

**MINUTES**  
**NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT**

November 17, 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 17<sup>th</sup> day of November, 2025, at the offices of Allen Boone Humphries Robinson LLP ("ABHR"), 3200 Southwest Freeway, Suite 2400, Navasota 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 Kayla Crigger of Municipal Accounts & Consulting, L.P.; Kelly Jurecek of Tax Tech, Inc.; Jarryd Mayfield of Si Environmental, LLC; Vernon Webb of IDS Engineering Group ("IDS"); Jacob Van Sant of Van Sant Landscape Management ("VSLM"); Stephanie Lee of KGA DeForest Design, LLC; and Kelly Hanen and Justine M. Cherne of ABHR.

**HISTORICAL BOND AND TAX REPORT TO COMPTROLLER**

Ms. Hanen presented a memorandum regarding requirements for taxing units to submit certain information about proposed and issued bonds and tax rate elections to the Comptroller for incorporation into a public database, a copy of which is attached. She stated that ABHR will work with the District's consultants to prepare and submit the required information by the reporting deadline. In response to Board inquiries regarding the anticipated cost associated with preparing and submitting the required information, Ms. Hanen stated that the cost is not anticipated to be significant. She said she will update the Board when more information is available from the Comptroller.

**PUBLIC COMMENTS**

Ms. Hanen responded to Board inquiries regarding the Houston-Galveston Area Council's Clean Water and Wastewater Management Workshop and recently published news articles regarding municipal utility districts.

## MINUTES

The Board considered approving the minutes of the District's regular meeting held on October 20, 2025. Following review and discussion, Director Motyka moved to approve the minutes, as submitted. Director Diesen seconded the motion, which passed unanimously.

## WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

The Board reviewed a notice from the West Harris County Regional Water Authority stating that there will be no increase to its current fees on January 1, 2026.

## 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. After review and discussion, Director Skelton moved to approve the bookkeeper's report and authorize payment of the bills. Director Motyka seconded the motion, which passed unanimously.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek presented the October 2025 tax assessor/collector's report, including a list of checks presented for approval. A copy of the tax assessor/collector's report is attached. Ms. Jurecek reported that 99.45% 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.

## 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 Board inquiries. He reported 96.17% 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, 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. Discussion ensued regarding two accounts with high balances and the procedures included in the District's Rate Order. 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 reported on the status of construction of WWTP Improvements, including driveway improvements. He stated that the contract is 47% complete with 54% of expended time. Mr. Webb presented and recommended approval of Pay Estimate No. 2 submitted by MACYAS Construction and Utilities LLC in the amount of \$160,047.00. Director Skelton reported on his visit to the project site.

Mr. Webb recommended approval of Change Order No. 1 to the contract with MACYAS Construction and Utilities LLC for construction of WWTP Improvements, including driveway improvements in the amount of \$0. The Board determined that Change Order No. 1 is beneficial to the District.

#### SANITARY SEWER REHABILITATION PROGRAM

Mr. Webb reported that the design plans for the District's large diameter sanitary sewer rehabilitation projects have been approved by the required agencies. He recommended bidding the project in January 2026.

#### WATER PLANT VALVE REPLACEMENT PROJECT

Mr. Webb discussed a valve of an unknown size located under concrete at the District's water plant no. 1. He recommending delaying advertisement for bids for construction of the District's Water Plant Valve Replacement Project to the spring of 2026, for construction in the fall of 2026, to allow enough time for the contractor to explore the site. In response to Board inquiries, Mr. Webb reported on coordination with the District's emergency water interconnection providers to ensure the availability of water supply during construction of the project.

#### 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 that interior water tank inspections are anticipated to be completed in either the fourth quarter of 2025 or the first quarter of 2026.

## 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 that construction for the District's Well Nos. 2 and 3 Project is complete and submission of the final pay estimate is pending.

## HARRIS COUNTY PRECINCT NO. 4 ROADWAY IMPROVEMENT PROJECT

Mr. Webb reported that construction of the turn lane for Harris County's Roadway Improvements Project is delayed due to the project being combined with another Harris County project pending approval by the Texas Department of Transportation. He reported that construction 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 is complete and submission of the final pay estimate is pending.

