

MINUTES
CHELFORD ONE MUNICIPAL UTILITY DISTRICT
OF HARRIS COUNTY, TEXAS

May 20, 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 20th day of May, 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
Vacant	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also present at the meeting were: Lynne Alwine, resident of the District; 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; Taylor Reed of Vogler & Spencer Engineering Inc.; Mary Ann Mihills of Municipal Accounts & Consulting, L.P.; and Whitney Higgins, Patrick Coleman, 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 April 15, 2024, regular meeting and the March 19, 2024, April 2, 2024, and April 8, 2024, special meetings. After review and discussion, Director Billings moved to approve the minutes of the April 15, 2024, regular meeting, as presented, and the March 19, 2024, April 2, 2024, and April 8, 2024, as presented. Director Fowler seconded the motion, which was approved by unanimous vote.

2024 DIRECTORS ELECTION

CERTIFICATE OF ELECTION

The Board considered approving a Certificate of Election, reflecting the election of Directors Martin and Fowler to the Board of Directors of the District, each for a four-year term. After review and discussion, Director Fowler moved to approve the Certificate of Election and the distribution of the same to Directors Martin and Fowler, and direct that the Certificate of Election be filed appropriately and retained in the District's official records. Director Billings seconded the motion, which passed unanimously.

DIRECTORS' SWORN STATEMENTS, OFFICIAL BONDS AND OATHS OF OFFICE

The Board reviewed the Sworn Statements and Oaths of Office for Directors Martin and Fowler. After review and discussion, Director Fowler moved that the Board approve the Sworn Statements and Oaths of Office and direct that the documents be filed appropriately and retained in the District's official records, and that the Oaths of Office be filed with the Secretary of State, as required by law. Director Billings seconded the motion, which passed unanimously.

NEW DIRECTOR MATTERS INCLUDING,

APPOINT NEW DIRECTOR

The Board considered appointing Ms. Lynne Alwine to fill one of the vacancies on the Board. Following review and discussion, Director Fowler moved to appoint Ms. Lynne Alwine to the Board. Director Billings seconded the motion, which passed unanimously.

APPROVE SWORN STATEMENT, OFFICIAL BOND, AND OATH OF OFFICE

The Board considered accepting Director Alwine's Sworn Statement, Oath of Office, and Official Bond in connection with her appointment to the Board. Following review and discussion, Director Fowler moved to authorize acceptance of Director Alwine's Sworn Statement, Oath of Office, and Official Bond. Director Billings seconded the motion, which passed unanimously.

REORGANIZATION OF BOARD AND EXECUTION OF DISTRICT REGISTRATION FORM

The Board considered reorganizing the Board. Ms. Higgins stated that the District is required to file an updated District Registration Form with the Texas

Commission on Environmental Quality (“TCEQ”) reflecting the new Board member and any changes in director positions. Following review and discussion, Director Fowler moved to authorize execution and filing of the District Registration Form reflecting the appointment of Director Alwine, and reorganization of the Board as follows:

Michael A. Martin	President
Connie Fowler	Vice President
Dr. Winetta Billings	Secretary
Lynne Alwine	Assistant Secretary
Vacant	Assistant Vice President

Director Alwine seconded the motion, which passed unanimously.

CONFLICT OF INTEREST DISCLOSURE REQUIRED UNDER CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE AND LIST OF LOCAL GOVERNMENT OFFICERS FOR THE DISTRICT

Ms. Higgins reviewed a memorandum regarding conflict of interest disclosure required under Chapter 176 of the Texas Local Government Code, a copy of which is attached, and disclosure forms adopted by the Texas Ethics Commission. She stated that pursuant to Chapter 176 of the Texas Local Government Code, the District is required to maintain a list of Local Government Officers. The Board concurred to authorize execution of an updated List of Local Government Officers reflecting the new Director.

OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT TRAINING REQUIREMENTS

Ms. Higgins discussed the Texas Public Information Act (“TPIA”) and noted that the Texas Legislature has made it explicit that officers and employees of governmental entities are temporary custodians of public information. She next distributed and reviewed a memorandum regarding Texas Open Meetings Act (“TOMA”) and TPIA training requirements for Directors and encouraged Director Alwine to receive her training as soon as possible and forward her certificates of completion to ABHR for inclusion in the District’s permanent records. Ms. Higgins then noted that the rest of Directors have previously completed TOMA training, and she encouraged the Board of Directors to receive TPIA training as soon as possible and forward their certificate of completion to ABHR for inclusion in the District’s permanent records.

Bonita Springs Drive. Mr. Andrew Dunn stated that On-Site would look into the matter.

Mr. Andrew Dunn noted that he has requested the patrolling officers to take photographs to include in the monthly security report.

Mr. Andrew Dunn warned the Board about artificial intelligence crimes. Discussion ensued.

