

MINUTES
CHELFORD ONE MUNICIPAL UTILITY DISTRICT
OF HARRIS COUNTY, TEXAS

December 20, 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 20th day of December, 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: Dominic Cashiola of Classic Messaging, LLC. ("Classic Messaging"); Brian Toldan of McCall Gibson Swedlund Barfoot PLLC; Treacy Ware 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 November 15, 2021, regular meeting, and the November 2, 2021 and November 8, 2021, special meetings. After review and discussion, Director Billings moved to approve the minutes of the November 15, 2021, regular meeting, as amended, and the November 2, 2021 and November 8, 2021, special meetings, as presented. Director Alwine seconded the motion, which was approved by unanimous vote.

AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2021

Mr. Toldan presented and reviewed a draft of the District's audit report for the fiscal year ending September 30, 2021, and the draft management letter. After review and discussion, Director Fowler moved to approve the audit report for the fiscal year ended September 30, 2021, subject to review and final approval by ABHR, and direct that the audit be filed appropriately and retained in the District's official records. Director Hupp seconded the motion. A roll call of the Board was taken, which was approved by unanimous vote.

UPDATE ON DISTRICT WEBSITE AND LOGO, AND TAKE APPROPRIATE ACTION

Ms. Ware reported that the District website is now live.

Ms. Ware presented and reviewed six logos Off Cinco created for the District. The Board discussed the six logos and provided feedback to Ms. Ware. After discussion, the Board directed Off Cinco to create four more logos using the input provided.

Director Billings inquired regarding Off Cinco's invoice statement for attending the November Board of Directors meeting. Ms. Ware reported that she would relay in inquiry to Off Cinco's owner.

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.

The Board requested that On-Site Protection recommence the sampling of security officers' end-of-shift reports.

Mr. Matt Dunn gave an update on the increased security and cameras at the District's water plant.

TAX ASSESSOR/COLLECTOR'S REPORT

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 November 30, 2021, 98.59% of the District's 2020 taxes were collected, and 7.7% 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 Billings, which was approved by unanimous vote.

OPERATIONS REPORT

Mr. Cashiola presented and reviewed a database report, a copy of which is attached. He stated that Classic Messaging would work with Off Cinco to include a messaging sign-up page on the District's new website for residents to provide their contact information to receive messages from the District.

Mr. Cashiola reported that the Board has the option of an Announcement Letter and Form, at a cost of \$1.65 per District connection. He said the Announcement Letter and Form is a letter mailed to the District's residents announcing the District's Messaging Service and inviting residents to provide their contact information to receive messages from the District. Discussion ensued. Following review and discussion, Director Fowler moved to: (1) authorize the Announcement Letter and Form at a cost of \$1.65 per District connection; and (2) authorize Director Martin to be the District's liaison for approval of any future emergency messaging. Director Hupp seconded the motion, which was approved by unanimous vote.

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 98.57% 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 the repair of a sanitary manhole. Mr. Smith responded to Board members' questions regarding repairs made to the water distribution, sanitary sewer collection, and water plant facilities.

The Board discussed the termination list.

Mr. Smith presented and recommended turning nine delinquent accounts to the District's collection agency totaling \$1,788.91.

After review and discussion, Director Fowler moved to: (1) approve the operations report; and (2) authorize the operator to turn the recommended delinquent accounts over for collections. Director Hupp 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 Fowler 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 Hupp 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 stated construction is substantially complete. He noted that VSE is working with the contractor to complete the punch list items. Additionally, Mr. Reed stated that VSE will resubmit the corrosion report for the well to the Texas Commission on Environmental Quality.

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

Mr. Reed reported that VSE has completed the Emergency Response Plan and certified its completion to the Environmental Protection Agency, as previously authorized.

Mr. Reed updated the Board on the washroom at Water Well No. 2.

Mr. Reed said that VSE has contacted Harris County (the "County") and the local Precinct regarding the exposed wires located at the County's right-of-way near the District water plant.

Mr. Reed requested the Board authorize him to begin design of addition of lighting at the District water plant.

