

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

September 16, 2024

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 September, 2024, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Ronald E. Hudson	President
Vaughan Brown	Vice President
Alan Wiggins	Secretary
Wade K. Skelton	Assistant Vice President
Stan Motyka	Assistant Secretary

and all of the above were present except Director Skelton, thus constituting a quorum.

Also attending the meeting were Jay Wheeler of the West Harris County Regional Water Authority ("WHCRWA"); Jennifer Hanna of Forvis Mazar's LLP ("Forvis"); ("Forvis"); Darrell Hawthorne and Elizabeth Riopel of Municipal Accounts & Consulting, L.P.; Kelley Jurecek of Tax Tech, Inc.; Jared Welsh of Masterson Advisors, LLC; Jarryd Mayfield of Si Environmental, LLC ("Si"); Vernon Webb of IDS Engineering Group ("IDS"); Jacob Van Sant of Van Sant Landscape Management ("Van Sant"); Stephanie Lee of KGA/DeForest Design, LLC ("KGA"); and Christina Miller, Kelley Hanen, and Caroline Jones of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENT

Director Hudson offered any members of the public attending the meeting the opportunity to make public comments. There being no members of the public wishing to speak, Director Hudson then moved to the next agenda item.

DISCUSS 2024 TAX RATE, SET PUBLIC HEARING DATE, AND AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAX RATE

The Board considered the District's 2024 tax rate. Mr. Welsh distributed and reviewed a tax rate analysis reflecting the recommendation for the District to levy a 2024 operations and maintenance tax rate of \$0.275 per \$100 of assessed valuation. A copy of the maintenance and operations tax rate analysis is attached. Mr. Welsh discussed the two-step process for setting the District's tax rate.

Following review and discussion, Director Motyka moved to: (1) set the public hearing date for October 21, 2024; and (2) authorize the tax assessor/collector to publish

notice in the Katy Times of the District's meeting on October 21, 2024, to set the proposed 2024 total tax rate of \$0.275 per \$100 of assessed valuation, with all \$0.275 allocated for operations and maintenance. Director Brown seconded the motion, which passed unanimously.

MINUTES OF PRIOR MEETING

The Board considered approval of the minutes of the District's regular meeting held on August 12, 2024. Following review and discussion by the Board, Director Brown moved to approve the minutes of the August 12, 2024, regular meeting, as written. Director Wiggins seconded the motion, which passed by unanimous vote.

WHCRWA MATTERS

Mr. Wheeler updated the Board regarding WHCRWA matters.

Mr. Wheeler discussed with the Board a Memorandum from the Authority stating that there will not be an increase to the current Groundwater Reduction Plan Fee or the Surface Water Fee this January 1, 2025, a copy of which is attached.

ENGAGE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2024

Ms. Hanna presented to the Board an engagement letter from Forvis to conduct the District's audit for fiscal year ending September 30, 2024. She stated that the proposed fee for the annual audit is \$23,100.00, plus expenses. Following discussion, Director Wiggins moved to authorize execution of the engagement letter. Director Motyka seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Hawthorne presented and reviewed the bookkeeper's report, including the budget comparison, schedule of investments, certificates of deposit expired and renewed, and checks presented for approval. Mr. Hawthorne stated that the District received a deposit (the "Deposit") from Harris County (the "County") in the amount of \$29,980.00 for the Precinct 4 Roadway Improvement Project ("Roadway Improvements").

ANNUAL REVIEW OF INVESTMENT POLICY AND ADOPT RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY

The Board conducted an annual review of the District's Investment Policy and determined no changes are needed.

REVIEW, REVISE, AND ADOPT RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE DISTRICT MAY ENGAGE IN INVESTMENT TRANSACTIONS

Ms. Miller presented a Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions to update the list of qualified banks with which the District may invest funds. She noted that the District's bookkeeper provided the updated list of banks, which is attached as an exhibit to the Resolution.

BUDGET FOR FISCAL YEAR END SEPTEMBER 30, 2025

Mr. Hawthorne presented a proposed budget for fiscal year ending September 30, 2025, a copy of which is in the bookkeeper's report. He noted he is in receipt of comments from all consultants.

