

MINUTES  
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

March 16, 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 16th day of March, 2026, 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 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; Vernon Webb and Lindsey Whatley of IDS Engineering Group ("IDS"); Trevor Shuman of Today's Integration Inc.; Jacob Van Sant of Van Sant Landscape Management ("VSLM"); Mike Groscke of J.P. Morin Company, LLC ("J.P. Morin"); Stephanie Lee of KGA DeForest Design, LLC ("KGA DeForest"); and Christina Miller, Kelly Hanen, and Justine M. Cherne of ABHR.

PUBLIC COMMENTS

There were no public comments.

MINUTES

The Board considered approving the minutes of the District's regular meeting held on February 16, 2026. Following review and discussion, Director Wiggins moved to approve the minutes, as submitted. Director Diesen seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

There was no discussion on this agenda 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. Following review and discussion, Director Motyka moved to approve the bookkeeper's report and authorize payment of the bills. Director Wiggins seconded the motion, which passed unanimously.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek presented the February 2026 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 95.99% 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.

## AMENDED AND RESTATED AGREEMENT WITH MUNICIPAL INFORMATION SERVICES

The Board concurred to defer this item.

## 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 92.50% water accountability for the prior month. He additionally reported that there were no violations at the wastewater treatment plant and no new commercial connections.

In response to Director Brown's inquiries regarding the invoiced amount for diesel fuel at the wastewater treatment plant and water plant, Mr. Mayfield stated that the generators are run for one hour each week.

Discussion ensued regarding determining the cause of an electrical trip that occurred during a recent thunderstorm and initiated the water plant low level alarm.

Following review and discussion, Director Wiggins moved to approve the operator's report. Director Motyka seconded the motion, which passed unanimously.

## WATER LOSS AUDIT

Ms. Hanen discussed the Texas Commission on Environmental Quality's (the "TCEQ") requirements for preparing the District's annual water loss audit. Following discussion, Director Diesen moved to authorize filing of the District's

annual water loss audit with the appropriate agencies prior to May 1, 2026, as required. Director Wiggins seconded the motion, which passed unanimously.

#### ANNUAL FILING OF CRITICAL LOAD SPREADSHEET

Ms. Hanen stated that the District is required to report its critical load facilities annually for emergency response purposes to the Harris County Emergency Management Coordinator, the Public Utility Commission of Texas, the Division of Emergency Management of the Governor's office, the District's retail electricity provider, and the District's transmission and distribution utility company. She reported that the District's engineer, bookkeeper, and operator reviewed and provided any necessary updates to the District's Critical Load Spreadsheet prior to the Board meeting. Following review and discussion, Director Diesen moved to authorize filing of the District's updated Critical Load Spreadsheet, as required. Director Wiggins seconded the motion, which passed unanimously.

#### ANNUAL REVIEW OF DROUGHT CONTINGENCY PLAN

Ms. Hanen reported that the TCEQ's rules require that the District complete an annual review of its Drought Contingency Plan by May 1, 2026. She stated that there were no recommended changes to the District's Drought Contingency Plan at this time.

#### 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.

#### UPDATE ON RISK AND RESILIENCE FIVE (5) YEAR RE-ASSESSMENT

Mr. Mayfield reported that the Risk and Resilience Five Year Re-Assessment is being prepared.

#### 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 97% complete with 100% of expended time. Ms. Whatley reviewed and recommended approval of Change Order No. 3 to the contract with MACYAS Construction and Utilities LLC for construction of WWTP Improvements, including driveway improvements, to decrease the contract in the amount of \$10,460.00, contingent upon operator review. The Board determined that Change Order No. 3 is beneficial to the District.

## SANITARY SEWER REHABILITATION PROGRAM

Ms. Whatley reported that the District's large diameter sanitary sewer rehabilitation projects will begin to advertise soon.

## WATER PLANT VALVE REPLACEMENT PROJECT

Ms. Whatley reported that the plans and contract are complete. She requested Board authorization to advertise the contract.

Ms. Whatley stated that bids were received for construction of the water plant valve replacement project. Ms. Whatley recommended that the Board award the contract to W.W. Payton Corporation ("W.W. Payton") in the amount of \$1,090,000.00. The Board concurred that, in its judgment, W.W. Payton 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. Following review and discussion, Director Wiggins moved to award the contract for construction of the water plant valve replacement project to W.W. Payton in the amount of \$1,090,000.00, based upon the engineer's recommendation and receipt of the payment and performance bonds and the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Diesen seconded the motion, which passed unanimously.

## DISTRICT CAPITAL IMPROVEMENT PLAN

Ms. Whatley reported that the District's Capital Improvement Plan was updated with the costs for construction of the water plant valve replacement project.

## 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 the status of the exterior and interior inspections of the District's water tanks.

## DEVELOPMENT IN THE DISTRICT

Ms. Whatley reported that there were no updates regarding the proposed Trinity Housing Development for affordable senior housing.

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

Ms. Miller reported on her response to 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. She stated that representatives for One Creek West were invited to attend the Board 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")

Ms. Whatley 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

Ms. Whatley reported that bids for construction of the turn lane for Harris County's Roadway Improvements Project are anticipated to be opened on April 6, 2026, and construction is anticipated to be scheduled from May 2026 to November 2026. She stated that an invoice will be sent to Harris County for the cost of 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 when the final accounting is completed.

## SCADA CYBER SECURITY AND SECURITY MONITORING EQUIPMENT

Director Motyka reported on his coordination with IDS regarding Baird Gilroy & Dixon, LLC's proposed additional optional system control panel updates for water plant no. 1 to increase control system power redundancy. Mr. Webb stated that IDS will evaluate the electrical trip that occurred during a recent thunderstorm and initiated the water plant low level alarm.

