

MINUTES OF SPECIAL MEETING  
CHELFORD CITY MUNICIPAL UTILITY DISTRICT  
HARRIS AND FORT BEND COUNTIES, TEXAS

MISSION BEND INTEGRATED WATER SYSTEM

29 August 2022

STATE OF TEXAS §  
COUNTIES OF HARRIS AND FORT BEND §

The Board of Directors (the "Board") of Chelford City Municipal Utility District (the "District") met in special session, open to the public at 6:30 p.m. on Monday, 29 August 2022, at the Chelford City Regional Wastewater Treatment Facility (the "Plant") Administration and Maintenance Building, 15027 Alief-Clodine Road, Harris County, Texas, outside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

John L. Gardner	President
Johnnie M. Brumfield	Vice President
Anna Ochoa	Secretary/Treasurer and Investment Officer
Bryant Magee	Asst. Vice President and Asst. Secretary
Warren Hector	Asst. Vice President and Asst. Secretary

and all of said persons were present, with Director Magee attending by teleconference, thus constituting a quorum. The Board noted that Director Magee could participate in the discussions but could not vote on matters before the Board at this meeting, pursuant to Section 551.127 of the Texas Government Code.

Also present were Taylor Reed, P.E. and Norm Scholes, P.E., of Vogler & Spencer Engineering ("VSE"), the District's Engineer; Carlous Smith of Si Environmental, LLC ("SiEnviro"), the District's Operator; Nick Alwine, Winetta Billings, and Connie Fowler of the board of directors of Chelford One Municipal Utility District ("Chelford One"); Deborah Cupples of the board of directors of Mission Bend Municipal Utility District No. 1 ("MBMUD 1"); and Leroy Eaglin of the board of directors of Mission Bend Municipal Utility District No. 2 ("MBMUD 2").

Attending by teleconference were Diane Bailey of McLennan & Associates, L.P. ("McLennan"), the District's Bookkeeper; Eston Hupp and Michael Martin of the board of directors of Chelford One; Kay Haynie, Carol McDonald, and Carl Roecker of the board of directors of MBMUD 1; Judy Villagomez of the board of directors of MBMUD 2; Miles Fabian, P.E. of AEI Engineering, a Baxter Woodman Company, engineer for MBMUD 2; Christina Miller of Allen Boone Humphries Robinson LLP; and Dick Yale, Will Yale, and David Green of Coats Rose, P.C., the District's Attorney.

Director Gardner called the meeting to order. He noted that the purpose of the meeting was to review the status of the water wells in the Mission Bend Integrated Water System (the "Integrated Water System" or "IWS"); discuss the Operating Budget for the fiscal year ending 30 September 2023; and discuss certain other matters relating to the operation of the Integrated Water System.

## **Engineer's Report**

Mr. Reed presented the Engineer's Report, a copy of which is attached hereto. He reported on the status of the water plants and water wells in the Integrated Water System, as follows:

- MBMUD 1: All water plants are operational. Design of the new auxiliary generator at Water Plant No. 2 is underway.
- MBMUD 2: All water plants are operational. Recoating of Water Plant No. 2 is scheduled for this winter.
- Chelford One: The Water Plant is in service. A recoating project is planned for this winter.
- The District: The booster pump replacement is substantially complete and the water plant should be online soon.

West Harris County Regional Water Authority (the "Authority"). Mr. Reed reminded those in attendance that the Authority plans to begin supplying surface water to the Mission Bend area by the 4th quarter of 2025. He remarked that all of the member districts of the IWS (the "Member Districts") would need to prepare to simultaneously convert to chloramine disinfection systems at their water plants (the "Conversion") prior to the delivery of surface water by the Authority. Mr. Reed recommended that the Member Districts commence work on their respective Conversion plans in 2023 in order to meet this schedule.

WaterCAD Model. Mr. Reed reported that VSE was proceeding with the design of the combined WaterCAD Model for the Member Districts.

Elevated Storage Tank Billing (the "Tank Billing"). Mr. Reed reported that VSE had received the Tank Billing from the bookkeeper for MBMUD 2 and agrees with the amounts shown. A copy of the Tank Billing is attached hereto.

Water Interconnections for the Integrated Water System (the "Interconnections"). Mr. Reed stated that he had nothing to report at this time regarding the Interconnections.

## **True Up Report**

Next, Mr. Smith discussed the true up of the gallons of water produced by each of the participants in the Integrated Water System and the gallons billed to each participant's customers (the "True Up Report"). He called the Board's attention to the True Up Report for August 2021 through July 2022 as prepared by SiEnviro, a copy of which is attached hereto as an exhibit to these minutes. A discussion ensued regarding the billed-to-produced ratio for the period of August 2021 through July 2022 (the "Ratio") as presented in the True Up Report. The Board noted that the Ratio for the IWS for the 12-month period was 83.52%. The Board reviewed the percentage of water meters in each of the Member Districts that had registered the usage of more than 1,000,000 gallons of water as listed in the True Up Report. Also reviewed was the schedule for the calibration of the flow meters on the water wells in the IWS; the date of the most recent leak detention survey performed on the water distribution systems in each of the Member Districts; and the date of the most recent inspection and painting of the fire hydrants in each of the Member Districts.

## **Adopt Operating Budget**

Ms. Bailey reviewed with the Board the Annual Operating Budget for the Integrated Water System for the period commencing 1 October 2022 through 30 September 2023 (the "Budget"). After discussion, upon a motion duly made and seconded, the Board voted unanimously to adopt the Budget as presented. A copy of the Budget is attached hereto as an exhibit to these minutes.

## **Schedule Board of Directors Meeting / Integrated Water System**

Finally, the Directors considered scheduling a special meeting of the Board to meet with the Integrated Water System participants. After discussion, the Directors agreed to meet at 6:30 p.m. on Monday, 30 January 2023.

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

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Secretary, Board of Directors

SEAL

Chelford City Municipal Utility District  
Mission Bend Integrated Water System  
Meeting of 29 August 2022  
Attachments

1. Engineer's Report;
2. Elevated Storage Tank Billing
3. True Up Report; and
4. Operating Budget for fiscal year ending 9/30/23.