

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

November 18, 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 18th day of November, 2024, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2600, 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 Motyka, 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 October 21, 2024. Following review and discussion by the Board, Director Brown moved to approve the minutes of the October 21, 2024, regular meeting, including the revision discussed. Director Skelton seconded the motion, which passed by unanimous vote.

WEST HARRIS COUNTY REGIONAL 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. After review and discussion, Director Brown moved to (1) approve the bookkeeper's report; and (2) authorize payment of the bills. 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 99.41% of the 2023 taxes and 1.65% of the 2024 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 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 98.61% 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 stated that a resident had signed and returned a letter agreement approving Si to investigate and possibly repair a potential waterline leak within the resident's yard.

ANNUAL INSPECTION FOR SYSTEM-WIDE LEAK DETECTION

There was no discussion regarding this agenda matter.

Mr. Mayfield reported on an incident regarding two power surges at the water plant that tripped the uninterruptable power supply unit that controls the systems that monitor the water plant. Mr. Mayfield stated that the District received water through the emergency interconnect with Memorial Municipal Utility District ("Memorial MUD") during the incidents. Mr. Mayfield stated that Si will replace the equipment annually to prevent such failures in the future. Mr. Mayfield noted that he could not guarantee that the surge protection could not fail again. Mr. Mayfield stated that an electrical engineer could determine if the primary and backup controls could be separated so they are redundant operating systems. Director Wiggins asked Mr. Mayfield to investigate the equipment necessary to operate the District's emergency interconnects with Memorial MUD and Harris County Municipal Utility District No. 81 remotely.

Following review and discussion, Director Wiggins moved to approve the operator's report. Director Brown 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 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 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 stated that the WWTP plans were resubmitted to the Harris County Engineering Department ("HCED") and the Harris County Flood Control District ("HCFCD"). Mr. Webb stated that the plans have been approved by HCFCD and that the plans were pending approval by HCED.

SANITARY SEWER REHABILITATION PROGRAM ("REHABILITATION PROGRAM")

Mr. Webb confirmed that Si collected videos on the entirety of the large diameter sanitary sewer.

DISTRICT CAPITAL IMPROVEMENTS PLAN ("CIP") BUDGET UPDATE

Mr. Webb updated the Board regarding the CIP's projects for 2025.

GEOGRAPHIC INFORMATION SYSTEM ("GIS")

Mr. Webb stated that the GIS website was created and is available for Si to utilize. Mr. Webb stated that IDS created a Work Order Tracking Map showing repairs that were completed in 2024 and will continue to work with Si to add monthly repairs.

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 construction of the WWTP Flood Mitigation project and reviewed and recommended approval of Pay Estimate No. 18 in the amount of \$15,750.00, 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 construction of the Well Mitigation project. He reported that a portion of the lap section of Well No. 2 was found to be damaged during a camera survey. Mr. Webb stated that repair of the lap section was not in the base bid of the contract and the contractor proposed repairing the lap section with a swage in the amount of \$45,000.00. Mr. Webb stated that IDS is waiting for the contractor's post-cleaning survey to review the matter and confirm the contractor's recommendation.

Mr. Webb stated that the Well No. 2 motor was damaged during one of the extreme storm events in 2024 and that Si has been in the process of ordering a new motor through an insurance claim. Mr. Webb stated that Si adjusted the order to confirm the motor would match the specified electrical updates in the Well Mitigation contract. Mr. Webb stated that the Operations Committee recommended using Si's new motor and removing the finishing of the motor from the contract. Mr. Webb then reviewed and recommended approval of Change Order No. 1 to the contract with WW Payton Corporation ("WW Payton") for the Well Mitigation project to

decrease the contract in the amount of \$5,000.00. The Board determined that Change Order No. 1 is beneficial to the District.

ROADWAY IMPROVEMENTS

Mr. Webb stated that Harris County (the "County") provided its plans for IDS's review. Mr. Webb stated that IDS's plans for lining the sanitary sewer and the removing a sanitary manhole had been reviewed by three of four HCED departments with minor comments. Mr. Webb stated that the County's project manager anticipated beginning construction of the turn lane in the second quarter of 2025. Mr. Webb stated that IDS began preparing the bid documents for the Roadway Improvements project. Discussion ensued regarding tree preservation during construction. Ms. Miller stated that detailed specifications for tree preservation were in the Joint Participation Interlocal Agreement between the District and 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").

Following review and discussion, Director Wiggins moved to (1) approve the engineer's report; (2) based on the engineer's recommendation, to approve Pay Estimate No. 18 in the amount of \$15,750.00 to MMI; and (3) approve Change Order No. 1 in the amount of \$5,000.00 as a decrease to the contract with WW Payton, based upon the Board's finding that the Change Order is beneficial to the District, the engineer's recommendation, and pending the engineer's review of the Well No. 2 camera survey. Director Brown 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 presented proposals for: (1) renovating the memorial garden, preparing flower beds, installing plant material and bull rock, and hauling debris in the amount of \$3,952.00; (2) replace a drip irrigation system with a sprinkler system at Norwalk Park in the amount of \$1,940.00; (3) installing plant material and soil at a monument sign and hauling debris in the amount of \$1,071.00; and (4) removing dead trees along the Greenbelt and hauling debris in the amount of \$3,325.00. After review and discussion, Director Brown moved to approve (1) renovating the memorial garden in the amount of \$3,952.00; (2) installing a sprinkler system in the amount of \$1,940.00; (3) landscaping at a monument sign in the amount of \$1,071.00; and (4) removing dead trees in the

amount of \$3,325.00. Director Wiggins seconded the motion, which passed unanimously.

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 County Road Expansion: Tree Protection ("Tree Protection") proposal for additional tree protection during the Roadway Improvements project, which would include a tree protection fence, arborist services, root pruning, mulching, and monthly tree inspections in the total amount of \$17,056.00.

Ms Lee presented and reviewed a conceptual exhibit and an Opinion of Probable Cost in the amount of \$891,511.50 for the Pavilion and Playground Amenity Enhancements Project ("Enhancements Project"). Ms. Lee confirmed that she will have a "Coming Soon" sign fabricated for the Enhancements project.

After review and discussion, Director Brown moved to (1) approve the Tree Protection proposal in the amount of \$17,056.00; and (2) authorize Ms. Lee to prepare the bid documents for the Enhancements Project. Director Skelton seconded the motion, which passed unanimously.

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

There was no discussion regarding this agenda item.

PUBLIC POWER POOL TECHNICAL COMMITTEE

Director Hudson updated the Board 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 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 December 16, 2024.

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




Secretary, Board of Directors

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