

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

January 20, 2025

The Board of Directors (the "Board") of Nottingham Country Municipal Utility District (the "District") met in regular session, open to the public, on the 20th day of January, 2025, at Parklake Village Homeowners Association Clubhouse, 19818 Almond Park, Katy, Texas, inside 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 a member of the public; Jay Wheeler of the West Harris County Regional Water Authority; Jennifer Hanna of Forvis Mazars, LLP; Darrell Hawthorne 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 and Kelly Hanen 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 December 16, 2024. Following review and discussion by the Board, Director Brown moved to approve the minutes of the December 16, 2024, regular meeting as written. Director Motyka seconded the motion, which passed by unanimous vote.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

Mr. Wheeler provided an update on this matter. Discussion ensued.

APPROVE AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2024

Ms. Hanna reviewed the District's audit for the fiscal year ending September 30, 2024. Following review and discussion, Director Wiggins moved to approve the audit for fiscal year ending September 30, 2024, 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 Brown seconded the motion, which was approved by unanimous vote.

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.

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 Wiggins moved to (1) approve the bookkeeper's report; (2) authorize payment of the bills; and (3) accept Mr. Burton's and Ms. Lewis' disclosure statements, authorize filing with the Texas Ethics Commission, and direct that such disclosure statements be retained in the District's official records. Director Brown 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, 2025 and presented a proposal for renewal from the District's current insurer, McDonald & Wessendorff Insurance. At the request of Director Brown, this item was deferred until next Board 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 18.57% of the 2024 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 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 98.64% 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.

Following review and discussion, Director Motyka 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 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 Motyka 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 notified the Board that the plans have been approved and signed by Harris County Flood Control District and have been resubmitted to the Harris County Engineering Department for approval.

SANITARY SEWER REHABILITATION PROGRAM ("REHABILITATION PROGRAM")

Mr. Webb reviewed the plans and specifications and requested the Board authorize him to advertise for bids for the construction of the Rehabilitation Program.

DISTRICT CAPITAL IMPROVEMENTS PLAN BUDGET UPDATE

Mr. Webb had no updates regarding this agenda matter.

GEOGRAPHIC INFORMATION SYSTEM

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 updated the Board regarding construction of the Well Mitigation Project and reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$60,300.00, payable to W.W. Payton, Corporation ("WW Payton").

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 requested the Board authorize him to advertise for bids for the construction of the Roadway Improvements Project.

SCADA CYBER SECURITY MATTERS

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

Following review and discussion, Director Wiggins moved to (1) approve the engineer's report; (2) approve the plans and specifications and to authorize the engineer to advertise for bids for the Rehabilitation Project; (3) approve Pay Estimate No. 1 in the amount of \$60,300.00 for the Well Mitigation Project; and (4) approve the plans and specifications and to authorize the engineer to advertise for bids for the Roadway Improvements Project. 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.

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 presented and reviewed four color options for the Pavillion and Playground Amenity Enhancements (“Enhancements”) project and requested the Board authorize her to advertise for bids for the construction of the Enhancements.

Following review and discussion, Director Brown moved to: (1) approve the color scheme for the Enhancements; and (2) approve the plans and specifications and to authorize the engineer to advertise for bids for the Enhancements. Director Motyka seconded the motion, which carried unanimously.

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

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 discussed legislation enacted by the Texas Legislature that requires all governmental entities to adopt a policy prohibiting the use of certain social media applications and services on government-owned or -leased devices. She stated that a model policy was developed by the Texas Departments of Public Safety and Information Resources for use by governmental entities. Ms. Miller reviewed the proposed Covered Applications Policy with the Board. After review and discussion, Director Wiggins moved to adopt a Resolution Adopting Covered Applications Policy and direct that the Resolution be filed appropriately and retained in the District’s official records. Director Motyka seconded the motion, which passed unanimously.

MEETING SCHEDULE

After review and discussion, the Board concurred to hold its next regular meeting on February 17, 2025, in the District at Parklake Village Homeowners Association Clubhouse.

FACILITY TOUR

Due to inclement weather, the Board decided to reschedule the facility tour to follow the District's next regular meeting on February 17, 2025.

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



Secretary, Board of Directors

(SEAL)



LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's Report.....	2
Tax Assessor/Collector's Report.....	2
Operations Report.....	3
Engineer's Report.....	3
Park Maintenance Report	5
Landscape Architect's Report	5