

MINUTES
CHELFORD ONE MUNICIPAL UTILITY DISTRICT
OF HARRIS COUNTY, TEXAS

March 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 March, 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, thus constituting a quorum.

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.; and Katie Sherborne 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 February 20, 2023, regular meeting, and the February 7, 2023, and February 13, 2023, special meetings. After review and discussion, Director Billings moved to approve the minutes of the February 20, 2023, regular meeting, as amended, and the February 7, 2023, and February 13, 2023, special meeting, as presented. Director Hupp 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. Matt Dunn reported on an elderly woman found in the District and shared a picture of her with the Board. He stated the elderly woman was lost and could not identify herself nor where she lived. Mr. Matt Dunn stated that On-Site Protection contacted Harris County and was able to reunite her with her family.

Director Fowler reported that a house located on La Puente Drive has over 10 trucks located on the property and on the street. She stated the trucks parked on the street obstruct the road. Mr. Alex Dunn said that On-Site Protection would look into the matter.

The Board discussed the increasing trend of bank juggling, which occurs when a suspect watches a bank or high-end store and then follows a customer after they leave to steal their money or valuables.

The Board directed ABHR to contact Flock Safety and request an update.

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 February 28, 2023, 94.6% 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.

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 101.19% 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 four tapline repairs. 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.

After review and discussion, Director Hupp moved to approve the operations report. Director Alwine 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 Alwine seconded the motion, which was approved by unanimous vote.

ANNUAL REVIEW OF DROUGHT CONTINGENCY PLAN

The Board conducted an annual review of the District's Drought Contingency Plan and concurred that no changes were necessary.

ANNUAL REVIEW OF IDENTITY THEFT PREVENTION PROGRAM

Mr. Smith reviewed an annual report on the District's Identity Theft Prevention Program (the "Program"). He stated that the report indicates there were no significant incidents of identity theft detection. Mr. Smith reported Si Enviro is recommending continued implementation of the Program without changes.

REVIEW CRITICAL LOAD SPREADSHEET FOR DISTRICT'S FACILITIES AND AUTHORIZE ANNUAL FILING

Ms. Sherborne reviewed the Critical Load Spreadsheet for the District's facilities. She stated that the updated Critical Load Spreadsheet was reviewed by the District's consultants and will be filed with the appropriate governmental agencies as required by state law. Following review and discussion, Director Fowler moved to authorize annual filing of the Critical Load Spreadsheet and direct that the Critical Load Spreadsheet be filed appropriately and retained in the District's official records. The motion was seconded by Director Hupp, which was approved by unanimous vote.

REVIEW EMERGENCY PREPAREDNESS PLAN AND AUTHORIZE FILING OF UPDATES

Mr. Reed updated the Board on the status of the Emergency Preparedness Plan ("EPP").

ENGINEER'S REPORT

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

Mr. Reed updated the Board on the Water Plant Recoating project. He presented and requested approval of Pay Application No. 4 in the amount of \$97,095.60, payable to I&S Tank Services, LLC ("I&S").

Mr. Reed updated the Board on the Water Line Rehabilitation serving Mission Bend, Section 3. He presented and requested approval of Pay Application No. 2 in the amount of \$48,889.80, payable to Aranda Industries, LLC ("Aranda").

Mr. Reed updated the Board on the Sanitary Manhole Rehabilitation Phase 1.

Mr. Reed updated the Board on the Bellaire Sanitary Sewer Replacement.

Mr. Reed stated that bids were received for the Water Line Rehabilitation to serve Los Patios Section 1, Addicks Clodine Road, and Winkleman Road. He recommended that the Board award the contract to Aranda in the amount of \$2,502,002.00. 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.

Director Fowler requested signage regarding the upcoming District projects be posted in the District to notify residents of the active construction.

The Board discussed parameters for authorizing future messaging notifications. The Board discussed the designation of a liaison and back-up liaison with the authorization to provide final approval for emergency messaging alerts. Additionally, the Board requested that any non-emergency messaging alerts be presented to the Board for consideration and approval.

The Board then directed ABHR to review the District's website on a monthly basis for any updates as necessary.

After review and discussion, Director Hupp moved to: (1) approve the engineers report; (2) approve Pay Application No. 4 in the amount of \$97,095.60, payable to I&S; (3) approve Pay Application No. 2 in the amount of \$48,889.80, payable to Aranda; (4) award the Water Line Rehabilitation to serve Los Patios Section 1, to Aranda in the amount of \$2,502,002.00, 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; and (5) designate Director Martin as the liaison and Director Billing as the back-up liaison for emergency messaging alerts. 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

There was no report on the Greater Mission Bend Area Council matters.

RENEWAL OF DISTRICT INSURANCE POLICIES

The Board reviewed a renewal proposal for the District's insurance policies due to expire on May 1, 2023, from McDonald Wessendorff Insurance in the amount of \$22,081.00. A copy of the renewal proposal is attached. Following review and discussion, Director Fowler moved to accept the insurance renewal proposal, and direct that the proposal be filed appropriately and retained in the District's official records. Director Billings seconded the motion, which was approved unanimously.

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.

Ms. Mihills requested approval of additional check no. 1439 to Aranda Industries, LLC in the amount of \$48,889.80, and check no. 1440 to I&S Tank Services, LLC in the amount of \$97,095.60.

Director Billings noted that the invoice from Envirodyne Laboratories, Inc. ("Envirodyne") includes a sample collections trip fee. Mr. Smith stated that Si Enviro would contact Envirodyne about the fee.

After review and discussion, Director Alwine moved to: (1) approve the bookkeeper's report and quarterly investment report, including payment of the invoices as presented and discussed; and (2) approve additional checks nos. 1439 and 1440, as discussed. Director Hupp seconded the motion, which was approved by unanimous vote.

Director Billings requested that all of the invoices from the bookkeeper be included in the electronic report packet.

APPROVE AND AUTHORIZE FILING OF ANNUAL REPORT

Ms. Sherborne informed the Board that, pursuant to the District's continuing disclosure obligations for outstanding bond issues, the District is required to file an annual report with the Municipal Securities Rulemaking Board by March 31, 2023. After discussion, Director Fowler moved to approve and authorize filing of the annual report in accordance with the District's Continuing Disclosure of Information Agreements and as required by SEC Rule 15c2-12. Director Alwine seconded the motion. A roll call of the Board was taken and the motion passed unanimously.

PROCEDURES FOR CONTINUING DISCLOSURE COMPLIANCE

The Board conducted an annual review of the District's Procedures for Continuing Disclosure Compliance and concurred that no changes were necessary.

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



Vanetta Blevins
Secretary, Board of Directors

LIST OF ATTACHMENTS

	Minutes
	<u>Page</u>
Security Report.....	1
Tax Assessor/Collector's Report.....	2
Operations Report.....	2
Engineer's Report.....	4