Director Billings reported that an unhitched trailer remained parked on the street located along Paladora Drive and Las Brisas Drive. She stated that the trailer impedes traffic, especially during drop-off and pick-up school hours. Mr. Andrew Dunn stated that On-Site would be monitoring the situation.

Mr. Andrew Dunn reported that the data used for the report regarding Fort Bend County security matters continues to be unavailable. He stated that On-Site has continued to follow up with Fort Bend County on the matter, noting the importance of On-Site's receipt of the data. Mr. Andrew Dunn stated that Fort Bend County continues to state that the data should be available soon.

Ms. Higgins reported on correspondence received from Flock Safety. Discussion ensued. Mr. Andrew Dunn stated that the District is in good shape and is not in need for cameras at the moment.

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, 2024, 95.7% of the District's 2023 taxes were collected.

Discussion ensued regarding rental properties within the District. Ms. McLaughlin stated that she will prepare a list of rental properties for the Board's 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 Billings, which 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

account. The motion was seconded by Director Billings, which 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 93.06% 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 a tapline repair along 6618 Escondido Drive and monthly endline flushing. 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 spreadsheet for reoccurring maintenance in the District, a copy of which is attached to the operations report.

The Board considered the annual filing of the Consumer Confidence Report.

Director Billings inquired about certain work listed under the Work Order Summary. Mr. Smith responded to Director Billings questions and comments regarding the Work Order Summary.

After review and discussion, Director Fowler moved to: (1) approve the operations report; and (2) approve distribution of the finalized Consumer Confidence Report, and filing of the certificate of mailing with the TCEQ. 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 Fowler 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

The Board discussed the curbside cleaning and curb raising work being completed throughout the District and neighboring areas. Mr. Reed stated that he reached out to the contractor performing the work but has not heard back. Director Billings stated that she spoke to the contractor and was informed that the work was ordered by Fort Bend County. Discussion ensued regarding the work performed and the possible reason for the work. Mr. Reed stated that he would follow up with Fort Bend County and Harris County Precinct 4 on the matter.

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

Mr. Reed updated the Board regarding the construction of the Water Line Rehabilitation to serve Los Patios Section 1, Addicks Clodine Road and Winkleman Road and reviewed and recommended approval of Pay Estimate No. 4 in the amount of \$85,260.15, payable to Aranda Industries, LLC.

Mr. Reed updated the Board regarding the District's Water Plant Chloramine Conversion project.

Mr. Reed stated that there are no updates on the Harris County Precinct No. 4's ("HCP 4") Call for Projects. He stated that he would be attending HCP 4's meeting on May 21st.

Mr. Reed stated that Bond Application No. 9 is currently under consultant review.

After review and discussion, Director Billings moved, based on the engineer's recommendation, to: (1) approve the engineer's report; and (2) approve Pay Estimate No. 4 in the amount of \$85,260.15. 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 reviewed the amended budget for Chelford City Regional WWTP. After review and discussion, Director Fowler moved to approve the amended budget, as discussed. Director Billings seconded the motion, which was approved by unanimous vote.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS
("WHCRWA")

There was no discussion on WHCRWA matters.

Director Billings reported on the WHCRWA focus group that she had previously attended. She shared educational materials from the focus group. The Board discussed posting some of the WHCRWA educational videos to the District's website and sharing them with local schools.

MISSION BEND GREENBELT ASSOCIATION MATTERS

There was no discussion on the Mission Bend Greenbelt Association matters.

GREATER MISSION BEND AREA COUNCIL

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

TRAVEL REIMBURSEMENT GUIDELINES AND ASSOCIATION OF WATER BOARD
DIRECTORS ("AWBD") SUMMER CONFERENCE

The Board discussed the District's Travel Reimbursement Guidelines (the "Guidelines") in connection with the upcoming AWBD summer conference, and discussion ensued regarding specific expenses eligible and ineligible for the conference. Following discussion, Director Fowler made a motion to authorize up to four per diems, three hotel nights, and six meals for each director attending the AWBD summer conference, all to be submitted in accordance with the District's Guidelines. Director Alwine seconded the motion, which carried 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.

Director Billings inquired about certain invoices listed in the Bookkeeper's report. Ms. Mihills responded to Director Billings' questions and comments.

The Board discussed printing the business cards designed by Off Cinco. After review and discussion, Director Fowler moved to authorize the printing of the business cards, at a cost not to exceed \$1,000.00 and subject to approval by Director Billings. Director Billings seconded the motion, which was approved by unanimous vote.

After review and discussion, Director Fowler moved to approve the bookkeeper's report and quarterly investment report, including payment of the invoices as presented and discussed. Director Billings seconded the motion, which was approved by unanimous vote.

The Board discussed honoring Eston Hupp for his service on the Board. The Board then directed ABHR to add an item to the June regular meeting agenda to recognizing Eston Hupp's service on the Board.

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

(SEAL)


Secretary, Board of Directors

LIST OF ATTACHMENTS

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