## SCADA CYBER SECURITY AND SECURITY MONITORING EQUIPMENT

Mr. Webb reminded the Board that Director Motyka was designated to approve additional system control panel updates for water plant no. 1 to increase control system power redundancy in an amount not to exceed \$10,000.00. Director Motyka reported that he continues to coordinate with IDS and Baird Gilroy & Dixon, LLC (“BGD”) to finalize BGD's proposal for the recommended upgrades in the amount of \$8,200.00 and an additional \$1,200.00 for the optional

Uninterruptible Power Supply replacement.

Mr. Webb reported that IDS will coordinate with Today's Integration Inc. to complete the security system upgrades at well nos. 2 and 3.

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 Skelton moved to approve the engineer's report and, based on the engineer's recommendations, to: (1) approve Pay Estimate No. 2 for construction of WWTP Improvements, including driveway improvements, submitted by MACYAS Construction and Utilities LLC in the amount of \$160,047.00; and (2) approve Change Order No. 1 in the amount of \$0 to the contract with MACYAS Construction and Utilities LLC for construction of WWTP Improvements, including driveway improvements, based upon the Board's finding that the change order is beneficial to the District and the engineer's recommendation. Director Motyka 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, a copy of which is attached. Mr. Van Sant reported that an onsite meeting with Director Motyka determined that drainage needed to be addressed at three additional locations along the Greenbelt Park trail. He reviewed a proposal for the installation of a drainage system at 12 locations along the park trail in the amount of \$18,939.00. Discussion ensued regarding the proposal, alternate repair options for the concrete trail locations, and the anticipated schedule for rehabilitating the asphalt trail in the Greenbelt Park. Following review and discussion, Director Motyka moved to approve the proposal for the installation of a drainage system at 12 locations along the Greenbelt Park trail in the amount of \$18,939.00, pending a final evaluation of the trail. The motion failed for lack of a second. Following additional discussion, Director Brown moved to: (1) approve the proposal for the installation of a drainage system at locations along the asphalt trail in Greenbelt Park as presented; and (2) authorize VSLM to solicit proposals for elevating the remaining locations along the concrete trail in Greenbelt Park for Board review. Director Wiggins seconded the motion, which passed unanimously.

The Board noted that the tree trimming performed by VSLM in the Greenbelt Parks was completed to a high standard. Discussion ensued regarding treatment needed for diseased pine trees on residential lots and at the car wash located at the northern intersection of Fry Road and Chateau Bend Drive. Director

Brown reported that he discussed the matter with the manager of the car wash. Following discussion, the Board authorized Director Brown to contact the president of his homeowners association to discuss treatment needed for diseased pine trees on residential lots. The Board additionally requested that Ms. Hanen review the District's utility commitment letter with the car wash to determine whether a provision is included to address treatment of diseased pine trees at the site.

In response to Board inquiries regarding an ongoing water leak located at an esplanade at Cobble Springs Drive, Mr. Mayfield stated that the site will be evaluated to determine whether the leak can be stopped at the meter.

Discussion ensued regarding developing a preventative maintenance schedule and a capital improvement plan for the District's park facilities. Following review and discussion, Director Motyka moved to authorize Ms. Lee to coordinate with Mr. Van Sant on developing a preventative maintenance schedule/capital improvement plan for the District's park facilities. Director Wiggins 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 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 and responded to Board inquiries. She reported that a preconstruction meeting will be held with DL Meacham when the materials are delivered in the beginning of 2026.

Ms. Lee reviewed cost estimates for replacing the park furniture in the amount of \$148,182.24 and options for replacing slats, bench frames, and tables in the amounts of \$78,601.88 and \$7,160.56. Following review and discussion, the Board authorized Directors Motyka and Wiggins to perform a site visit with Ms. Lee to finalize a recommended proposal for Board review. The Board additionally requested that Ms. Lee determine a five-year maintenance and cleaning schedule for the District's park facilities, including the new playground equipment, to be added to the District's Service Agreement with VSLM.

Director Motyka reported on additional maintenance items for the Greenbelt Parks, including VSLM's scheduled removal of the current library located in the Greenbelt Park at the west side of Cobble Springs Drive and storage of the books. He reported that the request to install a mini library in the Greenbelt Park next year for an Eagle Scout Service Project has not been finalized.

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

Director Wiggins reported that Harris County has begun its project to install sidewalks pursuant to the District's Interlocal Agreement.

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

Director Wiggins discussed electricity price trends and P3's 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. A copy of P3's newsletter was distributed.

#### 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

A copy of a Google analytics report for the District's website for the month of October 2025 was distributed for Board review.

#### MEETING PLANNING MATTERS

After discussion, the Board concurred to hold the next regular meeting on December 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

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