

MINUTES
CHELFORD ONE MUNICIPAL UTILITY DISTRICT
OF HARRIS COUNTY, TEXAS

June 19, 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 19th day of June, 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 Alwine, thus constituting a quorum.

Also present at the meeting were: Matt Dunn of On-Site Protection LLC; Brenda McLaughlin of Bob Leared Interests, Inc. ("BLI"); Carlous Smith of Si Environmental, LLC; 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 May 15, 2023, regular meeting, and the March 22, 2023, May 2, 2023, May 8, 2023, and May 31, 2023, special meetings. After review and discussion, Director Billings moved to approve the minutes of the May 15, 2023, regular meeting and the March 22, 2023, May 2, 2023, May 8, 2023, and May 31, special meetings, 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 responded to Board members' questions, comments, and requests regarding security matters.

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 May 31, 2023, 97.3% of the District's 2022 taxes were collected.

The Board discussed the delinquent tax report, a copy of which is attached to the tax assessor/collector's report, and the possibility of terminating District utility services of certain delinquent tax accounts. The Board directed BLI to work with Perdue, Brandon, Fielder, Collins, & Mott LLP on a report of recommended accounts for termination.

Following review and discussion, Director Hupp 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 Fowler 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 98.71% 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 installation of a new fire hydrant at 6603 Marisol Drive. 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 Billings moved to approve the operations report. Director Hupp 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 Billings 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 Hupp 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. He reviewed and recommended approval of Pay Estimate No. 3 in the amount of \$134,050.50, Pay Estimate No. 4 in the amount of \$50,450.40, and Pay Estimate No. 5 in the amount of \$94,195.80, payable to Aranda Industries, LLC.

Mr. Reed updated the Board regarding Bellaire Sanitary Sewer Replacement and reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$134,943.15, payable to T Construction, LLC. Additionally, he reviewed and recommended approval of Change Order No. 1 to the contract to increase the contract in the amount of \$12,750.00. The Board determined that Change Order No. 1 is beneficial to the District.

Mr. Reed updated the Board on the Water Line Rehabilitation to serve Los Patios Section 1, Addick Clodine Road and Winklman Road.

Mr. Reed reported that the grant application was submitted to the Harris County Precinct No. 4's Call for Projects on June 16, 2023.

After review and discussion, Director Fowler moved, based on the engineer's recommendation, to: (1) approve the engineers report; (2) approve Pay Estimate No. 3 in the amount of \$134,050.50; (3) approve Pay Estimate No. 4 in the amount of \$50,450.40; (4) approve Pay Estimate No. 5 in the amount of \$94,195.80; (5) approve Pay Estimate No. 1 in the amount of \$134,943.15; and (6) approve Change Order No. 1 in the amount of \$12,750.00 as an increase to the contract with T Construction, LLC, based upon the Board's finding that the Change Order is beneficial to the District and the

engineer's recommendation. Director Fowler seconded the motion, which was approved by unanimous vote.

MISSION BEND INTEGRATED WATER SYSTEM ("MBIWS") MATTERS

Mr. Reed and the Board 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 Martin and Director Billings gave a report on the Greater Mission Bend Area Council matters.

HARRIS COUNTY PRECINCT NO. 4 PLACES 4 PEOPLE: 2023 CALL FOR PROJECTS WORKSHOP

The Board reviewed the Resolution of Funding Commitment (the "Resolution") for the public park grant application. Following review and discussion, Director Fowler moved to: (1) adopt the Resolution; (2) ratify submission of the Resolution and grant program application to Harris County Precinct No. 4 for review and consideration; and (5) direct that the Resolution and grant application be filed appropriately and retained in the District's official records. Director Billings seconded the motion, which passed by unanimous vote.

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.

Discussion ensued regarding the use of surplus funds. Ms. Sherborne stated that the Board would need to adopt a Resolution Authorizing Application to the Texas

Commission on Environmental Quality Requesting Change In Project Scope, And Use Of Surplus Funds.

The Board discussed the distribution of consultant reports.

After review and discussion, Director Folwer moved to: (1) approve the bookkeeper's report and quarterly investment report, including payment of the invoices as presented and discussed; and (2) adopt the Resolution Authorizing Application to the Texas Commission on Environmental Quality Requesting Change In Project Scope, And Use Of Surplus Funds, subject to finalization. Director Hupp seconded the motion, which was approved by unanimous vote.

The Board discussed the current slate of the Board.

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



Henetta Quinn
Secretary, Board of Directors

LIST OF ATTACHMENTS

	Minutes
	<u>Page</u>
Security Report.....	2
Tax Assessor/Collector's Report.....	2
Operations Report.....	2
Engineer's Report.....	3