

MINUTES  
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

June 16, 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 16<sup>th</sup> day of June, 2025, at the offices of Allen Boone Humphries Robinson LLP (“ABHR”), 3200 Southwest Freeway, Suite 2400, Trinity 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 Diesen, thus constituting a quorum.

Also attending the meeting were Kyle Cortez of Municipal Accounts & Consulting, L.P.; Kristy Hebert of Tax Tech, Inc.; Jarryd Mayfield of Si Environmental, LLC; AnnMarie Burns of IDS Engineering Group (“IDS”); Jacob Van Sant of Van Sant Landscape Management (“Van Sant”); Stephanie Lee of KGA/DeForest Design, LLC; and Christina Miller, Kelly Hanen, and Kathryn Mercado 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

The Board considered approving the minutes of the District’s regular meeting held on May 19, 2025. A correction to the minutes was noted. Following review and discussion, Director Wiggins moved to approve the minutes of the May 19, 2025, regular meeting, as corrected. Director Skelton seconded the motion, which passed unanimously.

The Board considered approving the minutes of the District’s special meeting held on May 30, 2025. A correction to the minutes was noted. Following review and discussion, Director Skelton moved to approve the minutes of the May 30, 2025, special meeting, as corrected. Director Wiggins seconded the motion, which passed unanimously.

## WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

The Board concurred to defer this matter.

## FINANCIAL AND BOOKKEEPING MATTERS

In response to Board inquiries, Ms. Miller discussed the newly created Lake Houston Dredging District.

Mr. Cortez presented 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. Mr. Cortez requested Board authorization for the following additional checks: (1) no. 13323 in the amount of \$2,428.20, payable to Director Wiggins for reimbursement of Association of Water Board Directors summer conference expenses; (2) no. 13324 in the amount of \$204.09, payable to Director Brown for June 2, 2025, fees of office; and (3) no. 13322 in the amount of \$225,538.38, payable to McDonald Municipal & Industrial - A Division of C.F. McDonald Electric, Inc. ("McDonald") for Pay Estimate No. 20 and Final.

Mr. Cortez responded to Board inquiries regarding the District's reserve funds and investment rates.

Following review and discussion, Director Skelton moved to approve the bookkeeper's report and authorize payment of the bills, including the additional checks, as presented. Director Motyka seconded the motion, which passed unanimously.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Hebert presented the May 2025, tax assessor/collector's report, including lists of checks presented for approval. A copy of the tax assessor/collector's report is attached. Ms. Hebert reported that 97.96% of the District's 2024 taxes had been collected as of the prior month. She additionally reported on the District's preliminary appraised taxable value. After review and discussion, Director Wiggins moved to approve the tax assessor/collector's report and authorize payment of the checks drawn on the District's tax account. Director Skelton seconded the motion, which passed unanimously.

## COLLECTION OF DELINQUENT TAXES

Ms. Hanen reported on delinquent tax account collection procedures. After discussion, Director Wiggins moved to authorize the District's delinquent tax attorney to proceed with the collection of delinquent 2024 real property taxes as of July 1, 2025. Director Skelton seconded the motion, which passed unanimously.

## HARRIS CENTRAL APPRAISAL DISTRICT'S BOARD OF DIRECTORS ELECTION

The Board did not take action on this agenda item.

## OPERATION OF DISTRICT FACILITIES AND 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 96.49% water accountability for the prior month. He additionally reported that there were no violations at the wastewater treatment plant and no new commercial connections. After review and discussion, Director Wiggins moved to approve the operator's report. Director Skelton seconded the motion, which passed unanimously.

## CONDUCT HEARING ON TERMINATION OF 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 Skelton seconded the motion, which passed unanimously.

## ENGINEERING MATTERS AND CAPITAL IMPROVEMENT PROJECTS

Ms. Burns reviewed the engineer's report, a copy of which is attached.

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

Ms. Burns reported that two bids were received for the contract for the District's proposed construction of WWTP driveway improvements and they were opened on June 3, 2025. A copy of the bid tabulation is attached to the engineer's report. Ms. Burns noted that the bids are above the initial engineer's cost estimate. She reported that IDS is reviewing the bids and anticipates making a recommendation of award at the July Board meeting.

Director Skelton stated that the wastewater treatment plant site needs landscape maintenance. Following discussion, Mr. Van Sant stated that he will prepare a proposal for landscape maintenance at the wastewater treatment plant site for review at the July Board meeting.

