

MINUTES
CHELFORD ONE MUNICIPAL UTILITY DISTRICT
OF HARRIS COUNTY, TEXAS

February 20, 2023

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 February, 2023, 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.; Mary Ann Mihills of Municipal Accounts & Consulting, L.P. ("MAC"); and Sandra Staine and Arlene Catalan of Allen Boone Humphries Robinson LLP.

PUBLIC COMMENTS

The Board offered any members of the public 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 January 31, 2023, regular meeting, and the January 3, 2023, and January 9, 2023, special meetings. After review and discussion, Director Billings moved to approve the minutes of the January 31, 2023, regular meeting, as amended, and the January 3, 2023, and January 9, 2023, special meeting, as presented. Director Hupp seconded the motion, which was approved by unanimous vote.

ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") CONFERENCES

The Board discussed the AWBD winter conference and related eligible expenses. Ms. Mihills reported expenses submitted by Directors in attendance were in compliance with the District's travel reimbursement guidelines. After discussion, Director Fowler moved to approve eligible expenses associated with the AWBD winter conference and authorize attendance at the AWBD summer conference. Director Billings seconded the motion, which passed 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. Dunn responded to Board members' questions, comments, and requests regarding security matters.

Mr. Andrew Dunn reported on the new security vehicles and the possibility of storing the vehicles at the District's water plant. Mr. Reed reported that he is preparing a proposal for the construction of a small parking lot.

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 January 31, 2023, 92.9% of the District's 2022 taxes were collected. Following review and discussion, Director Billings 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.

RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

The Board considered establishing the District's tax exemptions for the 2023 tax year and reviewed a proposed Resolution Concerning Exemptions from Taxation. The Board discussed the types of optional exemptions, including a general residential homestead exemption and residential exemptions for individuals who are disabled or are sixty-five years of age or older. After review and discussion, Director Billings moved to adopt a Resolution Concerning Exemptions from Taxation, which provides for the exemption from ad valorem taxation the amount of \$15,000 of the appraised value of residence homesteads of individuals who are disabled or are sixty-five years of age or older, and rejects the general residential homestead exemption. The motion was seconded by Director Hupp and 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 90.82% 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 District fire hydrant inspection. 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 presented and reviewed a preventative maintenance schedule spreadsheet for reoccurring maintenance in the District, a copy of which is attached to the operations report.

The Board discussed the termination list.

Mr. Smith presented a customer's request for reimbursement for plumbing services in the amount of \$4,400.00. The Board discussed the request for reimbursement. After review and discussion, Director Hupp moved to deny the reimbursement request. The motion was seconded by Director Fowler and was approved by unanimous vote.

Mr. Smith reported that Si Enviro will be providing the District a credit for a billing error.

Director Billings inquired regarding Jani-King of Houston Commercial Cleaning ("Jani-King") invoicing for the maintenance of the District's washroom. Mr. Smith reported that Jani-King will begin cleaning the washroom this month and will invoice the District going forward.

After review and discussion, Director Hupp moved to 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 presented a breakdown of the remaining funds from the Series 2021 Bond, a copy of which is attached to the engineer's report. He stated that after looking at the total costs of the upcoming projects there is a deficit of funds to complete the projects as initially planned due to increases in material and labor costs. Mr. Reed recommended revising the scope of the waterline rehabilitation project to areas of priority. He recommended only proceeding with the waterline rehabilitations for Winkleman Road; Addicks Clodine; and Los Patios, Section 1, respectively. After review and discussion, Director Fowler, moved to approve moving forward with the engineer's recommendation, as discussed. Director Hupp seconded the motion, which was approved by unanimous votes.

Mr. Reed updated the Board on the Water Plant Recoating project. He presented and requested approval of Pay Application No. 3 in the amount of \$37,798.20, payable to I&S Tank Services, LLC.

Mr. Reed updated the Board on the Water Line Rehabilitation serving Mission Bend, Section 3.

Mr. Reed requested authorization for execution of the Sanitary Manhole Rehabilitation Phase 1 construction contracts.

Mr. Reed stated that bids were received for the Bellaire Sanitary Sewer Replacement. He recommended that the Board award the contract to T Construction, LLC ("T Construction") in the amount of \$134,527.00, pending review of qualifications. The Board concurred that, in its judgment, T Construction 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.

After review and discussion, Director Hupp moved to: (1) approve the engineers report; (2) approve Pay Application No. 3 in the amount of \$37,798.20, payable to I&S Tank Services, LLC; (3) authorize execution of the Sanitary Manhole Rehabilitation Phase 1 project construction contracts; and (4) award the contract for construction of Bellaire Sanitary Sewer Replacement to T Construction in the amount of \$134,527.00, 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. 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

Mr. Reed updated the Board on WHCRWA matters.

MISSION BEND GREENBELT ASSOCIATION MATTERS

The Board discussed Mission Bend Greenbelt Association matters.

GREATER MISSION BEND AREA COUNCIL

Director Billings reported 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.

The Board discussed payroll services with HR&P, Inc. Ms. Mihills stated that not all the Directors have enrolled and recommended they contact Vanessa with MAC to assist with enrollment.

After review and discussion, Director Hupp 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.

Director Billings stated that she is continuing to work on getting business cards for the Board.

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

(SEAL)



Minetta Bellini
Secretary, Board of Directors

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