

MINUTES  
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

August 18, 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 18<sup>th</sup> day of August, 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 Directors Motyka and Diesen, thus constituting a quorum.

Also attending the meeting were Kayla Crigger of Municipal Accounts & Consulting, L.P.; Esther Flores of Tax Tech, Inc.; Jarryd Mayfield of Si Environmental, LLC (“Si Enviro”); Vernon Webb and Lindsey Whatley of IDS Engineering Group (“IDS”); Jacob Van Sant of Van Sant Landscape Management (“VSLM”); and Christina Miller, Kelly Hanen, and Justine M. Cherne of ABHR.

PUBLIC COMMENTS

There were no public comments.

MINUTES

The Board considered approving the minutes of the District’s regular meeting held on July 21, 2025. Following review and discussion, Director Wiggins moved to approve the minutes of the meeting, as submitted. Director Skelton seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

The Board concurred to defer this matter.

FINANCIAL AND BOOKKEEPING MATTERS, INCLUDING BUDGET FOR FISCAL YEAR END SEPTEMBER 30, 2026

Ms. Crigger 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.

Ms. Crigger presented a proposed draft budget for fiscal year ending September 30, 2026. Following review and discussion, Ms. Crigger stated that she will present a revised budget for the Board's approval at the September meeting.

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

#### TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Flores presented the July 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. Flores reported that 98.92% of the District's 2024 taxes had been collected as of the prior month. After review and discussion, Director Skelton moved to approve the tax assessor/collector's report and authorize payment of the checks drawn on the District's tax account. Director Wiggins seconded the motion, which passed unanimously.

#### EVO REPORT

Discussion ensued regarding the previously reviewed EVO District Snapshot report and whether to post portions of the report on the District's website.

#### 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 94.58% water accountability for the prior month. He additionally reported that there were no violations at the wastewater treatment plant and no new commercial connections. In response to Board inquiries, Mr. Mayfield stated that the park water usage amounts included on page 2 of the report are correct.

Discussion ensued regarding a large leak experienced by a delinquent account and account deposit amounts for temporary meters.

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

Mr. Mayfield presented to the Board a quote from Aerzen USA Corporation for repair of a blower in the amount of \$19,904.44. A copy of the quote is attached. Discussion ensued regarding replacing all three blowers. Following review and discussion, Director Skelton moved to approve replacing all three blowers, as discussed,

in an amount not to exceed \$60,000.00. Director Wiggins 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.

#### FIRST AMENDMENT TO PROFESSIONAL SERVICE CONTRACT WITH SI ENVIRO

Mr. Mayfield presented to the Board a First Amendment to Professional Service Contract with Si Enviro and responded to Board inquiries. Ms. Miller reported that ABHR is reviewing the proposed amendment. Following review and discussion, the Board concurred to defer this item pending additional review of the proposed amendment.

#### 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 presented the District's contract with MACYAS Construction and Utilities LLC ("MCU") for construction of WWTP Improvements, including driveway improvements, for Board signature. He stated that the contract would be held pending verification of MCU's certificate of insurance.

#### SANITARY SEWER REHABILITATION 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 prior to resubmitting the plans to the agencies later in the week.

#### DISTRICT CAPITAL IMPROVEMENT PLAN BUDGET

Mr. Webb noted that an updated District Capital Improvement Plan Budget was presented at the Board's regular June meeting.

## 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 presented a proposal from IDS for professional engineering and surveying services for the design, bid, and construction of the District's water plant valve replacement project in the approximate amount of \$103,400.00. A copy of the proposal is attached. Mr. Webb noted that the District will need to utilize its interconnection water lines for water supply during the construction phase of the project.

## 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, INCLUDING 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 reviewed and recommended approval of Pay Estimate No. 5, payable to W.W. Payton Corporation, in the amount of \$101,835.00. He stated that the contract is 73% complete with 84% of expended time.

Mr. Webb reviewed and recommended approval of Change Order No. 3 to the contract with W.W. Payton Corporation for construction of the District's Well Nos. 2 and 3 Project in the amount of \$0. The Board determined that Change Order No. 3 is beneficial to the District.

