

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

October 21, 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 21st day of October, 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, thus constituting a quorum.

Also attending the meeting were Darrell Hawthorne of Municipal Accounts & Consulting, L.P.; Kelley Jurecek of Tax Tech, Inc.; 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, Kelly 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.

MINUTES OF PRIOR MEETING

The Board considered approval of the minutes of the District's regular meeting held on September 16, 2024. Following review and discussion by the Board, Director Brown moved to approve the minutes of the September 16, 2024, regular meeting, including the revision discussed. Director Wiggins seconded the motion, which passed by unanimous vote.

WEST HARRIS COUNTY REGIOAL WATER AUTHORITY MATTERS

There was no discussion regarding this agenda matter.

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 requested the Board's approval of check no. 13117 in the amount of \$12,436.53 to Van Sant for monthly landscape maintenance. After review and discussion, Director Wiggins moved to (1) approve the bookkeeper's report; (2) authorize payment of the bills; and (3) approve handwritten check no. 13117 in the amount of \$12,436.53. Director Motyka 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 99.35% of the 2023 taxes have been collected as of the meeting date. After review and discussion, Director Brown 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 Wiggins seconded the motion, which passed by unanimous vote.

ADOPT 2024 TAX RATE

Ms. Miller stated that notice was published of the public hearing to be held at today's meeting regarding adoption of the District's proposed 2024 total tax rate of \$0.275.

Ms. Miller opened the public hearing. There being no comments from the public, Ms. Miller closed the public hearing.

Ms. Miller presented an Order Levying Taxes reflecting the proposed 2024 tax rate. She then presented an Amendment to Information Form reflecting the tax rate and stated that the Amendment will be filed with the Texas Commission on Environmental Quality and recorded in the Official Public Records of Harris County (the "County").

After review and discussion, Director Brown moved to: (1) adopt the Order Levying Taxes reflecting a total 2024 tax rate of \$0.26 per \$100 of assessed valuation, comprised of \$0.26, with all \$0.26 allocated for operations and maintenance; (2) authorize execution of the Amendment to Information Form; and (3) direct that the Order and Amendment be filed appropriately and retained in the District's official records. Director Skelton 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 updated the Board regarding the CIP.

GEOGRAPHIC INFORMATION SYSTEM ("GIS")

Mr. Webb stated that IDS will continue to update the GIS in coordination with Si.

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

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

There was no discussion regarding this agenda matter.

UPDATE ON FACILITY ASSESSMENT TO EVALUATE IMPLEMENTATION OF FLOOD MITIGATION MEASURES

WWTP FLOOD MITIGATION

Mr. Webb updated the Board regarding the status of the WWTP Flood Mitigation Project.

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

Mr. Webb stated that the contractor, WW Payton Corporation, was proposing the use of a temporary motor control center for the Well Mitigation Project and that the matter would be discussed at the next operations committee meeting. Mr. Webb stated that he will update the Board regarding the matter at the next regular Board meeting.

Mr. Webb then requested the Board's approval of a proposal for materials testing in the amount of \$6,400.00 from Tolunay-Wong Engineers, Inc. ("Tolunay-Wong").

ROADWAY IMPROVEMENTS

Mr. Webb stated that the County provided their plans to IDS for review and that IDS was coordinating the schedule for plan submittal and construction with the County.

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 discussed Baird, Dixon, and Gilroy, LLC's ("BG&D") SCADA System Assessment Report and stated that BG&D recommended replacing the outdated SCADA system in an amount not to exceed \$48,500.00.

Mr. Webb updated the Board regarding a resident request that the District investigate a potential water line leak in the resident's yard, potentially causing settlement of the resident's driveway. Mr. Webb stated that Si investigated the matter and determined that the leak was not caused by the resident's irrigation system. Mr. Webb asked if the Board would authorize Si to further investigate the matter at the District's expense. Mr. Webb stated that depending on the results of the investigation, the responsible party would pay for the work. Mr. Webb stated that he informed the resident that the District would not replace the driveway.

Mr. Webb stated that he will provide the Board with an electronic map of the District.

Following review and discussion, Director Brown moved to (1) approve the engineer's report; (2) approve the Tolunay Wong proposal in the amount of \$6,400.00; (3) approve the BG&D proposal in an amount not to exceed \$45,000.00; and (4) authorize Si to investigate the leak; and (5) authorize ABHR to draft a letter to the resident regarding the leak. Director Skelton 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 92.52% 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

Mr. Mayfield requested the Board's approval of a resident's request for a one-time leak fee adjustment. Mr. Mayfield stated that the resident repaired the leak.

ANNUAL INSPECTION FOR SYSTEM-WIDE LEAK DETECTION

There was no discussion regarding this agenda matter.

AMEND RATE ORDER

Ms. Miller discussed the District's Rate Order regarding provisions for a rental meter. The Board reviewed sample Rate Order Language provided by Si. Discussion ensued.

Following review and discussion, Director Brown moved to (1) approve the operator's report; (2) approve the one-time leak fee adjustment; and (3) amend the Rate Order as discussed. Director Skelton 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 Skelton 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 is obtaining a proposal to replace irrigation bubblers with rotors to irrigate trees in the greenspace behind Walmart.

Director Brown requested three proposals from Van Sant for the Board's approval at the November meeting: (1) annual treatment of teak benches in the Greenbelts; (2) replace landscaping at the fountain; and (3) treatment for pine trees.

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 updated the Board regarding the Drinking Fountain Replacement project.

Ms. Lee presented and reviewed a proposal from Environmental Design, Inc. in the amount of \$14,256.00 for tree protection during construction of the Roadway Improvements Project. Discussion ensued regarding whether the County included specifications for tree protection in the Joint Participation Interlocal Agreement. No action was taken regarding the matter.

Ms. Lee presented and reviewed two concepts with opinions of probable cost ("OPC") estimates for the Pavilion and Playground Amenity Enhancements Project: (1) Fun Abounds with an OPC of \$731,000.00, consisting of nine play elements; and (2) Lone Star Recreation with an OPC of \$752,500.00, consisting of seven play elements. Ms. Lee stated that a poured-in-place surface for accessibility was not included in either OPC and estimated that the cost would be an additional \$140,000.00. The Board directed Ms. Lee to update the cost estimate utilizing the Fun Abounds option for review and further discussion at the next regular Board meeting.

After review and discussion, Director Wiggins moved to approve the Landscape Architect's report. Director Motyka 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 reported that the Joint Participation Interlocal Agreement was received from the County on October 16th, 2024, and that the total contribution from the County to the District is \$780,000.00.

PUBLIC POWER POOL TECHNICAL COMMITTEE

Director Hudson had no updates regarding this agenda item.

SCADA CYBERSECURITY MATTERS

There was no further discussion regarding this agenda matter.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion regarding this agenda item.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS, INCLUDING CYBERSECURITY TRAINING

There was no further 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 November 18, 2024.

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




Secretary, Board of Directors

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