

MINUTES  
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

August 12, 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 12<sup>th</sup> day of August, 2024, 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
Stan Motyka	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also attending the meeting were Kayla Crigger of Municipal Accounts & Consulting, L.P.; Kelley Jurecek of Tax Tech, Inc.; Corey Andujar and Jarryd Mayfield 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, LLC ("KGA"); and Christina Miller, Kelley Hanen, and Kia Fields 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 wishing to speak, 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 July 17, 2024, and the special meeting held on July 19, 2024. Following review and discussion by the Board, Director Brown moved to approve the minutes of the July 15, 2024, regular meeting, as written and the July 19, 2024, special meeting as written. Director Wiggins seconded the motion, which passed by unanimous vote.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

There was no discussion on this matter.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Crigger 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. After review and discussion, Director Wiggins moved to (1) approve the bookkeeper's report; and (2) authorize payment of the bills. Director Skelton seconded the motion, which passed by unanimous vote.

## BUDGET FOR FISCAL YEAR END SEPTEMBER 30, 2024

Ms. Crigger presented the attached draft proposed budget for fiscal year ending September 30, 2025. She stated that MAC is coordinating with the District's consultants to confirm the proposed budgeted costs and that she will present a budget for the Board's approval at the September meeting.

## 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 98.91% 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 Motyka seconded the motion, which passed by unanimous vote.

## DISCUSS 2024 TAX RATE, SET PUBLIC HEARING DATE, AND AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAX RATE

This agenda matter was deferred.

## OPERATION OF DISTRICT FACILITIES

Mr. Mayfield reviewed the operations report, a copy of which is attached. He generally reviewed operations and maintenance for the month. Mr. Mayfield reported 93.78% 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

Ms. Miller reviewed correspondence from the Texas Department of Public Safety regarding cyberattacks in the water and wastewater sectors, a copy of which is attached.

## ANNUAL INSPECTION FOR SYSTEM-WIDE LEAK DETECTION

There was no discussion regarding this agenda matter.

Following review and discussion, Director Skelton moved to approve the operator's report. Director Wiggins seconded the motion, which passed by unanimous vote.

#### CONDUCT HEARING ON TERMINATION OF WATER SERVICE

Mr. Mayfield 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 Skelton 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 by unanimous vote.

#### ENGINEERING AND CAPITAL IMPROVEMENT PROJECTS

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

#### WASTEWATER TREATMENT PLANT ("WWTP") IMPROVEMENTS

Mr. Webb updated the Board regarding the WWTP Improvements.

#### SANITARY SEWER REHABILITATION PROGRAM ("REHABILITATION PROGRAM")

Mr. Webb stated that IDS received the video inspections from Si for the Rehabilitation Program and will begin preparing the plans and a contract for the Rehabilitation Program.

#### DISTRICT CAPITAL IMPROVEMENTS PLAN ("CIP") BUDGET UPDATE

Mr. Webb presented and reviewed the CIP and stated that IDS would continue to coordinate with Si to include future funding of the District's facilities

#### GEOGRAPHIC INFORMATION SYSTEM ("GIS")

Mr. Webb stated that IDS is incorporating system repairs into the GIS. Mr. Webb discussed holding an Operations Committee meeting to discuss the final design and operation of the GIS.

#### PROPOSALS FOR REHABILITATION OF DISTRICT FACILITIES AND ENGINEERING WORK, INCLUDING WATER TANK INSPECTION

Mr. Webb had no updates regarding this agenda matter.

## DEVELOPMENT IN THE DISTRICT

Mr. Webb had no updates regarding this agenda 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 stated that the Automatic Transfer Switch was on site and that McDonald Municipal and Industrial plans to complete the project in September, 2024.

### WELL NO. 2 AND WELL NO. 3 FLOOD MITIGATION ("WELL MITIGATION PROJECT")

Mr. Webb updated the Board regarding the Well Mitigation Project.

### PRECINCT 4 ROADWAY IMPROVEMENT PROJECT ("ROADWAY IMPROVEMENTS")

Mr. Webb had no updates regarding the Roadway Improvements project.

Mr. Webb requested the Board's approval of a Service Agreement between the District and Wright Solutions to replace fencing adjacent to the Water Plant. Mr. Webb stated that the cost to replace the fence was \$19,450.00.

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

Following review and discussion, Director Wiggins moved to approve the engineer's report. Director Motyka seconded the motion, which passed by unanimous vote.

## 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.

Ms. Lee updated the Board regarding construction of the Greenbelt Park Irrigation Rehabilitation project (“Irrigation Rehabilitation”) and reviewed and recommended approval of Pay Estimate No. 2 in the amount of \$33,955.08, payable to Van Sant.

Following review and discussion, Director Brown moved to, based on the landscape architect’s recommendation, approve Pay Estimate No. 2 in the amount of \$33,955.08. Director Wiggins seconded the motion, which passed by unanimous vote.

#### PROPOSALS FOR ADDITIONAL PARK MAINTENANCE

There was no discussion regarding this agenda item.

#### PARK USE AGREEMENTS

Director Brown reminded the Board that Seven Lakes Tri Meet will be held in Greenbelt Park on Saturday, August 17, 2024, from 7:00 a.m. until 9:00 a.m.

#### 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 stated that KGA is working on updated exhibits and a cost estimate for the Pavilion and Playground Amenity Enhancements.

Ms. Lee reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$38,677.50 payable to Stone Castle Constructors (“Stone Castle”) for the Drinking Fountain Replacements in the Greenbelt.

After review and discussion, Director Brown moved to (1) approve the Landscape Architect’s report; and (2) based on the landscape architect’s recommendation, to approve Pay Estimate No. 1 in the amount of \$38,677.50. Director Wiggins seconded the motion, which passed by unanimous vote.

#### APPLICATIONS FOR PRECINCT 4’S PLACES 4 PEOPLE: 2023 CALL FOR PROJECTS

Ms. Miller updated the Board regarding this agenda matter and stated that ABHR has provided comments to the draft Interlocal Agreement from Precinct 4.

PUBLIC POWER POOL TECHNICAL COMMITTEE

Director Hudson updated the Board regarding this agenda item.

SCADA CYBERSECURITY MATTERS

Mr. Webb stated that Baird Gilroy & Dixon, LLC completed their annual SCADA System assessment and is finalizing the written report.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion regarding this agenda item.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS,  
INCLUDING CYBERSECURITY TRAINING

There was no discussion regarding this agenda item.

WEBSITE MATTERS

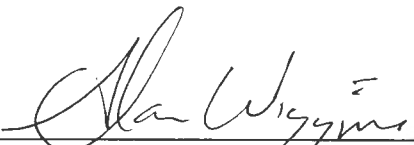
Director Wiggins updated the Board regarding this agenda item.

MEETING SCHEDULE

After review and discussion, the Board concurred to hold its next regular meeting on September 16, 2024.

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



  
Secretary, Board of Directors

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