

MINUTES
CHELFORD ONE MUNICIPAL UTILITY DISTRICT
OF HARRIS COUNTY, TEXAS

January 17, 2024

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 17th day of January, 2024, 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
Vacant	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 of On-Site Protection LLC ("On-Site"); Brenda McLaughlin of Bob Leared Interests, Inc.; Jarryd Mayfield of Si Environmental, LLC; Taylor Reed of Vogler & Spencer Engineering Inc. ("VSE"); Mary Ann Mihills of Municipal Accounts & Consulting, L.P.; and Whitney Higgins 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 December 18, 2023, regular meeting and the December 5, 2023, and December 11, 2023, special meetings.

Director Billings requested clarification on the proposals presented at the December 18, 2023, regular meeting, for Booster Pump No. 2 under the operations report. Discussion ensued. Mr. Mayfield stated that he would notify Mr. Smith of the Director Billings inquiry.

After review and discussion, Director Billings moved to approve the minutes of the December 5, 2023, regular meeting, as amended with a clarification from Mr. Smith, and the December 5, 2023, and December 11, 2023, as presented. Director Hupp seconded the motion, which was approved by unanimous vote.

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AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2023

The Board discussed the District's audit report for the fiscal year ending September 30, 2023, and the draft management letter. After review and discussion, Director Hupp moved to approve the audit report for the fiscal year ended September 30, 2023, subject to review and final approval by ABHR, and direct that the audit be filed appropriately and retained in the District's official records. Director Fowler seconded the motion, which was approved by unanimous vote.

DISTRICT SECURITY MATTERS

Mr. 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.

Discussion ensued regarding the District water plant gate being left open. The Board expressed their concern and requested that the gate remain closed. Mr. Reed stated that he would communicate with the fence contractor and Si Environmental to ensure that the gate is closed and would update On-Site and the Board on the matter.

The Board discussed traffic activity in the District.

The Board requested an update regarding the Flock Safety cameras. Ms. Higgins reported that the Interlocal Agreement for Flock Safety with Harris County has not been finalized by Harris County.

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 December 31, 2023, 32.4% of the District's 2023 taxes were collected. 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 Billings and was approved by unanimous vote.

OPERATIONS REPORT

Mr. Mayfield 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. Mayfield reported

facilities during the month, including the two tap line repairs along La Paloma Drive and El Padre Drive, respectively. Mr. Mayfield responded to Board members' questions regarding repairs made to the water distribution system, sanitary sewer collection system, and water plant facilities.

Director Billings reported that pea gravel was installed in lieu of asphalt for the portion of the missing sidewalk located along La Paloma Drive and Winkleman Road.

Mr. Mayfield presented and reviewed a preventative maintenance spreadsheet for reoccurring maintenance in the District, a copy of which is attached to the operations report.

Mr. Mayfield presented and reviewed the Annual Fire Hydrant Inspection survey. He reviewed, presented, and recommended a list of repairs in the amount of \$11,640.00. Discussion ensued.

Mr. Mayfield and Ms. Higgins updated the Board regarding Heartland Bank's new form agreement. Discussion ensued.

After review and discussion, Director Hupp moved to: (1) approve the operations report; and (2) approve the fire hydrant repairs in the amount of \$11,640.00. 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. Mayfield 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, and 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 to serve Los Patios Section 1, Addicks Clodine Road and Winkleman Road. Additionally, he updated the Board regarding the project signage.

Mr. Reed reported that VSE is preparing Bond Application No. 9 and anticipates circulating a draft for consultant review in February.

After review and discussion, Director Fowler moved, based on the engineer's recommendation, to approve the engineer's report. Director Hupp 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 MATTERS ("WHCRWA")

There was no discussion on WHCRWA matters.

Ms. Higgins requested approval and authorization for the operator to submit the District's Water Usage Reporting Form to the WHCRWA. After discussion, Director Fowler moved to approve and authorize the operator to submit the District's Water Usage Reporting Form to the WHCRWA. Director Billings seconded the motion, which passed unanimously.

MISSION BEND GREENBELT ASSOCIATION MATTERS

There was no discussion regarding Mission Bend Greenbelt Association matters.

GREATER MISSION BEND AREA COUNCIL

There was no discussion on the Greater Mission Bend Area Council.

ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE

Ms. Higgins reported on the District's compliance activities during the prior calendar year related to the District's outstanding bond issues. She stated that no corrective action is required at this time.

ACCEPT ANNUAL DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

The Board considered accepting the annual disclosure statement of the District's bookkeeper and Investment Officer. Ms. Higgins explained that the annual disclosure statement is intended to disclose relationships of the District's bookkeeper and Investment Officer with entities or individuals who are offering, have offered, or may offer to engage in an investment transaction with the District. After review and discussion, Director Fowler moved to accept the annual disclosure statement of the bookkeeper and Investment Officer and direct that the statement be filed with the Texas Ethics Commission and retained in the District's official records. Director Billings seconded the motion, which passed 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. After review and discussion, Director Billings moved to approve the bookkeeper's report and quarterly investment report, including payment of the invoices as presented and discussed. Director Hupp seconded the motion, which was approved by unanimous vote.

Director Billings asked about certain information posted on the District's website. Ms. Higgins responded to Director Billings' questions and comments about required information posted on the website.

2024 DIRECTORS ELECTION

Ms. Higgins discussed procedures related to the 2024 Directors Election. She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2024 Directors Election Period.

Ms. Higgins reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot for the 2024 Directors Election.

Ms. Higgins explained that the Harris County Clerk notified the District that Harris County will not contract with political subdivisions, such as the District, to administer the District's May 2024 Directors Election.

Ms. Higgins discussed exemptions from using electronic voting systems during the 2024 Directors Election.

The Board discussed pay for election officials during the 2024 Directors Election.

Ms. Higgins discussed procedures related to the 2024 Directors Election. She reviewed an Order Calling Directors Election.

Ms. Higgins discussed that Notice of Election may be required to be posted or published and provided to the County Clerk and Voter Registrar of Harris County (the "County").

Following review and discussion, Director Fowler moved to: (1) adopt a Resolution Designating an Agent of the Secretary of the Board During the 2024 Directors Election Period appointing Arlene Catalan as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District's official records; (2) authorize the Secretary's agent to post the notice as required; (3) authorize the Secretary's agent to publish Notice of Exemption in a newspaper of general circulation; (4) set the pay for election officials at \$18.00 per hour; (5) adopt the Order Calling Directors Election and direct that the Order be filed appropriately and retained in the District's official records; and (6) authorize the Secretary's agent to post or publish and provide to the County Clerk and Voter Registrar Notice of Election, if required, and to direct that the Notice be filed appropriately and retained in the District's official records. Director Hupp seconded the motion, which was approved by unanimous vote.

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




Secretary, Board of Directors

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