

MINUTES  
CHELFORD ONE MUNICIPAL UTILITY DISTRICT  
OF HARRIS COUNTY, TEXAS

May 16, 2022

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 16<sup>th</sup> day of May, 2022, 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 except Director Martin, thus constituting a quorum. Director Martin was in attendance by teleconference but did not participate in the meeting.

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

PUBLIC COMMENTS

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

MINUTES

The Board considered approving the minutes of the April 18, 2022, regular meeting, and the April 5, 2022, and April 11, 2022, special meetings. After review and discussion, Director Hupp moved to approve the minutes of the April 18, 2022, regular meeting, as amended, and the April 5, 2022, and April 11, 2022, as presented. Director Billings seconded the motion, which was approved by unanimous vote.

## DISTRICT SECURITY MATTERS

Mr. Matt Dunn reviewed the District's monthly security report, a copy of which is attached. He discussed a sampling of security officers' end-of-shift reports. Mr. Matt Dunn responded to Board members' questions, comments, and requests regarding security matters.

Mr. Andrew Dunn reported that he anticipates the new On-Site Protection signs will be installed prior to the next Board meeting.

## 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 April 30, 2022, 96.8% 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, and was approved by unanimous vote.

## CONTRACT REVIEW AND AMENDMENT FOR BOB LEARED INTERESTS

Ms. McLaughlin presented and reviewed a proposed amendment to the District's contract with BLI. Following review and discussion, Director Billings moved to approve the amendment to the contract between the District and BLI as presented and directed that the amendment be filed appropriately and retained in the District's official records. Director Hupp seconded the motion, which passed 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 95.79% and discussed repairs performed for the Mission Bend Integrated Water System.

Mr. Smith reviewed repairs and maintenance performed for the District's water distribution system, sanitary sewer collection system, and water plant facilities during the month, including the repair of a fire hydrant located at 15202 La Paloma Drive and the monthly line flushing. Mr. Smith responded to Board members' questions regarding repairs made to the water distribution system, sanitary sewer collection system, and water plant facilities.

Mr. Smith reported that Si Enviro received a proposal for cleaning services of the washroom at Water Well No. 2. He stated that the cost of the cleaning services is \$56.25 per cleaning, to be done once a week, for a total cost of \$225.00 per month. The Board discussed the frequency of cleaning the washroom.

After review and discussion, Director Hupp moved to: (1) approve the operations report; and (2) approve the cleaning of the washroom every two weeks. Director Billing 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 Billings seconded the motion, which was approved by unanimous vote.

#### CONSUMER CONFIDENCE REPORT

The Board considered the annual filing of the Consumer Confidence Report. After review and discussion, Director Fowler moved to approve mailing of the finalized Consumer Confidence Report, as amended, and filing of the certificate of mailing with the TCEQ. Director Billings 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 reported that final approval from the Texas Commission on Environmental Quality ("TCEQ") was received for the use of Water Well No. 2. A copy of the TCEQ approval letter is attached to the engineer's report. He stated that the well is online.

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

Mr. Reed reported that construction for the LED lighting upgrade at the Water Plant is underway.

Mr. Reed reported VSE has received bids for the water line rehabilitation for Mission Bend Section 3. He recommended that the Board award the contract to Aranda Industries, LLC ("Aranda") in the amount of \$990,665.00. The Board concurred that, in its judgment, Aranda was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Mr. Reed stated Harris County is requiring that Harris County Municipal Utility District No. 120 ("HC120") have an easement with the District in order to meter the shared interconnect located at Addicks Clodine and Alief Clodine. He recommended approval of the water meter easement between HC120 and the District. Ms. Staine stated that ABHR has been asked to represent both in connection with preparation and review of the water meter easement. The Board discussed the legal waiver of conflicts related to the easement.

Mr. Reed said that VSE is working with MAC on a water cost analysis for the District. He stated that the operating and maintenance expenses are being compared to analyze actual cost of water verses what the District is being charged.

Mr. Reed reported on that VSE is pending a proposal from Champions Hydrolawn for plants at the Water Plant.

Mr. Reed presented and reviewed a proposal for a possible sidewalk trail, trees, and benches for the vacant land in the District. The Board discussed the possible use of the vacant land. After review and discussion, the Board concurred to defer any development for the vacant land.

