

MINUTES  
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

September 15, 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 15<sup>th</sup> day of September, 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, thus constituting a quorum.

Also attending the meeting were Jared Welsh of Masterson Advisors LLC; Emily Peck of Forvis Mazars, LLP ("Forvis"); 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"); and Christina Miller and Justine M. Cherne of ABHR.

PUBLIC COMMENTS

There were no public comments.

DISCUSS 2025 TAX RATE, SET PUBLIC HEARING DATE, AND AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAX RATE

The Board considered the District's 2025 tax rate. Mr. Welsh distributed and reviewed a tax rate analysis reflecting the recommendation for the District to levy a 2025 operations and maintenance tax rate of \$0.2499 per \$100 of assessed valuation. A copy of the maintenance and operations tax rate analysis is attached. Mr. Welsh discussed the two-step process for setting the District's tax rate.

Following review and discussion, Director Motyka moved to: (1) set the public hearing date for October 20, 2025; and (2) authorize the tax assessor/collector to publish notice in the *Katy Times* of the District's meeting on October 20, 2025, to set the proposed 2025 total tax rate of \$0.2499 per \$100 of assessed valuation, allocated for operations and maintenance. Director Wiggins seconded the motion, which passed unanimously.

## MINUTES

The Board considered approving the minutes of the District's regular meeting held on August 18, 2025. Following review and discussion, Director Skelton moved to approve the minutes of the meeting, as submitted. Director Wiggins seconded the motion, which passed unanimously.

## WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

The Board concurred to defer this matter.

## ENGAGE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2025

Ms. Peck presented to the Board an engagement letter from Forvis to conduct the District's audit for fiscal year ending September 30, 2025. She stated that the proposed fee for the annual audit is \$24,100.00, plus expenses. Following review and discussion, Director Skelton moved to authorize execution of the engagement letter. Director Wiggins seconded the motion, which passed unanimously.

## FINANCIAL AND BOOKKEEPING MATTERS

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.

## BUDGET FOR FISCAL YEAR END SEPTEMBER 30, 2026

Ms. Crigger presented a proposed draft budget for fiscal year ending September 30, 2026. Ms. Miller discussed recently enacted legislation related to budgeting procedures.

## ANNUAL REVIEW OF INVESTMENT POLICY

The Board conducted an annual review of the District's Investment Policy and determined that no changes are needed.

## AUTHORIZED DEPOSITORY INSTITUTIONS AND LIST OF QUALIFIED BROKER/DEALERS

Ms. Miller presented a Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. She noted that the District's bookkeeper provided the updated list of banks, which is attached as an exhibit to the Resolution.

After review and discussion, Director Skelton moved to: (1) approve the bookkeeper's report and authorize payment of the bills; (2) adopt the budget as presented for fiscal year ending September 30, 2026; (3) adopt the Resolution Regarding Annual Review of Investment Policy and direct that the Resolution be filed appropriately and retained in the District's official records; (4) adopt the Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions and direct that the Resolution be filed appropriately and retained in the District's official records. 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.

#### ANNUAL REPORT TO BOND REVIEW BOARD

Ms. Miller presented a memorandum regarding the required submission of an annual report to the Bond Review Board containing certain information about the District's voter-approved but unissued bonds. A copy of the memorandum is attached. She stated that ABHR will work with the District's consultants to prepare and submit the annual report by the September 30th deadline.

#### TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek 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. Jurecek reported that 99.28% 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 report and authorize payment of the checks drawn on the District's tax account. Director Skelton seconded the motion, which passed unanimously.

#### HARRIS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS VACANCY

The Board considered nominating a candidate for a vacancy on the Board of Directors for the Harris Central Appraisal District. Following review and discussion, Director Motyka moved to adopt a Resolution Nominating a Candidate to Fill a Vacancy on the Board of Directors of the Harris Central Appraisal District nominating Charles E. Brandman. Director Wiggins 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 103.17% water accountability

for the prior month. He additionally reported that there were no violations at the wastewater treatment plant and no new commercial connections. Following review and discussion, the Board requested that the call log report be presented monthly. After additional review and discussion, Director Skelton moved to approve the operator's report. 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 Skelton 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 Wiggins 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 presented the District's contract with MACYAS Construction and Utilities LLC for construction of WWTP Improvements, including driveway improvements, for Board signature. He stated that Notice to Proceed was issued September 15, 2025.

