

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

July 21, 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 21st day of July, 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 Skelton, thus constituting a quorum.

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

The Board observed a moment of silence to honor the people impacted by the tragic July 4, 2025, flooding event in Kerr County, Texas.

PUBLIC COMMENTS

There were no public comments.

MINUTES

The Board considered approving the minutes of the District’s regular meeting held on June 16, 2025, and the revised minutes of the special meeting held on May 30, 2025. Following review and discussion, Director Wiggins moved to approve the minutes of the meetings, as submitted. Director Motyka seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

The Board concurred to defer this matter.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Crigger reviewed an EVO District Snapshot report with the Board. Following review and discussion, the Board concurred to additionally review the report and discuss the report at the August meeting.

Mr. 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.

Discussion ensued regarding attendance at the Association of Water Board Directors winter conference. Following discussion, Director Wiggins moved to approve authorizing hotel stays for the conference, as necessary. Director Diesen seconded the motion, which passed unanimously.

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

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek presented the June 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. Jurecek reported that 98.72% 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 Motyka moved to approve the tax assessor/collector's report and authorize payment of the checks drawn on the District's tax account. Director Diesen seconded the motion, which passed unanimously.

RESOLUTION REGARDING DEVELOPMENT STATUS FOR 2025 TAX YEAR

Ms. Hanen discussed the "truth-in-taxation" property tax calculations and tax levy process for water districts and stated that Chapter 49 of the Texas Water Code establishes three main categories for water districts, based on a district's development status and/or tax rate. She reviewed the definitions for each of the three categories and said the Board must annually determine the District's category for that tax year and follow the associated notice and levy provisions in the Texas Water Code.

Discussion ensued regarding the District's development status. After fully considering relevant data, information, and statutory definitions, the Board determined that the District is a Developed District for the 2025 tax year.

Following review and discussion, Director Wiggins moved to adopt a Resolution Regarding Development Status for 2025 Tax Year establishing the District as a Developed District for the 2025 tax year, pursuant to Section 49.23602, Texas Water Code, and direct

that the Resolution be filed appropriately and retained in the District's official records. Director Motyka seconded the motion, which passed unanimously.

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 97.02% water accountability for the prior month. He additionally reported that there were no violations at the wastewater treatment plant and no new commercial connections.

The Board requested that Mr. Mayfield and Mr. Van Sant determine the status of an irrigation leak in a median located on Cobble Springs Drive. The Board additionally requested that Mr. Webb provide a hard copy of the District's map to any Directors who do not have one and either a large hard copy or a digital copy of the District's map for use at meetings.

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 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 stated that two bids were received for construction of WWTP Improvements, including driveway improvements. Mr. Webb recommended that the Board award the contract to MACYAS Construction and Utilities LLC ("MCU") in the amount of \$490,000.00. The Board concurred that, in its judgment, MCU was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Mr. Webb recommended approval of a proposal from Tolunay-Wong Engineers, Inc. ("TWE") for construction material testing services for the WWTP Improvements project in the amount of \$8,803.00.

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.

DISTRICT CAPITAL IMPROVEMENT PLAN BUDGET

Mr. Webb noted that the District Capital Improvement Plan Budget is attached to the engineer's report.

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 IDS plans to coordinate with Si Enviro regarding the next full inspections of the District's water tanks scheduled for the fall of 2025. He additionally reminded the Board that IDS will prepare plans and contracts to complete replacements at the water plant for valves and piping at the booster pumps and valves at the ground storage tanks that are at their end of life.

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

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. 4, payable to W.W. Payton Corporation, in the amount of

\$256,050.00. He stated that the contract is 68% complete with 70% 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 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 recommended approval of a proposal from TWE for construction material testing services for the project in the amount of \$1,945.00.

SCADA CYBER SECURITY AND SECURITY MONITORING EQUIPMENT

Mr. Webb reported on the status of programing and installing SCADA system upgrades for the District's water facilities. He stated that the new equipment and programing at the water plant site is online as of June 9, 2025. Mr. Webb reported that IDS has solicited prices for additional system updates to increase redundancy on the control system.

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

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

In response to Board inquiries, Mr. Mayfield stated he will evaluate the data for Greenbelt Park water usage, included in the engineer's report.

Following review and discussion, Director Wiggins moved to approve the engineer's report and, based on the engineer's recommendations, to: (1) award the contract for construction of WWTP Improvements to MCU in the amount of \$490,000, based upon the Mr. Webb's recommendation and receipt of the payment and performance bonds and the certificate(s) of insurance and endorsements, if any, provided by the contractor; (2) approve the proposal from TWE for construction material testing services for the WWTP Improvements project in the amount of \$8,803.00; (3) approve Pay Estimate No. 4 for construction of the Well Nos. 2 and 3 Project, payable to W.W. Payton Corporation, in the amount of \$256,050.00; and (4) approve the proposal from TWE for construction material testing services for the project in the amount of \$1,945.00. Director Diesen seconded the motion, which passed unanimously.

