

MINUTES  
CHELFORD ONE MUNICIPAL UTILITY DISTRICT  
OF HARRIS COUNTY, TEXAS

November 15, 2021

The Board of Directors (the "Board") of Chelford One Municipal Utility District of Harris County, Texas (the "District") met in regular session, open to the public, on the 15<sup>th</sup> day of November, 2021, 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:

Michael A. Martin	President
Nicholas H. Alwine	Vice President
Dr. Winetta Billings	Secretary
Connie Fowler	Assistant Vice President
Eston G. Hupp	Assistant Secretary

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

Also present at the meeting were: Jade Collins of Off Cinco; Spencer Day of Masterson Advisors, LLC; Andrew Dunn, Matt Dunn, and Thomas Dunn of On-Site Protection LLC ("On-Site Protection"); Brenda McLaughlin of Bob Leared Interests, Inc.; Carlous Smith of Si Environmental, LLC ("Si Enviro"); Taylor Reed of Vogler & Spencer Engineering Inc.; Mary Ann Mihills of Municipal Accounts & Consulting, L.P.; and Sandra Staine and Arlene Catalan of Allen Boone Humphries Robinson LLP.

PUBLIC COMMENTS

Director Martin offered any members of the public attending the meeting in-person or by telephone the opportunity to make public comment. There being no members of the public requesting to make public comment, Director Martin moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the October 18, 2021, regular meeting, and the October 5, 2021, October 11, 2021 and October 20, 2021, special meetings. After review and discussion, Director Billings moved to approve the minutes of the October 18, 2021, regular meeting, as amended, and the October 5, 2021, October 11, 2021 and October 20, 2021, special meetings, as presented. Director Alwine seconded the motion, which was approved by unanimous vote.

BALLOT FOR HARRIS COUNTY APPRAISAL DISTRICT ("HCAD") ELECTION

Ms. Staine reviewed a Resolution Casting Ballot for the Election of a Person to

the Board of Directors of the Harris County Appraisal District. Discussion ensued. After review and discussion, Director Billings moved to cast the District's vote for Jonathan Cowen, adopt the Resolution Casting Ballot for the Election of a Person to the Board of Directors of the Harris County Appraisal District, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Alwine seconded the motion, which carried unanimously.

#### UPDATE ON DISTRICT WEBSITE AND LOGO, AND TAKE APPROPRIATE ACTION

Ms. Collins presented and reviewed the new District website with the Board. She responded to Board member's questions, comments, and requests regarding website matters. Ms. Collins asked Board members to submit any comments or corrections for the website to ABHR, for transmittal to Off Cinco.

Ms. Collins presented and reviewed a sample of logos Off Cinco has created for other special districts and companies. She inquired if the Board had any ideas for the design of the logo. The Board discussed ideas for a logo design. Ms. Collins stated that Off Cinco will put together an array of logos using the input provided by the Board for review at the next meeting.

#### DISTRICT SECURITY MATTERS

Mr. Matt Dunn reviewed the District's monthly security report, a copy of which is attached. Mr. Matt Dunn and Mr. Andrew Dunn responded to Board members' questions, comments, and requests regarding security matters.

Director Hupp reported that a small white van continues to park across the street from Petrosky Elementary School. Mr. Matt Dunn said that On-Site Protection will continue to monitor the vehicle.

Mr. Matt Dunn stated that On-Site Protection is monitoring the status of the car carrier hauler, as reported by Directors, that is obstructing the street.

Director Billings inquired regarding the set up of traffic control in the District. Mr. Matt Dunn stated that On-Site Protection is working on the matter.

Mr. Matt Dunn reported that On-Site Protection is working with VSE on the installation of cameras at the District's water plant.

#### TAX ASSESSOR/COLLECTOR'S REPORT

Ms. McLaughlin inquired if the Board is interested in obtaining an aerial photograph of the District. Following discussion, Board concurred to decline the aerial photograph.

Ms. McLaughlin presented the District's monthly tax assessor/collector's report, including the checks presented for payment and a list of delinquent taxpayers. A copy of the tax assessor/collector's report is attached. She stated that as of October 31, 2021, 98.48% of the District's 2020 taxes were collected, and 0.5% of the District's 2021 taxes were collected.

Following review and discussion, Director Fowler moved to approve the tax assessor/collector's report and authorize payment of checks drawn on the District's tax account. The motion was seconded by Director Hupp, which was approved by unanimous vote.

### OPERATIONS REPORT

Mr. Smith presented the District's monthly operations report, including operation charges and copies of the connection report, daily production report, accountability report, customer billing report, and the discharge monitoring report for the sewer plant. A copy of the operations report is attached. Mr. Smith reported that the water accountability for the month was 99.45% and discussed repairs performed for the Mission Bend Integrated Water System ("MBIWS").

