

MINUTES  
CHELFORD ONE MUNICIPAL UTILITY DISTRICT  
OF HARRIS COUNTY, TEXAS

December 18, 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 18<sup>th</sup> day of December, 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
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 and Matt Dunn of On-Site Protection LLC; Brenda McLaughlin of Bob Leared Interests, Inc.; Carlous Smith and Jared Mayfield of Si Environmental, LLC; Taylor Reed of Vogler & Spencer Engineering Inc. ("VSE"); Kayla Crigger of Municipal Accounts & Consulting, L.P.; and Sandra Staine and Arlene Catalan of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

The Board paid honor to Director Alwine and commended his contributions to the Board.

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 November 20, 2023, regular meeting and the November 7, 2023, November 8, 2023, and November 13, 2023, special meetings. After review and discussion, Director Billings moved to approve the minutes of the November 20, 2023, regular meeting, and the November 7, 2023, November 8, 2023, and November 13, 2023, 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.

Mr. Andrew Dunn reported and warned the Board on the recent gift card scam.

The Board discussed crime activity in the surrounding areas.

Discussion ensued regarding posting a portion of the security report with only the map of the District and surrounding areas.

## TAX ASSESSOR/COLLECTOR'S REPORT

Ms. McLaughlin updated the Board regarding certain delinquent tax accounts.

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 November 30, 2023, 98.48% of the District's 2022 taxes were collected and 5.93% of the District's 2023 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 98.74% and discussed repairs performed at the Mission Bend Integrated Water System.

Mr. Smith reviewed the repairs to, and maintenance performed at the District's water distribution system, sanitary sewer collection system, and water plant facilities during the month, including the inspection of the District's fire hydrant by Lone Star Hydrant. 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 reported on the new Texas Commission on Environmental Quality Lead and Copper Rule. He stated that Si Environmental would be performing a service line survey to inventory the lines in the District.

Mr. Smith reported on the televising and repair of the sanitary sewer line located on 6814 Leandra Drive. He stated Si Environmental televised the sanitary sewer line following the report of a resident and did not locate any obstructions. He said the resident then contracted a plumber to televise the same line, similarly the plumber did not locate an obstruction. Mr. Smith said that Si Environmental was contacted again regarding the same line following the plumber's visit and found that the line saddle was dislocated. He stated that the resident is requesting reimbursement of the plumber, which Si Environmental denied the request anticipating the Board's response.

Mr. Smith presented and reviewed a proposal for the repair of Booster Pump No. 2 in the amount of \$ 10,273.60 and a proposal for the replacement of the Booster Pump No. 2 Motor in the amount of \$6,732.75. Discussion ensued.

Mr. Smith presented and recommended turning 15 delinquent accounts totaling \$2,406.69, over to the District's collection agency.

Mr. Smith presented and reviewed a preventative maintenance 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: (1) approve the operations report; (2) deny the resident's reimbursement request for the plumber; (3) approve the proposal for the repair of Booster Pump No. 2 in the amount of \$10,273.60; (4) approve the proposal for the replacement of the Booster Pump No. 2 Motor in the amount \$6,732.75; and (5) authorize the operator to turn over the recommended delinquent accounts over for collections. 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 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 has submitted plans and specifications of the District's Water Plant Chloramine Conversion to the appropriate agencies for review and approval.

Mr. Reed stated Harris County Precinct No. 4's has not distributed additional information regarding funding for the Call for Projects grant.

After review and discussion, Director Fowler moved, based on the engineer's recommendation, to approve the approve the engineer's report. Director Billings 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

The Board discussed WHCRWA matters.

## MISSION BEND GREENBELT ASSOCIATION MATTERS

The Board discussed Mission Bend Greenbelt Association matters.

## GREATER MISSION BEND AREA COUNCIL

Director Billings updated the Board on Greater Mission Bend Area Council matters.

## TRAVEL REIMBURSEMENT GUIDELINES

The Board discussed the District's Travel Reimbursement Guidelines and Director expenses for the Association of Water Board Directors ("AWBD") winter conference. After discussion, the Board concurred to approve no more than three per

diems, two nights hotel stay, and reasonable meals for Directors attending the AWBD winter conference.

BOOKKEEPER'S REPORT

Ms. Crigger 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.

EMINENT DOMAIN REPORT

Ms. Staine reported that ABHR has filed the District's Eminent Domain Authority Annual Report with the Comptroller of the State of Texas as required by Section 2206.154 of Texas Government Code.

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



  
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.....	4
Bookkeeper's Report.....	5