After review and discussion, Director Brown moved to (1) approve the bookkeeper's report and authorize payment of the bills; (2) adopt the Resolution Regarding Annual Review of Investment Policy and direct that the Resolution be filed appropriately and retained in the District's official records; (3) adopt the Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions and direct that the Resolution be filed appropriately and retained in the District's official records; and (4) adopt the proposed budget as presented for fiscal year ending September 30, 2025. Director Wiggins seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek distributed and reviewed the tax assessor/collector's report, including a list of checks presented for approval, a copy of which is attached. She noted 99.29% of the 2023 taxes have been collected as of the meeting date. After review and discussion, Director Wiggins moved to (1) approve the tax assessor/collector's report; and (2) authorize payment of the checks drawn on the District's tax account. Director Brown seconded the motion, which passed by unanimous vote.

OPERATION OF DISTRICT FACILITIES

Mr. Mayfield reviewed the operations report, a copy of which is attached. He generally reviewed operations and maintenance for the month. Mr. Mayfield reported 98.87% water accountability for the prior month. He reported that there were no violations at the wastewater treatment plant and no new commercial connections.

CUSTOMER CORRESPONDENCE

There was no discussion regarding this agenda matter.

ANNUAL INSPECTION FOR SYSTEM-WIDE LEAK DETECTION

There was no discussion regarding this agenda matter.

AMEND RATE ORDER

The Board deferred action on this matter.

Following review and discussion, Director Brown moved to approve the operator's report. Director Wiggins seconded the motion, which passed by unanimous vote.

CONDUCT HEARING ON TERMINATION OF WATER 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 Brown 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 by unanimous vote.

ENGINEERING AND CAPITAL IMPROVEMENT PROJECTS

Mr. Webb reviewed the engineer's report, a copy of which is attached.

WASTEWATER TREATMENT PLANT ("WWTP") IMPROVEMENTS

Mr. Webb updated the Board regarding the WWTP Improvements.

SANITARY SEWER REHABILITATION PROGRAM ("REHABILITATION PROGRAM")

Mr. Webb updated the Board regarding the Rehabilitation Program.

DISTRICT CAPITAL IMPROVEMENTS PLAN ("CIP") BUDGET UPDATE

Mr. Webb stated that the CIP had been updated with the latest balances for construction and operating funds related to the budget for for fiscal year ending September 30, 2025.

GEOGRAPHIC INFORMATION SYSTEM ("GIS")

Mr. Webb stated that the GIS website had been created and displayed it on the monitor. Mr. Webb stated that IDS continues to work with the operator to incorporate notable system repairs that have been completed.

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

Mr. Webb had no updates regarding this agenda matter.

DEVELOPMENT IN THE DISTRICT

Mr. Webb had no updates regarding this agenda matter.

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

Ms. Miller presented and reviewed a draft easement (the "Easement") between the District and the County for an 0.0895-acre tract of land in connection with the Roadway Improvements. Ms. Miller requested the Boards' approval of the Easement, subject to ABHR revision pertaining to the mature tree preservation and protection measures for certain trees in Greenbelt Park. After review and discussion, Director Brown moved to approve the Easement, subject to ABHR revision. Director Motyka seconded the motion, which passed unanimously.

UPDATE ON FACILITY ASSESSMENT TO EVALUATE IMPLEMENTATION OF FLOOD MITIGATION MEASURES

WWTP FLOOD MITIGATION

Mr. Webb updated the Board regarding construction of the WWTP flood mitigation project and reviewed and recommended approval of Pay Estimate No. 17 in the amount of \$120,600.00, payable to McDonald Municipal and Industrial ("MMI").

WELL NO. 2 AND WELL NO. 3 FLOOD MITIGATION ("WELL MITIGATION PROJECT")

Mr. Webb updated the Board regarding the Well Mitigation Project.

ROADWAY IMPROVEMENTS

Mr. Webb stated that IDS will submit plans to the County as the District had received the Deposit from the County for the Roadway Improvements.

Mr. Webb stated that Wright Solutions has completed the fence replacement/installation adjacent to the Water Plant.

The Board discussed maintenance matters at the Water Plant. Director Motyka moved to delegate authority to Director Brown to approve repairs at the Water Plant in an amount not to exceed \$6,000.00. Director Wiggins seconded the motion, which passed unanimously.

Mr. Webb stated that IDS is coordinating with the operator regarding the Environmental Protection Agency's Lead and Copper Rule Revisions Tap and Service Line Inventory that will be due on October 16, 2024.

Mr. Webb updated the Board regarding the security monitoring equipment.

Mr. Webb updated the Board regarding water usage in Greenbelt Park and Greenbelt Norwalk (the "Greenbelts").