Mr. Smith reviewed repairs and maintenance performed for the District's water distribution, sanitary sewer collection, and water plant facilities during the month, including tap line repairs and monthly line flushing. Mr. Smith responded to Board members' questions regarding repairs made to the water distribution, sanitary sewer collection, and water plant facilities.

Mr. Smith reported that the sanitary sewer line located at 15770 Bellaire Boulevard was recently jetted to clear blockage. He stated that the sanitary sewer line at this location has had previous issues and that Si Enviro is working with VSE to assess whether a repair will be needed.

Mr. Smith addressed the Board regarding Si Enviro's fee increase recommendations approved by the Board at the September meeting. He stated that Si Enviro had recommended a standard fee increase to door tag fees; however, he noted that the District does not currently utilize door tags for delinquent accounts. Mr. Smith requested direction from the Board on whether the District would like to commence the use of door tags for delinquent accounts. Discussion ensued. The Board confirmed its intention not to hang door tags for delinquent accounts at this time.

After review and discussion, Director Hupp moved to: (1) approve the operations report. Director Fowler seconded the motion, which was approved by unanimous vote.

## HEARING ON TERMINATION OF UTILITY SERVICE

The Board conducted a hearing on termination of utility service. Mr. Smith informed the Board that the customers included 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 this meeting of the opportunity to appear before the Board to explain, contest, or correct their utility service bill and to show reason for nonpayment. After review and discussion, Director Hupp moved to terminate utility service to all customers included on the termination list in accordance with the District's Rate Order if their utility bills are not paid because said customers were neither present at the meeting nor had presented any written statement on the matter, and direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director Fowler seconded the motion, which was approved by unanimous vote.

## ENGINEER'S REPORT

Mr. Reed presented and reviewed the engineer's report, a copy of which is attached.

Mr. Reed updated the Board regarding the construction of Water Well No. 2 and reviewed and recommended approval of Pay Estimate No. 13 in the amount of \$90,202.50, payable to Weisinger Inc.

Mr. Reed gave an update on the convenience store located at 15030 Bellaire Boulevard.

Mr. Reed reported the paint of the washroom at Water Well No. 2 has been corrected to match the neighboring buildings.

Director Martin reported on exposed wires located at Harris County's (the "County") right-of-way near the District water plant. Mr. Reed stated that he would contact the County on the matter.

Director Billings inquired regarding increasing the lighting at the District water plant for security reason. Mr. Reed stated that he would visit the water plant at after dark to assess the situation. Director Billings requested she be contacted so that she could meet Mr. Reed at the water plant.

After review and discussion, Director Fowler moved to: (1) approve the engineer's report; and (2) to approve Pay Estimate No. 13 in the amount of \$90,202.50. Director Billings seconded the motion, which was approved by unanimous vote.

## MISSION BEND INTEGRATED WATER SYSTEM ("MBIWS") MATTERS

Mr. Reed updated the Board on MBIWS matters.

CHELFORD CITY REGIONAL WASTEWATER TREATMENT PLANT ("WWTP")  
MATTERS

Mr. Reed updated the Board on Chelford City Regional WWTP matters.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA")  
MATTERS

The Board discussed West Harris County Regional Water Authority matters.

Ms. Staine discussed a request from the WHCRWA regarding a right of entry agreement (the "ROE Agreement") between the District and the WHCRWA to allow the WHCRWA to enter the District's property to install and maintain an Automated Meter Reading system by the WHCRWA. In connection with same, Ms. Staine reviewed a legal conflict waiver regarding ABHR's legal representation of the District and the WHCRWA regarding preparation and review of the right of entry agreement between the District and the WHCRWA.

Following review and discussion, Director Hupp moved to: (1) approve the legal conflict waiver; and (2) approve the ROE Agreement. Director Billings seconded the motion, which was approved by 4-0, with Director Alwine absent at the time of the vote.

MISSION BEND GREENBELT ASSOCIATION MATTERS

The Board discussed Mission Bend Greenbelt Association matters.

GREATER MISSION BEND AREA COUNCIL

There was no discussion on Greater Mission Bend Area Council matters.

BOOKKEEPER'S REPORT

Ms. Mihills presented the bookkeeper's report, including a quarterly investment report, and invoices presented for payment. A copy of the bookkeeper's report is attached. After review and discussion, Director Alwine moved to approve the bookkeeper's report and quarterly investment report, including payment of the invoices as presented and discussed. Director Fowler seconded the motion, which was approved by unanimous vote.

DISCUSS COMMUNITY MUD EDUCATION EVENT AND TAKE APPROPRIATE  
ACTION

The Board discussed budget and planning matters relating to the Community MUD education event.

There being no other business presented to the Board, the meeting was adjourned.

(SEAL)



*Kimberly Bellamy*

Secretary, Board of Directors

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