#### SANITARY SEWER REHABILITATION PROGRAM

Mr. Webb reported on the schedule for submitting the design plans for the District's large diameter sanitary sewer rehabilitation projects to the required agencies.

#### 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 reported on the status of design for the District's water plant valve replacement 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. 6, payable to W.W. Payton Corporation, in the amount of \$370,980.00. He stated that the contract is 91% complete with 92% 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 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 remove 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 he met with Director Motyka and BGD to review proposed additional system updates to increase control system redundancy. He stated that BGE is preparing a proposal for the updates. Discussion ensued.

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.

Following review and discussion, Director Wiggins moved to approve the engineer's report and, based on the engineer's recommendations, to: (1) approve Pay Estimate No. 6 for construction of the Well Nos. 2 and 3 Project, payable to W.W. Payton Corporation, in the amount of \$370,980.00; and (2) designate Director Motyka to approve the additional updates to increase control system redundancy in an amount not to exceed \$10,000.00. Director Skelton seconded the motion, which passed unanimously.

## THE GREENBELT PARKS

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

Director Motyka reported on coordination with VSLM on graffiti removal and tree trimming in the Greenbelt Parks.

Ms. Miller reported that the member of the public whose correspondence to the District contained a request to install an outdoor workout gym in the park was invited to attend the Board meeting and is not present. Ms. Miller additionally reported that the member of the public whose voice message to the District contained an inquiry regarding the reservation of greenspace for soccer practice did not respond to a return telephone message.

Mr. Van Sant presented a Park Maintenance Report for May 2025, a copy of which is attached. Mr. Van Sant recommended deferring a proposal for the installation of a drainage system at nine locations along the park trail in the amount of \$13,720.00, pending a site review by Director Brown.

### 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 reviewed the Landscape Architect's report, a copy of which is attached. Ms. Lee reported on the status of the construction of the Playground Amenity Enhancements Project. She reported that a preconstruction meeting will be held with DL Meacham when the materials are delivered.

Ms. Lee reviewed photographs of existing plaques installed in the Greenbelt Park and proposed draft language for a dedication plaque for installation at the playground.

Ms. Lee reviewed an estimate of the probable cost of replacing the park furniture in the amount of \$130,000.00.

#### 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, including a previously reviewed 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 systems, and removal of several trees. Discussion ensued regarding the need for Harris County to contact the homeowner's association for the required easements. Ms. Lee reviewed her recommendations related to saving trees along the sidewalk path. Following review and discussion, the Board directed Ms. Lee to coordinate with Harris County regarding her recommendations.

#### 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

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.

#### 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 has reviewed the legal provisions of the proposed amendment. Following review and discussion, Director Skelton moved to approve the First Amendment to Professional Service Contract with Si Enviro. Director Wiggins seconded the motion, which failed 2 to 3 with Directors Brown, Motyka, and Diesen against the motion.

Following additional discussion, Director Motyka moved to schedule an operations planning workshop regarding the proposed First Amendment to Professional

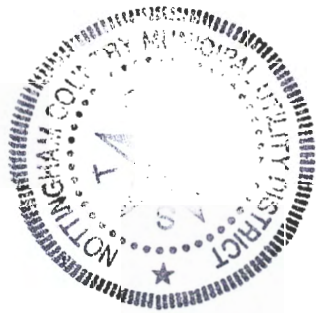
Service Contract with Si Enviro and invite the management of Si Enviro to attend. Director Diesen seconded the motion, which passed unanimously.

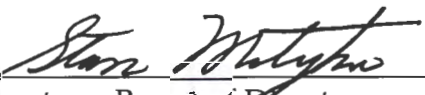
#### MEETING PLANNING MATTERS

After discussion, the Board concurred to hold: (1) a special operations planning workshop meeting on September 29, 2025, at the Parklake Village Homeowners Association Clubhouse; and (2) the next regular meeting on October 20, 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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