

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

January 19, 2026

The Board of Directors (the “Board”) of Nottingham Country Municipal Utility District (the “District”) met in regular session, open to the public, on the 19th day of January, 2026, at Parklake Village Homeowners Association Clubhouse, 19818 Almond Park, Katy, Texas, inside 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 Ashley Schuberth, resident of the District; Jay Wheeler of the West Harris County Regional Water Authority (the “WHCRWA”); Jennifer Hanna of Forvis Mazars, LLP; 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; Jonathan Morin of J.P. Morin Company, LLC (“J.P. Morin”); Stephanie Lee of KGA DeForest Design, LLC; and Christina Miller, Kelly Hanen, and Justine M. Cherne of Allen Boone Humphries Robinson LLP (“ABHR”).

PUBLIC COMMENTS

There were no public comments.

MINUTES

The Board considered approving the minutes of the District’s regular meeting held on December 15, 2025. Following review and discussion, Director Wiggins moved to approve the minutes, as submitted. Director Skelton seconded the motion, which passed unanimously.

WHCRWA MATTERS

ADOPT RESOLUTION NOMINATING A CANDIDATE

The Board reviewed a letter from Mr. Wheeler, and Mr. Wheeler addressed the Board to request the Board’s support for his nomination and re-election to the

WHCRWA Board. A copy of the letter is attached. Ms. Miller stated that Jay Wheeler's term as the Authority's Director for Precinct No. 2 expires in May, 2026. Ms. Miller discussed procedures related to nominating a candidate to serve as a Director for Precinct No. 2 and reviewed a Resolution Nominating a Candidate for the Board of Directors of the Authority. Following review and discussion, Director Skelton moved to adopt a Resolution nominating Jay Wheeler to serve as said director and direct that the Resolution be filed appropriately and retained in the District's official records. Director Wiggins seconded the motion, which passed unanimously.

APPROVE COMPLETION AND SUBMITTAL OF WATER USAGE REPORTING FORM TO THE AUTHORITY

Ms. Miller stated that the District is required to submit a 2025 Water Usage Reporting Form to the Authority. After discussion, Director Skelton moved to authorize Si Enviro to prepare and submit a Water Usage Reporting Form on behalf of the District, and direct that the form be filed appropriately and retained in the District's official records. Director Wiggins seconded the motion, which passed unanimously.

APPROVE AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2025

Ms. Hanna reviewed the District's audit for fiscal year ending September 30, 2025. Following review and discussion, Director Motyka moved to approve the audit for fiscal year ending September 30, 2025, subject to final comments by the Board and consultants, and direct that the audit be filed appropriately and retained in the District's official records. Director Diesen 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.

ANNUAL DISCLOSURE STATEMENTS

Pursuant to the District's Investment Policy, Ms. Miller presented the annual disclosure statements from Mark Burton and Ghia Lewis as the District's Investment Officers and bookkeepers. She explained that the Investment Officer and bookkeeper are required to annually execute disclosure statements that disclose any relationships with entities who seek to sell investments to the District.

Following review and discussion, Director Skelton moved to: (1) approve the bookkeeper's report; (2) authorize payment of the bills; and (3) accept the disclosure statements, authorize filing the disclosure statements with the Texas Ethics Commission,

and direct that the disclosure statements be retained in the District's official records. Director Diesen seconded the motion, which passed unanimously.

RENEWAL OF DISTRICT'S INSURANCE POLICIES

Ms. Miller reported that the District's insurance policies will expire on March 1, 2026. The Board reviewed a proposal for renewal of the policies from the District's current insurer, McDonald & Wessendorff Insurance, in the amount of \$75,388.00. After review and discussion, Director Wiggins moved to approve the insurance renewal proposal as presented. Director Motyka seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek presented the December 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 71.08% 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 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 Board inquiries. He reported 97.80% 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 responded to Board inquiries regarding a delinquent multi-family user account.

Mr. Mayfield reviewed a residential customer request for a payment plan for approximately \$1,090.00 owed for utility services due to hospitalization. Mr. Mayfield additionally reviewed a delinquent sprinkler account and a delinquent residential account.

Following review and discussion, Director Skelton moved to approve the operator's report, including approval of a three-month payment plan for the residential customer owing approximately \$1,090.00 for utility services. Director Motyka seconded the motion, which passed unanimously.

In response to Board inquiries regarding irrigation water leaks in medians within the District, Mr. Wheeler stated that the homeowners associations are responsible for the leaks.

Ms. Miller reported on a demand letter received from a resident for repair of a sanitary sewer line due to a miscommunication. She stated that Si Enviro had already scheduled the repair for the line to begin on January 20, 2026.

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 Motyka seconded the motion, which passed unanimously.

