

MINUTES
CHELFORD ONE MUNICIPAL UTILITY DISTRICT
OF HARRIS COUNTY, TEXAS

August 21, 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 21st day of August, 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, Matt Dunn, and Deanna Gray of On-Site Protection LLC ("On-Site Protection"); Brenda McLaughlin of Bob Leared Interests, Inc. ("BLI"); Carlous Smith of Si Environmental, LLC; Taylor Reed of Vogler & Spencer Engineering Inc. ("VSE"); Mary Ann Mihills of Municipal Accounts & Consulting, L.P. ("MAC"); and Sandra Staine and Arlene Catalan of Allen Boone Humphries Robinson LLP ("ABHR").

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 July 17, 2023, regular meeting and the July 10, 2023 and July 11, 2023, special meetings.

The Board requested further information regarding the Amendment of Information Form adopted last month. Ms. Staine discussed the legislation that passed and the updated the language for the Notice to Purchasers form.

After review and discussion, Director Hupp moved to approve the minutes of the July 17, 2023, regular meeting, as amended, and the July 10, 2023 and July 11, 2023,

as revised. Director Fowler seconded the motion, which was approved by unanimous vote.

DISTRICT SECURITY MATTERS

Mr. Andrew Dunn introduced Ms. Gray of On-Site Protection.

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.

The Board requested a copy of the officers' most recent schedule.

Discussion ensued regarding On-Site Protection working with surrounding Homeowners Association located outside the District and the benefits of doing so for the District.

Director Billings discussed and reviewed areas of concern in the District. She noted that illegal parking continues to be an issue. Mr. Andrew Dunn stated that On-Site Protection will continue to focus on illegal parking in the District when patrolling.

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 July 31, 2023, 98.1% 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. Additionally, the Board requested an agenda item to consider termination of water and sewer service to delinquent tax accounts.

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 Fowler and was approved by unanimous vote.

DISCUSS 2023 TAX RATE, SET PUBLIC HEARING DATE, AND AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAX RATE

There was no discussion on this agenda item.

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 98.61% 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 6822 Los Tios Drive and the jetting and clearing of the sanitary sewer line located on 6910 Vialinda 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.

The Board discussed the termination list.

Mr. Smith presented and recommended turning 17 delinquent accounts totaling \$4,746.15 over to the District's collection agency.

After review and discussion, Director Hupp moved to: (1) approve the operations report; and (2) authorize the operator to turn over the 17 recommended delinquent accounts for collections. 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.

ENGINEER'S REPORT

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

Mr. Reed updated the Board regarding construction of the Water Line Rehabilitation serving Mission Bend Section 3, and reviewed and recommended approval of Pay Estimate No. 6 in the amount of \$28,575.00, payable to Aranda Industries, LLC.

Mr. Reed updated the Board regarding construction of the Water Line Rehabilitation to serve Los Patios Section 1, Addick Clodine Road and Winkleman Road and reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$177,682.50, payable to Aranda Industries, LLC.

Mr. Reed reported that construction is complete for the Bellaire Boulevard Sanitary Sewer Replacement project and noted the Texas Commission on Environmental Quality District acceptance letter would be circulated for signature.

Mr. Reed reported that VSE is in the process of designing the Water Plant Chloramine Conversion project. He then reviewed the specifications of the chloramine process.

Mr. Reed reported that VSE was notified the District was awarded the Harris County Precinct No. 4's Call for Projects grant. Discussion ensued regarding the District's next steps to move forward with the project.

After review and discussion, Director Alwine moved, based on the engineer's recommendation, to: (1) approve the engineers report; (2) approve Pay Estimate No. 6 in the amount of \$28,575.00; and (3) approve Pay Estimate No. 1 in the amount of \$177,682.50. 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.

The Board discussed the draft budget for the Chelford City Regional Wastewater Treatment Plant for the fiscal year ending September 30, 2024, a copy of which is attached. Discussion ensued. After discussion, Director Billings moved to approve the

Chelford City Regional WWTP budget for the fiscal year ending September 30, 2024. Director Fowler seconded the motion, which was approved by unanimous vote.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

Mr. Reed updated the Board on WHCRWA matters.

The Board reviewed a notice from the WHCRWA regarding the Stage 1 Drought Conditions, a copy of which is attached.

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.

RESOLUTION ESTABLISHING DIRECTOR FEES OF OFFICE AND DISTRICT REIMBURSEMENT POLICY

Ms. Staine stated that following the Board's direction ABHR has prepared a Resolution Establishing Director Fees of Office and District Reimbursement Policy (the "Resolution") to set the maximum amount for director fees of office per diem to \$150.00.

The Board considered adopting the Resolution to reflect that directors' fees of office shall be \$150.00, noting that this would replace the previously adopted Resolution. After review and discussion, Director Fowler moved to adopt the Resolution and direct that the Resolution be filed appropriately and retained in the District's official records. Director Hupp 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.

The Board discussed the renewal of the District's domain name and authorized MAC to pay the provided invoice from Director Martin in-between meetings and circulate checks for signature.

Ms. Mihills presented a draft operating budget for fiscal year ending September 30, 2024, a copy of which is included in the bookkeeper's report. She requested that the Board and the District's consultants review the draft budget and contact her with any

revisions prior to the Board's September meeting. The Board discussed the draft budget for fiscal year end September 30, 2024.

After review and discussion, Director Billings moved to: (1) approve the bookkeeper's report and quarterly investment report, including payment of the invoices as presented and discussed; and (2) authorize payment for the District's domain names, as discussed. Director Fowler 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.



Wanita Billings
Secretary, Board of Directors

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