

MINUTES  
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

April 20, 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 20th day of April, 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 Diesen, 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"); 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; and Kelly Hanen, Andy Decker, Justine M. Cherne, and Jolee Sepulvado of ABHR.

PUBLIC COMMENTS

Ms. Hanen reported on a telephone request from a Shriners organization for the District's sponsorship of an event. Following discussion, the Board concurred to decline sponsoring the event.

MINUTES

The Board considered approving the minutes of the District's regular meeting held on March 16, 2026. Following review and discussion, Director Motyka moved to approve the minutes, as submitted. Director Wiggins 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 Wiggins moved to approve the bookkeeper's report and authorize payment of the bills. Director Skelton seconded the motion, which passed unanimously.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek presented the March 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 97.07% of the District's 2025 taxes had been collected as of the prior month. After review and discussion, Director Motyka 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.

## 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 94.15% 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 fire hydrant painting and meter maintenance.

Mr. Mayfield reviewed a Consumer Confidence Report ("CCR") regarding the quality of the District's water. A copy of the CCR is attached to the operator's report. Mr. Mayfield stated that the CCR will be distributed to the District's residents via website posting by July 1, 2026, and the certificate of delivery will be filed with the Texas Commission on Environmental Quality (the "TCEQ").

Discussion ensued regarding two low water pressure incidents experienced in the District on March 25 and March 30, 2026, and communications regarding the events. Following discussion, the Board requested that the operator and engineer coordinate an investigation of the incidents and provide a written report and recommendations prior to the May regular meeting.

Following review and discussion, Director Wiggins moved to: (1) approve the operator's report; and (2) authorize distribution of the District's CCR and filing of the certificate of delivery for the CCR as required. Director Skelton seconded the motion, which passed 3 to 1, with Director Motyka opposed.

#### 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 Skelton 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 anticipated to be ready for Board review at the June meeting.

#### 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 97% complete with 100% of expended time. Mr. Webb reported that IDS is working on finalization of Change Order No. 3 to the contract with MACYAS Construction and Utilities LLC.

#### SANITARY SEWER REHABILITATION PROGRAM

Mr. Webb reviewed the advertising schedule for the District's large diameter sanitary sewer rehabilitation program and stated that the construction contract is anticipated to be awarded at the June Board meeting. The Board requested a copy of the site map for the project.

### WATER PLANT VALVE REPLACEMENT PROJECT

Mr. Webb reported on the status of the contract with W.W. Payton Corporation for the construction of the water plant valve replacement project.

### DISTRICT CAPITAL IMPROVEMENT PLAN

There was no update regarding the District's Capital Improvement Plan.

### 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 the inspections of the exterior and interior of the District's water tanks are complete. He stated that IDS is reviewing the inspection information to assemble reports and provide any recommendations regarding repairs. Mr. Webb stated that the next limited annual inspection is scheduled for Spring 2027 and the next full interior inspection is scheduled for Spring 2031. Mr. Webb responded to Board inquiries regarding inspection procedures.

### DEVELOPMENT IN THE DISTRICT

Mr. Webb reported that IDS was informed by the proposed developers of the Trinity Housing Development that they are unable to proceed with the project and no longer have the site under contract. Discussion ensued regarding the proposed use of the site as a parking lot for the nearby church.

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

The Board concurred to defer this item.

### 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

Ms. Whatley reported that there has been no change in the schedule for construction of the turn lane for Harris County's Roadway Improvements Project 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

Ms. Hanen reported that ABHR has reviewed the agreement from Today's Integration Inc. for completing the security system upgrades at well nos. 2 and 3, approved by the Board at the March meeting, and the agreement is ready for the Board's signature.

Director Motyka reported that he will coordinate 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.

#### EMERGENCY PREPAREDNESS PLAN

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

Following review and discussion, Director Wiggins moved to approve the engineer's report. Director Motyka 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 TECHNICAL COMMITTEE AND UPDATE ON CONTRACT

Director Wiggins discussed electricity price trends.

#### EMERGENCY NOTIFICATION SYSTEM MATTERS

The Board discussed procedures for distributing notifications to the District's residents and posting notices on the District's website to communicate events. Director Brown stated that Director Diesen will be coordinating the District's communications,

including the District's emergency notification system and website. Mr. Mayfield reported on his coordination with Director Diesen regarding monthly and quarterly updates to the District's website.

#### DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS

There was no discussion regarding this agenda item.

#### WEBSITE MATTERS

There was no additional discussion regarding this agenda item.

#### 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, and updated the Board regarding landscape and irrigation maintenance, including tree removal, repair/replacement of vandalized facilities, and enhancements to the Nottingham Memorial Garden. Mr. Van Sant responded to inquiries regarding the application of weed killer along the walking trails.

The Board discussed the Amended and Restated Service Agreement with VSLM, approved at the March regular meeting and effective as of February 16, 2026, contingent upon Director Brown's verification of the proposed revisions as discussed. Director Motyka distributed a summary document of his review of the Amended and Restated Service Agreement with VSLM, a copy of which is attached. Following review and discussion, Director Motyka moved to approve the Amended and Restated Service Agreement to include the exhibit attached to VSLM's April park maintenance report and direct that agreement be retained in the District's official records. Director Skelton seconded the motion, which passed unanimously. Director Motyka requested that Mr. Van Sant verify that VSLM's invoices dated after the effective date of the agreement have been correctly billed. Director Motyka additionally requested that VSLM perform repairs that were previously approved.

Director Motyka reminded the Board of his coordination with a Life Scout of Troop 48, Charlotte Franks, in response to Ms. Frank's request to install a mini library in the Greenbelt Park for an Eagle Scout Service Project. Director Motyka discussed proposed locations for the mini library. Ms. Lee recommended that the mini library be installed at a location nearest to the road.

Director Motyka reported on a second request from a Life Scout of Troop 230, Cayden Dellasala, to install a mini library in the Greenbelt Park for an Eagle

Scout Service Project. He recommended declining the second request due to his ongoing coordination with Ms. Franks.

Following review and discussion, Director Motyka moved to: (1) authorize Ms. Franks to install a mini library in the Greenbelt Park for an Eagle Scout Service Project near Norwalk, as discussed, subject to Ms. Franks' commitment to future maintenance of the facility; and (2) decline Mr. Dellasala's request to install a mini library in the Greenbelt Park for an Eagle Scout Service Project. Director Skelton 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. She reported that no pay estimates were submitted by DL Meacham for the project. In response to Board inquiries, she stated that the anticipated completion date for the project is mid-July. Director Motyka requested a copy of the project schedule and Director Skelton requested a copy of the project plans.

Ms. Lee reported that advertisement for bids for replacing the site furniture at the park has been extended to attract additional bidders and to coordinate with the proposed concrete trail improvements in Greenbelt Park.

In response to Board inquiries regarding the delay in repairing two water fountains that were previously inoperable, Ms. Lee explained that the District's previous fountain repair contractor has been unresponsive. She recommended that future fountain repairs be performed by the contractor who recently repaired the fountains at an hourly rate. Director Motyka requested that the contact information of the contractor who recently repaired the fountains be forwarded to him.

Mr. Groschke distributed and reviewed a revised report and a revised proposal for the District's proposed asphalt sidewalk rehabilitation project in Greenbelt Park in the amount of \$190,675.00, copies of which are attached. Mr. Groschke responded to Board members' questions.

Mr. Groschke distributed four previously reviewed proposals for concrete sidewalk repairs and drainage improvements for four different areas of the concrete trail in the Greenbelt Park for the total amount of \$69,590.00, copies of which are attached. Mr. Groschke stated that the proposals have not been revised. Mr. Groschke recommended that the projects currently under Board consideration be performed in the following sequence: (1) concrete sidewalk repairs and drainage improvements; (2) site furniture replacement; and (3) asphalt sidewalk rehabilitation.

Director Motyka stated that he plans to review J.P. Morin's proposals and provide recommendations to the Board. He requested revised quotes containing additional optional thicknesses for the asphalt of two inches and two-and-a-half inches for Board review.

Following review and discussion, Director Brown moved to approve the parks report. Director Wiggins seconded the motion, which passed unanimously.

MEETING PLANNING MATTERS

After discussion, the Board concurred to hold its next regular meeting on May 18, 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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