## SANITARY SEWER REHABILITATION PROGRAM

Ms. Burns 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.

## DISTRICT CAPITAL IMPROVEMENT PLAN BUDGET

Ms. Burns noted that an updated District Capital Improvement Plan Budget is attached to the engineer's report.

## GEOGRAPHIC INFORMATION SYSTEM

Ms. Burns had no updates regarding this matter.

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

Ms. Burns reminded the Board that the next full inspections of the District's water tanks are scheduled for the fall of 2025. In response to Board inquiries, Mr. Mayfield explained the procedures for emptying the water tanks for the inspections.

## DEVELOPMENT IN THE DISTRICT

Ms. Burns 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

Ms. Burns reported on the status of construction for the District's WWTP Flood Mitigation Project. She reviewed and recommended approval of Pay Estimate No. 20 and Final, payable to McDonald, in the amount of \$225,538.38.

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

Ms. Burns reported on the status of construction for the District's

Well Nos. 2 and 3 Project. She reviewed and recommended approval of Pay Estimate No. 3, payable to W.W. Payton Corporation, in the amount of \$361,350.00. She stated that the contract is 56% complete with 61% of expended time.

#### HARRIS COUNTY PRECINCT NO. 4 ROADWAY IMPROVEMENT PROJECT

Ms. Burns 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.

Ms. Burns reported on the status of the District's 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. She stated that a preconstruction meeting is being scheduled for later in the week.

#### SCADA CYBER SECURITY AND SECURITY MONITORING EQUIPMENT

Ms. Burns reported on the status of programing and installing SCADA system upgrades for the District's water facilities.

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

Following review and discussion, Director Wiggins moved to approve the engineer's report and, based on the engineer's recommendations, to approve: (1) Pay Estimate No. 20 and Final for construction of the WWTP Flood Mitigation Project, payable to McDonald, in the amount of \$225,538.38; and (2) Pay Estimate No. 3 for construction of the Well Nos. 2 and 3 Project, payable to W.W. Payton Corporation, in the amount of \$361,350.00. Director Motyka seconded the motion, which passed unanimously.

#### THE GREENBELT PARKS

##### REQUEST TO ESTABLISH A COMMUNITY GARDEN IN GREENBELT PARK

Ms. Miller reported that this request has been withdrawn.

##### LANDSCAPE MAINTENANCE REPORT AND PROPOSALS FOR ADDITIONAL PARK MAINTENANCE

Mr. Van Sant presented a Park Maintenance Report for May 2025, a copy of which is attached. Following review and discussion, the Board concurred to review a proposal to replace the cages for the irrigation system backflows at the

July meeting. The Board additionally concurred to authorize the irrigation team to evaluate several areas of the walking trail that were reported to have drainage issues per resident email correspondence.

Mr. Van Sant discussed evaluating new park maintenance items for incorporation into the current park maintenance items upon Board approval.

#### PARK USE AGREEMENTS

No Park Use Agreements were presented.

#### LONG-TERM PARK AND RECREATIONAL FACILITY PLANNING MATTERS

There was no discussion on this agenda item.

#### LANDSCAPE ARCHITECT'S REPORT

Ms. Lee presented the Landscape Architect's report, a copy of which is attached. Ms. Lee presented the District's contract with D.L. Meacham LP for the construction of the District's Pavillion and Playground Amenity Enhancements Project for execution. Following discussion, the Board concurred to discuss naming the playground at its July meeting.

Ms. Lee reported on the status of repairs for the drinking water fountain at Greenbelt Norwalk Park. She said the fountain has been re-erected, and an inner cartridge has been ordered for replacement upon receipt.

Following discussion, the Board requested that Van Sant repair holes in the asphalt trail.

#### HARRIS COUNTY PRECINCT NO. 4 PLACES 4 PEOPLE PROGRAM

Ms. Miller stated that surveyors are anticipated to be in the District soon to locate utility lines for future sidewalks to be constructed pursuant to the District's Joint Participation Interlocal Agreement with Harris County.

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

Director Wiggins reported that P3 anticipates receiving bids soon for a new electricity contract to begin January 1, 2026.

#### EMERGENCY NOTIFICATION SYSTEM MATTERS

There was no discussion on this agenda item.

## DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

Director Brown reported that he completed the required annual cybersecurity training.

## WEBSITE MATTERS

There was no discussion on this agenda item.

## MEETING SCHEDULE

After discussion, the Board concurred to hold its next regular meeting on July 21, 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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