## 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 soon. He reported on the status of the project to line the District's sanitary sewer line located under Harris County's proposed pavement and removing a sanitary sewer manhole pursuant to the District's contract with Texas Pride Utilities, LLC. Mr. Webb stated that Harris County will be invoiced for the costs of the project.

## SCADA CYBER SECURITY AND SECURITY MONITORING EQUIPMENT

Mr. Webb reported that BGD provided an estimate for additional system updates to increase redundancy on the control system in the amount of \$10,000.00.

Mr. Webb reported that security and surveillance system upgrades at well nos. 2 and 3 are on hold pending completion of planned construction projects.

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

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

The Board discussed Harris County's project to install sidewalks pursuant to the District's Interlocal Agreement. Ms. Miller reviewed with the Board an email from Harris County requesting the Board's feedback regarding the impact of the proposed design of the project creating a path located outside of Harris County's right-of-way, including required easements, installation of checker plate for portions of sidewalks crossing critical root system, and removal of several trees. Following review and discussion, the Board concurred that Harris County would need to contact the homeowner's association for the required easements. The Board additionally requested that the email be forwarded to the District's landscape architect to review and provide recommendations.

Following review and discussion, Director Wiggins moved to approve the engineer's report and, based on the engineer's recommendations, to: (1) approve the proposal from IDS for professional engineering and surveying services for the design, bid, and construction of the District's water plant valve replacement project in the approximate amount of \$103,400.00; (2) approve Pay Estimate No. 5 for construction of the Well Nos. 2 and 3 Project, payable to W.W. Payton Corporation, in the amount of \$101,835.00; and (3) approve Change Order No. 3 in the amount of \$0 to the contract with W.W. Payton Corporation for construction for the District's Well Nos. 2 and 3 Project, based upon the Board's finding that the Change Order is beneficial to the District and the engineer's recommendation. Director Skelton seconded the motion, which passed unanimously.

## THE GREENBELT PARKS

### 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. Mr. Van Sant reported on power washing/cleaning of areas with graffiti, the monument signs located inside the park, the trail signs, and trash cans. Mr. Van Sant additionally reported on the repair of a broken valve and a

fractured main line that was damaged by a utility truck and a broken valve that was damaged by tree root expansion.

Mr. Van Sant presented a proposal for the installation of a drainage system along the park trail at nine locations in the amount of \$13,720.00. Following review and discussion, the Board concurred to defer the proposal pending Director Motyka's review of the site and recommendations.

Mr. Van Sant presented a proposal from VSLM to trim and thin tree limbs for 638 trees in the park in the amount of \$87,070.00. The Board additionally reviewed a proposal from Cody Tree Service for raising the tree canopy to 18 feet for 62 trees in the amount of \$13,330.00. Following review and discussion, Director Skelton moved to approve the proposal from VSLM, subject to VSLM's coordination with Director Motyka. Director Wiggins seconded the motion, which passed unanimously.

Director Skelton requested that VSLM address the landscaping at the District's wastewater treatment plant.

The Board reviewed email correspondence from a resident with a request to install an outdoor workout gym in the park. Following review and discussion, the Board requested that the resident be invited to attend the next Board meeting to discuss the request.

#### 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

The Board reviewed the Landscape Architect's report, including an estimate of the probable cost of replacing the park furniture in the amount of \$130,000.00. A copy of the report is attached.

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

Director Wiggins discussed P3's execution of a new electricity contract with Champion Services, LLC to begin January 1, 2026 and end on December 31, 2028, at a fixed weighted three-year average of \$0.06037 per kilowatt hour.

### EMERGENCY NOTIFICATION SYSTEM MATTERS

Ms. Miller stated that the contract with Classic Messaging will automatically renew on November 12, 2025. No action was taken by the Board.

### DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

Ms. Miller reported that ABHR is waiting for guidance regarding annual artificial intelligence training required to be taken and reported by the Directors pursuant to a new state law.

### WEBSITE MATTERS

There was no discussion on this agenda item.

### MEETING PLANNING MATTERS

Ms. Miller discussed changing the Board's online document sharing site from SharePoint to OneDrive. Following discussion, the Board concurred to move the online document sharing site to OneDrive.

After discussion, the Board concurred to hold its next regular meeting on September 15, 2025, at ABHR's offices.

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

(SEAL)



  
Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

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