After review and discussion, Director Billings moved to: (1) approve the engineer's report; (2) award the contract for water line rehabilitation for Mission Bend Section 3 to Aranda in the amount of \$990,665.00, based upon the engineer's recommendation and subject to approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor; (3) approve the water meter easement between HC120 and the District; and (4) authorize the Vice President to execute a Letter Regarding the Legal Waiver of Conflicts reflecting the Board's understanding of the District's option to retain independent counsel or ABHR to represent it with respect to the easement, the advantages and disadvantages of either choice, and the Board's request that ABHR represent the District with respect to matters in the District related to the Easements and direct that the letter be filed appropriately and retained in the District's official records. Director Fowler 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 WHCRWA matters.

Mr. Reed recommended approval of the water line and meter easement between the WHCRWA and the District. Ms. Staine noted that ABHR also represents the WHCRWA and that the Board has previously approved a conflicts waiver related to the preparation of this easement. After review and discussion, Director Fowler moved to approve the water line and meter easement between WHCRWA and the District. Director Billings seconded the motion, which was approved by unanimous vote.

MISSION BEND GREENBELT ASSOCIATION MATTERS

The Board discussed Mission Bend Greenbelt Association matters.

Ms. Staine presented and reviewed a letter of support for a regional three-mile trail project by the Texas Department of Transportation. After review and discussion, Director Billings moved to approve the letter of support. Director Hupp seconded the motion, which passed by unanimous vote.

GREATER MISSION BEND AREA COUNCIL

There was no report on the 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. She requested approval of additional check no. 14293 to Director Fowler in the amount of \$12.29, check no. 14294 to Director Fowler in the amount of \$150.23, and check no. 14295 to Director Hupp in the amount of \$138.52. After review and discussion, Director Fowler moved: (1) to approve the bookkeeper's report and quarterly investment report, including payment of the invoices as presented and discussed; and (2) approve additional check nos. 14293, 14294, and 14295, as discussed. Director Hupp seconded the motion, which was approved unanimously.

Ms. Mihills stated she is holding Check No. 14181 to On-Site Protection for the final payment for installation of security cameras until Director Martin's confirmation that the check may be released, in accordance with prior direction from the Board.

Ms. Mihills inquired what MAC could do to help the Board better capture the Directors' attendance of special meetings. Discussion ensued. She requested that the Directors copy her on emails regarding their attendance at a special meeting.

Ms. Mihills noted that MAC is working on a schedule to ensure payments to District vendors go out on a timely basis.

#### TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES

The Board reviewed the District's Travel Reimbursement Guidelines and discussed the Association of Water Board Directors summer conference, including expenses eligible for reimbursement.

#### DISCUSS COMMUNITY MUD EDUCATION EVENT AND TAKE APPROPRIATE ACTION

There was no report on this agenda item.

#### 2022 DIRECTORS ELECTION

##### CERTIFICATE OF ELECTION

The Board considered approving a Certificate of Election, reflecting the election of Dr. Winetta Billings and Eston Hupp to the Board of Directors of the District each for a four-year term. After review and discussion, Director Hupp moved to approve the Certificate of Election and the distribution of same to Directors Billings and Fowler, and direct that the Certificate of Election be filed appropriately and retained in the District's official records. Director Fowler seconded the motion, which passed unanimously.

##### DIRECTORS' SWORN STATEMENTS, OFFICIAL BONDS AND OATHS OF OFFICE

The Board reviewed the Sworn Statements and Oaths of Office for Directors Billings and Hupp. After review and discussion, Director Hupp moved that the Board approve the Sworn Statements and Oaths of Office and direct that the documents be filed appropriately and retained in the District's official records, and that the Oaths of Office be filed with the Secretary of State, as required by law. Director Fowler seconded, which passed unanimously.

#### REORGANIZE THE BOARD

The Board considered reorganizing officer positions. Following discussion, the Board concurred not to reorganize the Board at this time.

#### DISTRICT REGISTRATION FORM

The Board considered authorizing filing of an updated District Registration Form with the Texas Commission on Environmental Quality ("TCEQ"), reflecting the terms of the newly elected directors. Following review and discussion, Director Hupp moved to authorize filing of the updated District Registration Form with the TCEQ and direct that the District Registration Form be filed appropriately and retained in the District's official records. Director Fowler seconded the motion, which passed unanimously.

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

(SEAL)



*Kinetta Bly*  
Secretary, Board of Directors



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