AUTHORIZE RISK AND RESILIENCE FIVE (5) YEAR RE-ASSESSMENT

Ms. Miller reported on the District's compliance requirements related to the America's Water Infrastructure Act of 2018 ("AWIA"), including deadlines for certification of the District's Risk and Resilience Assessment by June 30, 2026, and Emergency Response Plan by December 31, 2026. She recommended that the District's operator and engineer be authorized to prepare the District's certifications by the deadlines. Following discussion, Director Skelton moved to authorize the District's operator and engineer to prepare the District's AWIA certifications by the deadlines. 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 reported on the status of construction of WWTP Improvements, including driveway improvements. He stated that the contract is 87% complete with 88% of expended time. Mr. Webb reviewed and recommended approval of Pay Estimate No. 3 to the contract with MACYAS Construction and Utilities LLC for construction of WWTP Improvements, including driveway improvements, in the amount of \$178,236.00. Discussion ensued regarding installing landscaping at the site. Following discussion, the Board authorized Mr. Van Sant to prepare a proposal for installing landscaping at the site for review at the February regular meeting.

SANITARY SEWER REHABILITATION PROGRAM

Mr. Webb reported that the District's large diameter sanitary sewer rehabilitation projects will begin to advertise soon. He reviewed a map of the project and discussed procedures for notifying the District's homeowners.

WATER PLANT VALVE REPLACEMENT PROJECT

Mr. Webb 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. He discussed coordination with the District's emergency water supply interconnection providers.

DISTRICT CAPITAL IMPROVEMENT PLAN BUDGET

Mr. Webb had no updates regarding this matter.

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. Vernon 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

Mr. Webb reviewed a site map of the proposed Trinity Housing Development for affordable senior housing.

DEEDS, EASEMENTS, CONSENTS TO ENCROACHMENTS, REQUESTS FOR SERVICE OR UTILITY COMMITMENT LETTERS

Mr. Webb reported on recent correspondence received from One Creek West requesting the District's utility capacity availability for approximately 75 connections for the proposed Trinity Housing Development for affordable senior housing. He stated that the District's capacity availability will be evaluated to determine whether proposed development would require additional facilities pursuant to Texas Commission on Environmental Quality requirements. Following discussion, the Board requested that Mr. Webb provide the Board with the District's utility capacity availability and any impact of the proposed development on the District's capacity, and the anticipated detention requirements for the proposed development prior to the February Board meeting.

The Board additionally recommended inviting those involved with the proposed development to the February regular meeting.

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 from W.W. Payton 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 anticipated to be constructed from May 2026 to November 2026. He reported that Harris County inspected the District’s project to line the District’s sanitary sewer line located under Harris County’s proposed pavement and remove a sanitary sewer manhole on Thursday, January 15, 2026. Mr. Webb stated that Texas Pride Utilities, LLC is anticipated to submit the final pay estimate for approval at the February regular Board meeting.

SCADA CYBER SECURITY AND SECURITY MONITORING EQUIPMENT

There was no update regarding Baird Gilroy & Dixon, LLC’s proposed additional system control panel updates for water plant no. 1 to increase control system power redundancy

Mr. Webb reviewed four proposals and an agreement from Today’s Integration Inc. for completing the security system upgrades at well nos. 2 and 3, including: (1) water plant no. 2 security services in the amount of \$6,046.82; (2) water plant no. 3 security services in the amount of \$6,031.60; (3) water plant no. 2 surveillance services in the amount of \$11,845.89; (4) water plant no. 3 surveillance services in the amount of \$23,498.28; and (5) additional separate fees for (i) annual monitoring; and (ii) annual services for each site and each proposal. Following review and discussion, the Board concurred to consider the proposals and agreement at the February regular meeting.

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

Following Board discussion regarding methods for detecting water leaks, the Board requested that Mr. Mayfield obtain a proposal for installing a smart meter for review at the February Board meeting.

Following review and discussion, Director Skelton moved to approve the engineer's report and, based on the engineer's recommendation, to approve Pay Estimate No. 3 to the contract with MACYAS Construction and Utilities LLC for construction of WWTP Improvements, including driveway improvements, in the amount of \$178,236.00. Director Diesen seconded the motion, which passed unanimously.

HARRIS COUNTY PRECINCT NO. 4 PLACES 4 PEOPLE PROGRAM

Ms. Miller reported on correspondence received from Harris County Precinct No. 4 regarding three easements needed from homeowners associations for the Greenbelt Park and Trail System Project (the "Project"), pursuant to the District's Interlocal Agreement. She stated that the Interlocal Agreement for the Project does not obligate the District to obtain the easements.

