

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

December 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 15th day of December, 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 ("Si Enviro"); Lindsey Whatley of IDS Engineering Group ("IDS"); Jacob Van Sant of Van Sant Landscape Management; Mike Groschke of J.P. Morin Company, LLC; Stephanie Lee of KGA DeForest Design, LLC; and Christina Miller, Kelly Hanen, and Justine M. Cherne of ABHR.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek presented the November 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 4.31% of the District's 2025 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.

PUBLIC COMMENTS

There were no public comments.

MINUTES

The Board considered approving the minutes of the District's regular meeting held on November 17, 2025. Following review and discussion, Director Skelton moved to

approve the minutes, as submitted. Director Diesen seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

The Board concurred to defer this item.

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

RENEWAL OF DISTRICT'S INSURANCE POLICIES

Ms. Hanen stated that the District's insurance policies will expire on March 1, 2026, and noted that a proposal for renewal from the District's current broker, McDonald & Wessendorff Insurance, is anticipated to be provided at the January regular Board meeting.

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 95.84% water accountability for the prior month. He additionally reported that there were no violations at the wastewater treatment plant and no new commercial connections. Mr. Mayfield then recommended forwarding 14 delinquent inactive utility accounts in the total amount of \$5,481.54 to collections. Following review and discussion, Director Skelton moved to approve the operator's report, including forwarding 14 delinquent inactive utility accounts in the total amount of \$5,481.54 to collections, as recommended. Director Diesen 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 Diesen seconded the motion, which passed unanimously.

ENGINEERING MATTERS AND CAPITAL IMPROVEMENT PROJECTS

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

WASTEWATER TREATMENT PLANT ("WWTP") IMPROVEMENTS

Ms. Whatley reported on the status of construction of WWTP Improvements, including driveway improvements. She stated that the contract is 84% complete with 94% of expended time. Ms. Whatley reported there were no pay estimates submitted by MACYAS Construction and Utilities LLC.

Ms. Whatley recommended approval of Change Order No. 2 to the contract with MACYAS Construction and Utilities LLC for construction of WWTP Improvements, including driveway improvements in the amount of \$0. Following discussion, the Board determined that Change Order No. 2 is beneficial to the District.

SANITARY SEWER REHABILITATION PROGRAM

Ms. Whatley reported that the District's large diameter sanitary sewer rehabilitation projects are scheduled for bidding in January 2026.

WATER PLANT VALVE REPLACEMENT PROJECT

Ms. Whatley reminded the Board that advertisement for bids for construction of the District's Water Plant Valve Replacement Project has been delayed to the spring of 2026, for construction in the fall of 2026, to allow enough time for the contractor to evaluate the site.

DISTRICT CAPITAL IMPROVEMENT PLAN BUDGET

Ms. Whatley had no updates regarding this matter.

GEOGRAPHIC INFORMATION SYSTEM

Ms. Whatley had no updates regarding this matter.

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

Ms. Whatley reported on coordination with Si Enviro on a schedule for draining the District's water tanks for planned interior water tank inspections.

DEVELOPMENT IN THE DISTRICT

Ms. Whatley 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")

Ms. Whatley reported that construction for the District's Well Nos. 2 and 3 Project is complete and submission of the final pay estimate is pending. Ms. Whatley recommended approval of Change Order No. 5 to the contract with WW Payton for construction of the Well Nos. 2 and 3 Project to decrease the contract in the amount of \$99,500.00. The Board determined that Change Order No. 5 is beneficial to the District.

HARRIS COUNTY PRECINCT NO. 4 ROADWAY IMPROVEMENT PROJECT

Ms. Whatley reminded the Board 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. She 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 the final pay estimate is pending Harris County's inspection of the project.

SCADA CYBER SECURITY AND SECURITY MONITORING EQUIPMENT

Ms. Whatley 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.

Ms. Whatley reported that IDS is coordinating with Today's Integration Inc. to obtain cost estimates for completing the security system upgrades at well nos. 2 and 3.

