

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

May 19, 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 19th day of May, 2025, at the offices of Allen Boone Humphries Robinson LLP ("ABHR"), 3200 Southwest Freeway, Suite 2400, Blanco Room, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Vaughan Brown	President
Alan Wiggins	Vice President
Stan Motyka	Secretary
Wade K. Skelton	Assistant Vice President
Adriana B. Diesen	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. ("MAC"); Kelley Jurecek of Tax Tech, Inc.; Jarryd Mayfield of Si Environmental, LLC ("Si Enviro"); Vernon Webb and AnnMarie Burns of IDS Engineering Group ("IDS"); Stephanie Lee of KGA/DeForest Design, LLC; and Kelly Hanen and Justine M. Cherne of ABHR.

PUBLIC COMMENTS

Director Brown offered any members of the public attending the meeting the opportunity to make public comments. There were no public comments.

MINUTES OF PRIOR MEETING

The Board considered approving the minutes of the District's regular meeting held on April 21, 2025. A correction to the minutes was noted. Following review and discussion, Director Wiggins moved to approve the minutes as corrected. Director Motyka seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

The Board concurred to defer this item.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Hawthorne presented and reviewed the bookkeeper's report, including a list of checks presented for approval, a budget comparison, a schedule of investments, and a

cash flow forecast. A copy of the bookkeeper's report is attached. In response to Director Motyka's inquiries, Mr. Hawthorne and Director Vaughan discussed procedures for Director Motyka's review of landscaping invoices. Following review and discussion, Director Wiggins moved to approve the bookkeeper's report and authorize payment of the bills. Director Motyka seconded the motion, which passed unanimously.

In response to Director Wiggins' inquiries, Ms. Hanen discussed a cybersecurity incident experienced by a municipal utility district. Mr. Hawthorne reported on MAC's procedures for preventing cybersecurity incidents.

In response to Board inquiries, Mr. Hawthorne stated that he will forward information to Director Diesen for registering for the Association of Water Board Directors ("AWBD") summer conference. Following discussion, the Board concurred that Director Wiggins would remain as the District's AWBD voting representative.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek distributed and reviewed the April 2025, tax assessor/collector's report, including lists of checks presented for approval. Copies of the tax assessor/collector's reports are attached. Ms. Jurecek reported that 97.19% of the District's 2024 taxes had been collected as of the prior month. After review and discussion, Director Wiggins moved to approve the tax assessor/collector's reports and authorize payment of the checks drawn on the District's tax account. Director Motyka seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES, INCLUDING CUSTOMER CORRESPONDENCE

Mr. Mayfield reviewed the operations report, a copy of which is attached. Mr. Mayfield generally reviewed operations and maintenance for the month, including a collections report, and responded to inquiries. He reported 98.05% water accountability for the prior month. He additionally reported that there were no violations at the wastewater treatment plant and no new commercial connections.

Mr. Mayfield reviewed a log of customer calls received by Si Enviro from April 1, 2025, through May 15, 2025.

In response to Director Wiggins' inquiries, Mr. Mayfield stated that he will update Director Wiggins regarding a water leak located on the west side of Fry Road near the Kickerillo office.

After review and discussion, Director Wiggins moved to approve the operator's report. Director Motyka seconded the motion, which passed unanimously.

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 Motyka seconded the motion, which passed unanimously.

ENGINEERING MATTERS AND CAPITAL IMPROVEMENT PROJECTS

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

WASTEWATER TREATMENT PLANT ("WWTP") IMPROVEMENTS

Mr. Webb reported that bids for the contract for the District's proposed construction of WWTP driveway improvements are scheduled to be opened on June 3, 2025. Mr. Webb reminded the Board that removal of the old building at the site was included in the project.

SANITARY SEWER REHABILITATION PROGRAM AND HARRIS COUNTY PRECINCT NO. 4'S PLACES 4 PEOPLE PROGRAM

Mr. Webb reported on the preparation of responses to agency comments to the design plans for the District's large diameter sanitary sewer rehabilitation project and stated that the contract documents are being prepared.

Mr. Webb reported on coordination with Harris County regarding a potential conflict between Harris County's sidewalk project and a District manhole located at the intersection of South Fry Road and Chadbury Park Drive. He stated that the design for the sidewalk has not yet started.

GEOGRAPHIC INFORMATION SYSTEM

Mr. Webb had no updates regarding this matter.

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

Mr. Webb reminded the Board that the next full inspections of the District's water tanks are scheduled for the fall of 2025.

Mr. Webb reported on the proposed preparation of plans and contracts for valve and piping replacements for the booster pumps and the ground storage tanks at the water plant that are at the end of their useful lives. He reminded the Board that construction of the project will require going on interconnect.

DEVELOPMENT IN THE DISTRICT

Mr. Webb had no updates regarding this matter.

DEEDS, EASEMENTS, CONSENTS TO ENCROACHMENTS, REQUESTS FOR SERVICE OR UTILITY COMMITMENT LETTERS

There was no discussion regarding this matter.

UPDATE ON FACILITY ASSESSMENT TO EVALUATE IMPLEMENTATION OF FLOOD MITIGATION MEASURES

WWTP FLOOD MITIGATION

Mr. Webb reported on the status of construction for the District's WWTP Flood Mitigation Project. He reviewed and recommended approval of Pay Estimate No. 19, payable to McDonald Municipal and Industrial- A Division of C.F. McDonald Electric, Inc. ("McDonald"), in the amount of \$75,512.70.