Mr. Shuman 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. Mr. Shuman explained that the annual service fees would begin in the second year after the expiration of the one-year warranty. Following review and discussion, Director Motyka moved to accept the proposals and approve the agreement, subject to attorney review. Director Wiggins seconded the motion, which passed unanimously.

#### EMERGENCY PREPAREDNESS PLAN

Ms. Whatley reported that IDS is updating the District's Emergency Preparedness Plan for submission to the TCEQ.

Following review and discussion, Director Wiggins moved to: (1) approve the engineer's report; and (2) based on the engineer's recommendation, approve Change Order No. 3 in the amount of \$10,460.00 as a decrease to the contract with MACYAS Construction and Utilities LLC for construction of WWTP Improvements, including driveway improvements, contingent upon operator review. Director Diesen seconded the motion, which passed unanimously.

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

Ms. Hanen stated that she has not received an update regarding Harris County's progress with obtaining the required easements from the respective homeowners' associations pursuant to the Interlocal Agreement for the Greenbelt Park and Trail System Project.

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

Director Wiggins distributed a newsletter from P3 and discussed electricity price trends.

#### 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.

## THE GREENBELT PARKS

Director Brown requested to be appointed as the District's park ranger and appointment of Director Motyka as the assistant park ranger and the Board concurred.

## 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 work on existing site grades was being performed, and no pay estimates were submitted by DL Meacham for the project.

Ms. Lee reported that advertisement for bids for replacing the site furniture at the park is proceeding.

In response to Director Motyka's inquiries regarding two inoperable water fountains, Mr. Van Sant stated that they are being repaired.

In response to Directors' inquiries regarding periodic clogged drains experienced in the dog watering bowls, Mr. Van Sant stated that maintenance of the dog watering bowls will be added to the schedule and performed at the same time the mutt mitts are maintained.

## LANDSCAPE MAINTENANCE REPORT AND PROPOSALS FOR ADDITIONAL PARK MAINTENANCE

Mr. Van Sant presented a Park Maintenance Report, a copy of which is attached, and updated the Board regarding landscape and irrigation maintenance, including graffiti removal and repair/replacement of vandalized facilities.

Mr. Van Sant presented a proposal from VSLM to replace two deteriorating backflow assembly housings for the irrigation system located at the back fence near Chateau Bend Drive and Cobble Springs Drive in Greenbelt Park in the amount of \$7,7860.00. Following review and discussion, Director Motyka moved to approve the proposal as presented. Director Diesen seconded the motion, which passed unanimously.

Mr. Van Sant stated that he has not yet received an update from Director Skelton regarding the plants approved by the Parklake Village Homeowners Association for refreshing and enhancing the Nottingham Memorial Garden.

Following discussion regarding proposed options for preventing graffiti within the park, the Board authorized Director Diesen to work with Mr. Van Sant and Ms. Lee on proposed options for Board review.

Mr. Van Sant reported that three proposals were solicited for the District's proposed asphalt trail overlay project in Greenbelt Park, and that two bids were received. A copy of LDC Paving Incorporated's proposal is attached to the Park Maintenance Report.

Mr. Groscke distributed and reviewed a report and a proposal from J.P. Morin for the District's proposed asphalt trail overlay project in Greenbelt Park and responded to Board members' questions. He stated that the quantity of asphalt included in the proposal would need to be revised due to the upcoming replacement of the furniture in the park. He additionally stated that it would be best to coordinate the schedule for the asphalt trail overlay project to be performed at the same time the benches are installed. He recommended that any proposed improvements to the concrete trails in the park be performed prior to the asphalt trail overlay. Director Brown reported that he is reviewing four proposals for improvements to the concrete trails to develop a recommendation for Board review.

The Board reviewed a proposed Amended and Restated Service Agreement with VSLM. Director Brown discussed revisions needed to monthly billing procedures and the scope of work. Following review and discussion, Director Wiggins moved to approve the Amended and Restated Service Agreement with VSLM, contingent upon Director Brown's verification of the proposed revisions as discussed. Director Diesen 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.

#### PROPOSAL FOR PARK MANAGEMENT SERVICES

The Board concurred that park management services were not required at this time.

#### 2026 DIRECTORS ELECTION

Ms. Hanen discussed procedures related to the 2026 Directors Election. She presented a Certificate Declaring Unopposed Status of Candidates for Election to the Board executed by the Board Secretary stating that the District received three candidate

applications for the three director positions for the May 2, 2026 Directors Election. Following review and discussion, Director Motyka moved to accept the Certificate Declaring Unopposed Status of Candidates for Election to the Board. Director Wiggins seconded the motion, which passed unanimously.

Ms. Hanen presented and reviewed with the Board an Order Cancelling Election and Declaring Unopposed Candidates Elected to Office stating that the May 2, 2026 Directors Election is cancelled and that the unopposed candidates, Alan Wiggins, Stan Motyka, and Wade Skelton are declared elected to office to serve from May 2, 2026, until the directors election on May 4, 2030, or until their successors have been duly elected or appointed and have qualified. Following review and discussion, Director Motyka moved to adopt the Order Cancelling Election and Declaring Unopposed Candidates Elected to Office and direct that the Order Cancelling be filed appropriately and retained in the District's official records. Director Wiggins seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES, CONTINUED

Mr. Mayfield confirmed that the generators at the wastewater treatment plant and water plant are automatically exercised five times each month.

Mr. Mayfield presented and reviewed an annual report on the District's Identity Theft Prevention Program, a copy of which is attached. Mr. Mayfield stated that the annual report indicates no significant incidents of identity theft detection. He recommended no changes to the program at this time.

MEETING PLANNING MATTERS

After discussion, the Board concurred to hold its next regular meeting on April 20, 2026, at ABHR.

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

(SEAL)



  
Secretary, Board of Directors

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