

MINUTES  
CHELFORD ONE MUNICIPAL UTILITY DISTRICT  
OF HARRIS COUNTY, TEXAS

May 15, 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 15<sup>h</sup> day of May, 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"); 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. ("MAC"); 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 April 27, 2023, regular meeting, and the April 4, 2023, and April 10, 2023, special meetings. After review and discussion, Director Billings moved to approve the minutes of the April 27, 2023, regular meeting, as presented, and the April 4, 2023, and April 10, 2023, special meeting, as presented. Director Fowler 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.

Andrew and Matt Dunn responded to Board members' questions, comments, and requests regarding security matters.

Mr. Andrew Dunn presented and reviewed a new Security Consulting Services Agreement (the "Agreement") by and between Chelford One and On-Site which will supersede the current Security Consulting Services Agreement. Following review and discussion, Director Hupp moved to approve the Agreement, and direct that the Agreement be filed appropriately and retained in the District's official records. Director Billings seconded the motion, which passed unanimously.

#### 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, 2023, 96.7% of the District's 2022 taxes were collected.

The Board discussed the list of delinquent taxpayers. Mr. Smith reported that Si Enviro notified STOA Acquisitions, LLC ("STOA") that reimbursement of utility services is being held due to STOA's the delinquent tax account with the District. The Board directed MAC to void STOA's check pending further review.

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.

#### 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 97.45% 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 a mainline repair located at the intersection of Alief Clodine and Westpark Tollway. 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 noted that the daily manhole dosing for March and April was completed on time but billed to the District in May.

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 a customer appeal requesting an adjustment to their water bill. Mr. Smith reported that Si Enviro did not detect a leak on either side of the tap and could not determine a cause for the high reading. Mr. Smith reported that the resident had high water usage in March and April. Discussion ensued.

After review and discussion, Director Alwine moved to: (1) approve the operations report; and (2) approve an adjustment of a 4,000-gallon average usage to the resident for the months of April and March. 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 Alwine 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.

#### CONSUMER CONFIDENCE REPORT

The Board considered the annual filing of the Consumer Confidence Report. After review and discussion, Director Alwine moved to approve mailing of the finalized Consumer Confidence Report, as amended, and filing of the certificate of mailing with the Texas Commission on Environmental Quality. 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 updated the Board on the Water Line Rehabilitation serving Mission Bend, Section 3.

Mr. Reed updated the Board on the Sanitary Manhole Rehabilitation Phase 1. He presented and requested authorization to circulate an acceptance letter for execution.

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

Mr. Reed updated the Board on the Water Line Rehabilitation to serve Los Patios Section 1, Addick Clodine Road and Winklman Road. He requested authorization to circulate the construction contract for execution.

Mr. Reed presented and reviewed the plans and specifications for the water plant driveway extension for the On-Site Protection vehicle parking.

Mr. Reed presented and reviewed a list of possible projects within the District to submit to the Harris County Precinct No. 4's Call for Projects. The Board discussed the preferred projects. After review and discussion Director Fowler moved to authorize VSE to move forward with preparation of a submission packet to Harris County Precinct No. 4's Call for Projects at a maximum request of \$200,000, subject to final approval by Directors Martin, and alternatively Director Billings. Director Hupp seconded the motion, which was approved by unanimous vote.

After review and discussion, Director Billings moved to: (1) approve the engineers report; (2) authorize execution of the Sanitary Manhole Rehabilitation Phase 1 acceptance letter; and (3) authorize execution of Water Line Rehabilitation construction contract. 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 gave a report on the Greater Mission Bend Area Council matters.

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.

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 terminating the contract with HR&P, Inc. ("HR&P") for payroll administration services. Ms. Mihills stated that the fee to terminate the contract with HR&P is approximately \$400.00, \$50.00 per month for the remainder of the year. The Board expressed their dissatisfaction with the services.

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) authorize ABHR to notify HR&P of the Board's decision to terminate the contract. Director Billings seconded the motion, which was approved by unanimous vote.

DISCUSS COMMUNITY MUD EDUCATION EVENT AND TAKE APPROPRIATE ACTION

There was no discussion on this agenda item.

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



*Teritta Bell*  
Secretary, Board of Directors

LIST OF ATTACHMENTS

Minutes  
Page

Security Report.....	1
Tax Assessor/Collector's Report.....	2
Operations Report.....	2
Engineer's Report.....	3