Mr. Webb reported regarding a resident request that the District pay for, or repair, a driveway that was holding water. Discussion ensued. No action was taken regarding the matter.

Following review and discussion, Director Brown moved to (1) approve the engineer's report; (2) approve Pay Estimate No. 17 in the amount of \$120,600.00 to MMI; and (3) approve the BG&D proposal in the amount of \$45,000.00. Director Wiggins seconded the motion, which passed by unanimous vote.

THE GREENBELTS

LANDSCAPE MAINTENANCE REPORT

Director Brown generally reported on matters related to the Greenbelts.

Mr. Van Sant reviewed a Park Maintenance Report from Van Sant, a copy of which is attached, and updated the Board regarding ongoing park maintenance.

Mr. Van Sant stated that he performed repairs to lateral lines in the District's irrigation system caused by Ezee Fiber. Mr. Webb confirmed that IDS will add the District's irrigation system to the GIS.

Director Motyka asked Ms. Lee to coordinate a time with a park contractor to meet with Director Motyka to adjust park lighting timers.

Ms. Lee updated the Board regarding construction of the Greenbelt Park Irrigation Rehabilitation project and reviewed and recommended approval of Pay Estimate No. 3 in the amount of \$56,591.80, payable to Van Sant.

Following review and discussion, Director Brown moved to, based on the landscape architect's recommendation, approve Pay Estimate No. 3 in the amount of \$56,591.80. Director Wiggins seconded the motion, which passed by unanimous vote.

PROPOSALS FOR ADDITIONAL PARK MAINTENANCE

There was no discussion regarding this agenda item.

PARK USE AGREEMENTS

There was no discussion regarding this agenda item.

LONG-TERM PARK AND RECREATIONAL FACILITY PLANNING MATTERS

There was no discussion regarding this agenda item.

LANDSCAPE ARCHITECT'S REPORT

Ms. Lee presented and reviewed the Landscape Architect's report, a copy of which is attached.

Ms. Lee presented and reviewed updated conceptual exhibits for the Pavilion and Playground Amenity Enhancements (the "Enhancements") for Greenbelt Park. Ms. Lee presented and reviewed two options for shade structures at the play area for the Enhancements (1) a pavilion in the estimated amount of \$150,000.00; and (2) a shade canopy in the estimated amount of \$200,000.00. Ms. Lee stated that the updated opinion of probable costs for the Enhancements was \$750,000.00.

After review and discussion, Director Brown moved to (1) approve the Landscape Architect's report; and (2) authorize Ms. Lee to proceed with creating an itemized cost estimate for the Enhancements project. Director Wiggins seconded the motion, which passed by unanimous vote.

APPLICATIONS FOR PRECINCT 4'S PLACES 4 PEOPLE: 2023 CALL FOR PROJECTS ("PLACES 4 PEOPLE")

Ms. Miller updated the Board regarding Places 4 People and presented and reviewed the Joint Participation Interlocal Agreement ("Agreement") is entered into by and between the County and the District. After review and discussion, Director Wiggins

moved to approve the Agreement. Director Brown seconded the motion, which passed unanimously.

PUBLIC POWER POOL TECHNICAL COMMITTEE

Director Hudson updated the Board regarding this agenda item.

SCADA CYBERSECURITY MATTERS

Mr. Webb stated that Baird Gilroy & Dixon, LLC ("BG&D") provided their SCADA System Assessment Report to IDS. Mr. Webb requested the Board's approval of a proposal from BG&D in the amount of \$45,000.00 to address deficiencies or upgrades to improve the SCADA system. Director Brown asked Mr. Webb to request that Mr. Nathan Stansfield of Si attend the next meeting to discuss the SCADA system.

EMERGENCY NOTIFICATION SYSTEM

Ms. Miller stated that the contract with Classic Messaging will automatically renew on November 12, 2024.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS, INCLUDING CYBERSECURITY TRAINING

There was no discussion regarding this agenda item.

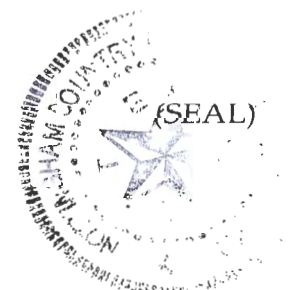
WEBSITE MATTERS

There was no discussion regarding this agenda item.

MEETING SCHEDULE

After review and discussion, the Board concurred to hold its next regular meeting on October 21, 2024.

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




Secretary, Board of Directors

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