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 on the installation of three drains along the asphalt trail and the repair of five irrigation system leaks. He recommended relocating irrigation system lines currently located near Director Brown's residence to minimize the number of leaks. Director Motyka requested that Mr. Van Sant determine whether there is an irrigation loop that can be abandoned to prevent future leaks.

Mr. Van Sant reviewed a proposed amended scope of work for the District's Agreement with Van Sant Landscape Management for park maintenance. He reported that prices have not changed in three years. He stated that the proposed amended scope of work mainly covers new assets and a 5.45% annual increase over three years. Ms. Miller additionally recommended updating the entire form of the agreement concurrently with the proposed amended scope of work. Following review and discussion, the Board concurred to review and discuss the proposed amended scope of work at the February regular meeting.

Director Motyka reported on his onsite review of J.P. Morin Company's four proposals for drainage repairs for four different areas of the concrete trail in Greenbelt Park and stated that he had recommendations related to the proposals. In response to Board inquiries, Mr. Van Sant stated that two other proposals were solicited for the proposed drainage repairs and the companies declined to submit proposals. Director Motyka recommended approving J.P. Morin Company's proposal for drainage repairs for Chateau Bend Drive in the amount of \$21,784.00. Discussion ensued. Mr. Morin responded to Board inquiries and stated that the four proposals represented the best long-term solutions for the drainage matters.

Following additional discussion, the Board requested that Director Motyka share his notes from his onsite visit with the Board. The Board concurred that Directors Brown and Diesen would perform a follow-up onsite visit. The Board additionally requested that Mr. Van Sant solicit proposals for replacing the asphalt trail in Greenbelt Park.

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 stated that Harris County is unexpectedly requiring the drainage to be upsized for the project and a change order is being prepared. Ms. Lee stated that the pavilion is anticipated to be shipped on March 13, 2026.

The Board responded to Ms. Schubert's inquiries regarding the chosen location for the playground.

Director Motyka reported on his site review of the park furniture. Ms. Lee reviewed a park site furniture map, including the condition of each item. She additionally reviewed drawings of proposed replacement site furniture and estimated costs for replacing all site furniture and installing additional site furniture in the total amount of \$186,180.23. She additionally reviewed estimated costs for partially replacing site furniture and future replacement of site furniture in the total amount of \$185,075.55. Following review and discussion, Director Wiggins moved to approve replacing all site furniture and installing additional site furniture in the total estimated amount of \$186,180.23. Director Skelton seconded the motion. Discussion ensued. The motion passed 4 to 1, with Director Motyka opposed.

Director Motyka requested that the park ranger duties be transferred to another Director. Discussion ensued regarding engaging a management company to manage the District's Greenbelt Parks. Following discussion, the Board temporarily appointed Director Wiggins as the District's park ranger and authorized him to coordinate with ABHR to obtain a proposal for a management company to manage the District's Greenbelt Parks. Discussion ensued regarding the District's budget and anticipated park expenditures.

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 that began on January 1, 2026 and ends 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

Ms. Miller stated that procedures for completing annual cybersecurity and artificial intelligence training requirements will be distributed when available.

WEBSITE MATTERS

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

2026 DIRECTORS ELECTION

Ms. Miller discussed procedures related to the 2026 Directors Election. She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors during the 2026 Directors Election Period.

Ms. Miller reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot for the 2026 Directors Election.

Ms. Miller discussed exemptions from using electronic voting systems during the 2026 Directors Election.

The Board discussed pay for election officials during the 2026 Directors Election.

Ms. Miller reviewed an Order Calling Directors Election and discussed procedures related to the District's 2026 Directors Election. She stated that a Notice of Election may be required to be posted or published and provided to the County Clerk and Voter Registrar of Harris County.

Following review and discussion, Director Skelton moved to: (1) adopt a Resolution Designating an Agent of the Secretary of the Board During the 2026 Directors Election Period appointing Kathryn Mercado as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election, and authorize the agent to post the related notice as required; (2) authorize the Secretary's agent to post the notice of Deadline to file applications for place on the ballot as required; (3) authorize

publication of a notice of exemption from using electronic voting systems during the 2026 Directors Election in a newspaper of general circulation; (4) set the pay for election officials during the 2026 Directors Election at \$20.00 per hour; (5) adopt an Order Calling Directors Election, subject to finalization, and authorize the Secretary's agent to post, publish and provide a Notice of Election, if required; and (6) direct that the resolution and order and all election-related documents be filed appropriately and retained in the District's official records. Director Wiggins seconded the motion, which passed unanimously.

MEETING PLANNING MATTERS

After discussion, the Board concurred to hold its next regular meeting on February 16, 2026, at ABHR.

Due to recent tours of the District's facilities by individual Board members, the Board concurred that there was no need to schedule a facility tour.

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

(SEAL)



Asst. 
Secretary, Board of Directors

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