WELL NOS. 2 AND 3 IMPROVEMENTS AND FLOOD MITIGATION PROJECT ("WELL NOS. 2 AND 3 PROJECT")

Mr. Webb reported on the status of construction for the District's Well Nos. 2 and 3 Project. He reported that W.W. Payton Corporation did not submit any pay estimates. He stated that the contract is 38% complete with 59% of expended time.

HARRIS COUNTY PRECINCT NO. 4 ROADWAY IMPROVEMENT PROJECT

Mr. Webb reminded the Board that Harris County anticipates beginning construction of the turn lane for Harris County's Roadway Improvements Project in the second quarter of 2025. He stated that the construction contract with Texas Pride Utilities, LLC for lining the District's sanitary sewer line located under Harris County's proposed pavement and removing a sanitary sewer manhole is ready for signature and will be held pending ABHR's review of the bonds and insurance. In response to Director Brown's inquiry, Ms. Lee reported on tree protection procedures to be performed prior to Harris County's Roadway Improvement Project.

SCADA CYBER SECURITY AND SECURITY MONITORING MATTERS

Mr. Webb reported on the status of programing and installing SCADA system upgrades for the District's water facilities. He reported that pricing for additional system updates to increase redundancy on the control system has been requested from Baird Gilroy & Dixon, LLC.

Mr. Webb stated that planned upgrades to the District's security monitoring equipment at the well nos. 2 and 3 sites will be evaluated after completion of the District's current construction projects.

Mr. Webb reported that IDS is updating the District's Emergency Preparedness Plan for submission to the Texas Commission on Environmental Quality.

DISTRICT CAPITAL IMPROVEMENTS PLAN BUDGET

Mr. Webb reviewed an updated District Capital Improvement Plan Budget and a cash flow.

Following review and discussion, Director Motyka moved to approve the engineer's report and, based on the engineer's recommendation, approve Pay Estimate No. 19 for construction of the District's WWTP Flood Mitigation Project, payable to McDonald, in the amount of \$75,512.70. Director Wiggins seconded the motion, which passed unanimously.

THE GREENBELT PARKS

REQUEST TO ESTABLISH A COMMUNITY GARDEN IN GREENBELT PARK

The Board reviewed a request from Emma Dyson to establish a community garden in Greenbelt Park, a copy of which is attached. Following review and discussion, the Board concurred to invite Ms. Dyson to the regular June Board meeting to discuss her request. The Board designated Directors Wiggins and Diesen as a Committee to contact Ms. Dyson regarding her request if she is unable to attend the June Board meeting.

LANDSCAPE MAINTENANCE REPORT AND PROPOSALS FOR ADDITIONAL PARK MAINTENANCE

The Board reviewed a Park Maintenance Report from Van Sant Landscape Management ("VSLM") for April 2025, a copy of which is attached.

Director Motyka reported that he approved the removal of four dead trees and treatment for 21 pine trees in a total amount that was less than \$5,000.00.

The Board reviewed a proposal from VSLM for removing large, dead limbs from a total of 135 Pine Trees and removing the dead portion of a pine tree for \$6,975.00 or removing the entire pine tree for \$7,725.00, including hauling away the debris. Following review and discussion, Director Wiggins moved to approve the proposal to include removal of the entire pine tree in the amount of \$7,725.00, subject to the scope of work including tree stump grinding. Director Brown seconded the motion, which passed unanimously.

PARK USE AGREEMENTS

No Park Use Agreements were presented.

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 reported that the 4' X 6' sign announcing the proposed construction of the District's Pavillion and Playground Amenity Enhancements Project has been installed.

Ms. Lee stated that bids were received for construction of the District's Pavillion and Playground Amenity Enhancements Project. She recommended that the Board award the contract to DL Meacham LP in the amount of \$1,054,195.30. Ms. Lee responded to Board inquiries regarding the cost of line items included in the scope of the project and the increase in the cost of the total project. Additional discussion ensued regarding the anticipated annual maintenance costs for the completed project. Following review and discussion, the Board concurred to hold a special meeting at the Parklake Village Homeowners Association Clubhouse to additionally review the recommended bid, the scope, and the anticipated annual maintenance costs for the project.

Ms. Lee reported that the estimated cost for repairing the drinking water fountain at Greenbelt Norwalk Park is \$900.00 and is anticipated to be performed soon.

POWER CONTRACT MATTERS, INCLUDING PUBLIC POWER POOL ("P3") TECHNICAL COMMITTEE AND UPDATE ON CONTRACT

Director Wiggins reported on P3 matters, including the District's 2024 Electricity Report. He stated that P3 anticipates receiving bids for a new electricity contract to begin January 1, 2026, by the end of May 2025.

EMERGENCY NOTIFICATION SYSTEM MATTERS

There was no discussion regarding this agenda item.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

Director Brown stated that he plans to keep using his District-purchased iPad for District matters and take the required annual cybersecurity training.

WEBSITE MATTERS

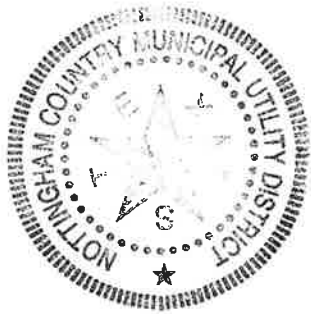
There was no discussion on this item.

MEETING SCHEDULE

After discussion, the Board concurred to hold its next regular meeting on June 16, 2025, at ABHR's offices.

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

(SEAL)




Secretary, Board of Directors

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