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

Ms. Miller reported on correspondence received from One Creek West requesting the District's utility capacity availability for the proposed Trinity Housing Development for affordable senior housing. Discussion ensued.

In response to Board inquiries regarding proposed public tours of the District's water plant, Ms. Miller recommended that tour participants sign a release prior to taking tours of any of the District's facilities.

Following review and discussion, Director Skelton moved to approve the engineer's report and, based on the engineer's recommendations, to: (1) approve Change Order No. 2 in the amount of \$0 to the contract with MACYAS Construction and Utilities LLC for construction of WWTP Improvements, including driveway improvements; and (2) Change Order No. 5 to the contract with WW Payton for construction of the Well Nos. 2 and 3 Project to decrease the contract in the amount of \$99,500.00, based upon the Board's finding that the change orders are beneficial to the District and the engineer's recommendations. Director Motyka seconded the motion, which passed unanimously.

HARRIS COUNTY PRECINCT NO. 4 PLACES 4 PEOPLE PROGRAM

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

Ms. Hanen reported on correspondence received from Harris County Precinct No. 4 providing a 95% design and construction cost estimate for the Greenbelt Park and Trail System Project, pursuant to the District's Interlocal Agreement, in the amount of \$1,546,290.00. She stated that Harris County Precinct No. 4 is requesting confirmation of the Board's approval for paying estimated construction costs of \$246,290.00 more than the original estimate of the District's construction costs for the project of \$520,000.00. She stated that alternatively, the District may confirm a decreased scope of work for the project. Following discussion, Director Wiggins moved to confirm the Board's approval for paying estimated construction costs of \$246,290.00 more than the original cost estimate for the project. 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, a copy of which is attached. Mr. Van Sant reported that an onsite meeting was held with Mr.

Groschke to evaluate proposed drainage repairs for the concrete trail in Greenbelt Park. Mr. Groschke reviewed four proposals for drainage repairs for four different areas of the concrete trail, including regrading of concrete and replacing solid storm sewer lids with grating. Following review and discussion, the Board concurred with Director Motyka's recommendation that he and Ms. Lee perform an onsite review of the proposed repairs to provide recommendations to the Board. The Board requested that Mr. Van Sant solicit another proposal for drainage repairs for the concrete trail for review.

Director Motyka reported on additional maintenance items for the Greenbelt Parks, including repair of the water leak located at an esplanade at Cobble Springs Drive.

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 reviewed and recommended approval of Pay Estimate No. 1 submitted by D.L. Meacham, L.P. in the amount of \$11,700.00.

Discussion ensued regarding previously 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. Ms. Lee reported that a site visit with Directors Motyka and Wiggins to finalize a recommended proposal for Board review has not yet been scheduled. She additionally reported on her efforts to develop a preventative maintenance schedule and a five-year capital improvement plan for the District's park facilities.

Following review and discussion, Director Motyka moved to approve the Park Maintenance Report and Landscape Architect Report, including Pay Estimate No. 1 submitted by D.L. Meacham, L.P. in the amount of \$11,700.00 for the construction of the Playground Amenity Enhancements Project. Director Wiggins seconded the motion, which passed unanimously.

The Board discussed the car wash located at the northern intersection of Fry Road and Chateau Bend Drive containing a dead pine tree that could spread its

disease and impact trees on District property. Ms. Hanen reported that the District has a utility commitment letter containing landscaping provisions with the owner of the car wash. Following discussion, the Board authorized Director Brown to discuss the matter with the owner of the car wash.

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 November 2025 was distributed for Board review.

EMINENT DOMAIN REPORT TO THE TEXAS COMPTROLLER

Ms. Hanen stated that, pursuant to Chapter 2206.154, Texas Government Code, the District is required to submit a yearly report regarding its eminent domain authority to the Texas Comptroller of Public Accounts. She stated that the filing had been completed by ABHR.

MEETING PLANNING MATTERS

After discussion, the Board concurred to hold its next regular meeting on January 19, 2026, at the Parklake Village Homeowners Association clubhouse.

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

(SEAL)




Secretary, Board of Directors

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