THE GREENBELT PARKS

LANDSCAPE MAINTENANCE REPORT AND PROPOSALS FOR ADDITIONAL PARK MAINTENANCE

Director Motyka reported on changes implemented to the invoicing process for park and landscape maintenance.

Director Motyka recommended adding a scope of work to VSLM's quarterly mowing maintenance for the entrance to the wastewater treatment plant. In response to Board inquiries, Mr. Webb confirmed the site is owned by the District. Following review and discussion, the Board requested that Mr. Van Sant prepare a proposal for quarterly maintenance of the entrance to the wastewater treatment plant.

Director Motyka noted that the quarterly cost of replacing the mutt mitts in the parks is \$3,400.00 and he stated that he will evaluate other options.

Director Motyka discussed resident correspondence regarding drainage issues on areas of the walking trail. Mr. Van Sant reported on the evaluation of the areas by the irrigation team. He stated that one inoperable controller was replaced under warranty, and one inoperable rain sensor was replaced. Mr. Van Sant additionally reviewed a proposal for installing drainage systems at nine locations along the walking trail in the total amount of \$13,720.00. A copy of VSLM's Park Maintenance Report for June 2025 is attached. Following review and discussion, the Board requested that Mr. Van Sant evaluate the walking trail site located between the apartment complexes for ponding. Directors Brown and Diesen requested that Mr. Van Sant meet them at the walking trail site to review the proposed installation locations for the drainage system and an existing drain that may have been covered by mulch.

Director Motyka reported on his approval of a proposal from VSLM to purchase and install plastic slats for picnic tables and benches, including all necessary hardware, freight, and labor for removal of existing components and installation of new materials, in the total amount of \$3,809.86. Discussion ensued regarding replacing the existing picnic tables and benches with heartier furniture. Following review and discussion, the Board requested that Ms. Lee obtain a proposal for replacing the park furniture.

Director Motyka reported on an outage of the path lighting that was resolved. Following discussion, the Board requested that Ms. Lee obtain the information needed to follow up on continued operation and maintenance of the path lighting. Director Brown stated that the path lighting should be scheduled to turn off at 11:00 p.m.

Director Motyka reported on a solicitation from Cody Tree Service for tree pruning. Mr. Van Sant stated that VSLM has a certified arborist to evaluate the District's trees. He discussed the scope of work for tree pruning included in the District's current contract and stated that he would bring a proposal for tree pruning to next month's Board meeting.

Director Motyka reported that he asked VSLM to provide annual recommendations for replacing trees in the park.

The Board discussed procedures for handling public correspondence regarding park items. Following discussion, the Board concurred that: (1) public correspondence regarding park maintenance items would continue to be handled by Director Motyka as the District's designated park liaison; and (2) public correspondence regarding park policy items would be forwarded to the Board and receive responses from ABHR stating that the Board will discuss the correspondence at the next Board meeting.

The Board reviewed resident correspondence expressing concerns regarding the location of the playground to be constructed. Discussion ensued regarding the intended placement of the playground, access and safety protocols, and the impact of added people visiting the area. Following review and discussion, the Board expressed understanding of the resident's concerns and concurred to move forward with the project in the current location. The Board requested that ABHR respond to the correspondence.

Director Motyka reported on graffiti removal and cleaning of trash receptacles in the park. Director Brown noted that there was a trash receptacle that needed to be cleaned.

The Board reviewed photographs of areas of the walking trail scheduled for repair the week of July 28, 2025. Director Brown noted that there was a spot on the walking trail needing repair that is not included in the photographs. Discussion ensued regarding performing more than spot repairs of certain areas of the walking trail.

In response to Board inquiry, Ms. Lee reported that the drinking water fountain at Greenbelt Norwalk Park has been repaired and is operational.

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 reported on the status of the construction of the District's Pavillion and Playground Amenity Enhancements Project pursuant to the District's contract with D.L. Meacham LP. She stated that the lead time for receiving materials for the project was approximately eight to ten weeks.

NAME FOR PAVILLION AND PLAYGROUND FACILITIES

The Board discussed naming the playground. Following discussion, the Board concurred to name the playground after Joe B. Allen who was instrumental in developing the financing plan for Greenbelt Park. The Board requested that Ms. Lee obtain a proposal for a name plaque for installation at the playground.

Discussion ensued regarding methods for communicating the Board's activities.

Director Brown reported on graffiti and park access issues discussed during a recent meeting of his homeowner's association.

HARRIS COUNTY PRECINCT NO. 4 PLACES 4 PEOPLE PROGRAM

There were no additional updates on this item.

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

Director Wiggins reviewed informational documents received from P3, copies of which are attached. Director Wiggins reported that P3 executed 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

There was no discussion on this agenda item.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

There was no discussion on this agenda item.

WEBSITE MATTERS

There was no discussion on this agenda item.

REPORT REGARDING LEGISLATIVE MATTERS

Ms. Miller presented and reviewed a Capitol Report and updated the Board on legislative matters from the 89th Regular Texas Legislative Session.

MEETING SCHEDULE

After discussion, the Board concurred to hold its next regular meeting on August 18, 2025, at ABHR's offices.

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

(SEAL)




~~Secretary, Board of Directors~~
Vice President,

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