

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

December 16, 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 16th day of December, 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 except Director Skelton, thus constituting a quorum.

Also attending the meeting were Kyle Cortez of Municipal Accounts & Consulting, L.P.; Kelley Jurecek of Tax Tech, Inc.; Jarryd Mayfield of Si Environmental, LLC; Vernon Webb of IDS Engineering Group; Jacob Van Sant of Van Sant Landscape Management (“Van Sant”); Stephanie Lee of KGA/DeForest Design, LLC; and Christina Miller, Kelly Hanen, 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 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 November 18, 2024. Following review and discussion by the Board, Director Wiggins moved to approve the minutes of the November 18, 2024, regular meeting, including the revision discussed. Director Motyka seconded the motion, which passed by unanimous vote.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

There was no discussion regarding this agenda matter.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Cortez 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 Motyka seconded the motion, which passed unanimously.

RENEWAL OF DISTRICT'S INSURANCE POLICIES

Ms. Miller stated that the District's insurance policies will expire March 1, 2025 and noted that a proposal for renewal from the District's current broker, McDonald & Wessendorff Insurance ("M&W") has been requested. Ms. Miller inquired whether the Board would like to request proposals from any other insurers. After review and discussion, the Board concurred to defer requesting additional proposals until its review and consideration of M&W's renewal proposal has been completed.

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 99.41% of the 2023 taxes and 12.81% of the 2024 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 Wiggins seconded the motion, which passed by unanimous vote.

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 94.19% 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

Mr. Mayfield updated the Board regarding the status of a repaired waterline leak within the resident's yard.

ANNUAL INSPECTION FOR SYSTEM-WIDE LEAK DETECTION

There was no discussion regarding this agenda matter.

The Board discussed two power surges at the water plant that tripped the uninterruptable power supply unit that controls the systems that monitor the water plant.

Discussion ensued. Mr. Mayfield said that the plant's operator would more fully review the matter during the January 20, 2025, facility tour.

Following review and discussion, Director Wiggins moved to approve the operator's report. Director Brown 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 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 Brown 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 requested the Board's approval of a Notice of Detention Requirements from the Harris County Engineering Department ("HCED") related to the detention pond for the driveway improvements.

SANITARY SEWER REHABILITATION PROGRAM ("REHABILITATION PROGRAM")

Mr. Webb had no updates regarding this agenda matter.

DISTRICT CAPITAL IMPROVEMENTS PLAN ("CIP") BUDGET UPDATE

Mr. Webb updated the Board regarding the CIP's projects for 2025.

GEOGRAPHIC INFORMATION SYSTEM ("GIS")

Mr. Webb had no updates regarding this agenda matter.

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

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 regarding this agenda matter.

UPDATE ON FACILITY ASSESSMENT TO EVALUATE IMPLEMENTATION OF FLOOD MITIGATION MEASURES

WWTP FLOOD MITIGATION

Mr. Webb updated the Board regarding the status of the WWTP Flood Mitigation project.

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

Mr. Webb reviewed and recommended approval of Change Order No. 2 to the contract with WW Payton Corporation ("WW Payton") for the Well Mitigation project to increase the contract in the amount of \$235,000.00. The Board determined that Change Order No. 2 is beneficial to the District. After review and discussion, Director Brown moved to approve Change Order No. 2 in the amount of \$235,000.00 as an increase to the contract with WW Payton, based upon the Board's finding that the Change Order is beneficial to the District and the engineer's recommendation. Director Motyka seconded the motion, which passed by unanimous vote.

ROADWAY IMPROVEMENTS

Mr. Webb updated the Board regarding the Roadway Improvements project and stated that Harris County's (the "County") project manager anticipates that the County will begin construction of the turn lane in the second quarter of 2025. Mr. Webb stated that he would begin preparing the bid documents for the District's system at the site.

Mr. Webb updated the Board regarding the security monitoring equipment.

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

Following review and discussion, Director Brown moved to (1) approve the engineer's report; and (2) approve the Notice of Detention Requirements from the HCED. Director Wiggins 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. Mr. Van Sant requested the Board's approval of a proposal to install hardwood mulch to the trees at Norwalk Park in the amount of \$9,750.00. After review and discussion, Director Wiggins moved to delegate authority to Director Brown to approve the proposal, pending site review after the installation. Director Motyka seconded the motion, which passed unanimously.

PROPOSALS FOR ADDITIONAL PARK MAINTENANCE

There was no discussion regarding this agenda item.

PARK USE AGREEMENTS

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 updated the Board regarding construction of the Drinking Fountain Replacement project and reviewed and recommended approval of Pay Estimate No. 2 in the amount of \$16,765.20, payable to Stone Castle Constructors, LLC ("Stone Castle").

Ms. Lee then reviewed and recommended approval of Pay Estimate No. 3 and Final in the amount of \$6,160.30, payable to Stone Castle. Ms. Lee also presented a Certificate of Completion and Acceptance and recommended the Board accept the facilities.

Ms. Lee updated the Board regarding tree protection during the Roadway Improvements project and confirmed that she will coordinate with Van Sant during the process.

Ms. Lee stated that she would present designs for a project announcement sign at the January Board meeting.

Following review and discussion, Director Brown moved (1) based on the landscape architect's recommendation, to approve Pay Estimate No. 2 in the amount of \$16,765.20; and (2) based on the landscape architect's recommendation, to approve Pay Estimate No. 3 and Final in the amount of \$6,160.30, and to accept the facilities. Director Wiggins seconded the motion, which carried unanimously.

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

There was no discussion regarding this agenda item.

PUBLIC POWER POOL TECHNICAL COMMITTEE

Director Hudson updated the Board regarding this agenda item.

SCADA CYBERSECURITY MATTERS

There was no discussion regarding this agenda matter.

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

There was no discussion regarding this agenda item.

ATTORNEY'S REPORT

Ms. Miller stated that, pursuant to Chapter 2206.154, Texas Government Code, the District is required to submit a yearly report regarding its eminent domain authority to the Texas Comptroller of Public Accounts. She indicated that the filing had been completed by ABHR.

MEETING SCHEDULE

After review and discussion, the Board concurred to hold its next regular meeting on January 20, 2025, at Parklake Village Homeowners Association Clubhouse.

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


Secretary, Board of Directors



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