After review and discussion, Director Billings moved to: (1) approve the engineer's report; and (2) authorize the engineer to begin design of addition of lighting at the District water plant. Director Hupp seconded the motion, which was approved by unanimous vote.

SERIES 2022 UNLIMITED TAX BONDS

Mr. Day discussed procedures and the proposed schedule for issuance of the District's \$5,770,000 Unlimited Tax Bonds, Series 2022 ("Series 2022 Bonds").

Mr. Day presented and reviewed the Preliminary Official Statement and Official Notice of Sale for the Series 2022 Bonds with the Board.

The Board considered engaging Standards & Poor's ("S&P") to perform a credit rating analysis for the Series 2022 Bonds.

The Board considered appointing The Bank of New York Mellon Trust Company, N.A., as the Paying Agent/Registrar for the Series 2022 Bonds.

The Board considered authorizing advertisement for sale of the Series 2022 Bonds, and scheduling the bond sale for January 20, 2022, at 11:30 a.m.

Following review and discussion, Director Alwine moved to: (1) approve the Preliminary Official Statement and Official Notice of Sale for the Series 2022 Bonds; (2) engage S&P to perform a credit rating analysis for the Series 2022 Bonds; (3) appoint The Bank of New York Mellon Trust Company, N.A., as the Paying Agent/Registrar for the Series 2022 Bonds; and (4) authorize Masterson to advertise the sale of the Series 2022 Bonds and schedule the bond sale for January 20, 2022, at 11:30 a.m. Director Fowler seconded the motion, which passed unanimously.

Director Alwine left the meeting.

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.

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 Billings 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 unanimously.

DISCUSS COMMUNITY MUD EDUCATION EVENT AND TAKE APPROPRIATE ACTION

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

TRAVEL REIMBURSEMENT GUIDELINES

The Board discussed the District's Travel Reimbursement Guidelines and Director expenses for the Association of Water Board Directors ("AWBD") winter conference. After discussion, the Board concurred to approve no more than three per diems, two nights hotel stay, and reasonable meals for Directors attending the AWBD winter conference.

EMINENT DOMAIN REPORT

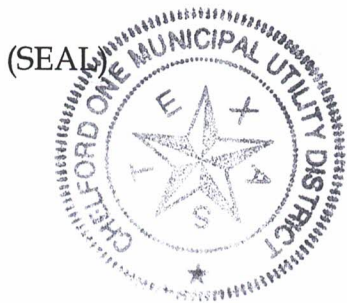
Ms. Staine reported that ABHR has filed the District's Eminent Domain Authority Annual Report with the Comptroller of the State of Texas as required by Section 2206.154 of Texas Government Code. Ms. Staine discussed with the Board an ongoing case related to the use of eminent domain authority by a governmental entity against another governmental entity, *Hidalgo County Water Improvement District No. 3 v. Hidalgo County Water Irrigation District No. 1*, and answered questions from the Board.

RESOLUTION ESTABLISHING ADDRESSES AND METHODS FOR TEXAS PUBLIC INFORMATION ACT REQUESTS

Ms. Staine reviewed with the Board a memorandum regarding designating addresses and methods for receipt of requests for public information under the Texas Public Information Act ("TPIA Requests"), a copy of which is attached. The Board considered designating a mailing address and an email address and approving other methods for receipt of TPIA Requests, pursuant to Section 552.234 of the Texas Government Code. After review and discussion, Director Hupp moved to: (1) adopt a Resolution Establishing Addresses and Methods for Texas Public Information Act Requests ("Resolution") to (a) designate the address of the District's official office as the mailing address and CHE000@txdistricts.info as the email address for receipt of TPIA Requests to the District, (b) approve electronic submission through the District's website, www.comud.org, as methods for submittal of TPIA Requests to the District,

and (c) direct that the designated addresses and methods be printed on the sign displayed by the District under Section 552.205, Texas Government Code, and posted continuously on the District's Internet website; and (2) direct the Resolution to be filed appropriately and retained in the District's official records. Director Fowler seconded the motion, which was approved unanimously.

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



Henetta Billing
Secretary, Board of Directors

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