorize IDS to begin design of the Relocation Project; and (6) authorize IDS and ABHR to update the District's website, as discussed, subject to final review and approval by Director Wiggins. 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. Director Brown asked Mr. Van Sant to provide a proposal to adjust the irrigation lines that will be affected by the Roadway Improvement Project.

PARK USE AGREEMENTS

There was no discussion regarding this agenda item.

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 discussed a preliminary report from Environmental Design, Inc., the arborist KGA retained to assist as needed during the Roadway Improvement Project. Ms. Lee stated that she will update the Board further regarding the matter at the March meeting.

Ms. Lee presented and reviewed a Future Park Amenity Enhancements Conceptual Exhibit (the "Enhancements"), a copy of which is included with the report. Ms. Lee stated that the Playground and Pavilion Enhancements Opinion of Probable Cost is \$314,622.00, and includes a concrete sidewalk, a pavilion, a solar light kit, a slab playground structure, a swing set with mats, benches, picnic tables, a bike rack, and planting beds. Discussion ensued regarding the addition of a fence around the Enhancements.

After review and discussion, Director Wiggins moved to (1) approve the Landscape Architect's report; and (2) ratify and approve the Enhancements design proposal and direct Ms. Lee to update the proposal to include the addition of a fence. Director Moon seconded the motion, which passed unanimously.

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

Mr. Baker stated that Precinct 4's initial draft of the Interlocal Agreement for the Trail Improvements Project is still pending.

PUBLIC POWER POOL ("PPP") TECHNICAL COMMITTEE

Director Hudson updated the Board regarding this agenda item.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion regarding this agenda item.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS,
INCLUDING 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, 2024.

WEBSITE MATTERS

There was no further discussion regarding this agenda item.

MEETING SCHEDULE

After review and discussion, the Board concurred to hold its next regular meeting on March 18, 2024.

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




Secretary, Board of Directors

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