

MINUTES
CHELFORD ONE MUNICIPAL UTILITY DISTRICT
OF HARRIS COUNTY, TEXAS

June 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 June, 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
Connie Fowler	Vice President
Dr. Winetta Billings	Secretary
Lynne Alwine	Assistant Vice President
Vacant	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.; Carlous Smith of Si Environmental, LLC ("Si Environmental"); Taylor Reed of Vogler & Spencer Engineering Inc. ("VSE"); Mary Ann Mihills and Kyle Cortez 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 May 20, 2024, regular meeting and the May 7, 2024, and May 13, 2024, special meetings. After review and discussion, Director Billings moved to approve the minutes of the May 20, 2024, regular meeting, as amended, and the May 7, 2024, and May 13, 2024, as presented. 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 reported on vandalism, storage unit theft, and fraud. Mr. Dunn responded to Board members' questions, comments, and requests regarding security matters.

Mr. 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. Dunn stated that Fort Bend County continues to state that the data should be available soon.

Mr. Dunn reported that Officer Jonathon Scott's patrol hours in the District have been increased.

Mr. Dunn reported on a drowning that occurred in Harris County Municipal Utility District No. 120.

Director Billings inquired about an invoice for additional services and electronic security installation. Mr. Dunn responded to Director Billings invoice questions and noted that On-Site is updating the District's cameras and there have been some additional costs associated with the work.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. McLaughlin reported on the District's residential properties and noted that approximately 70% of properties receive a homestead exemption and the rest are considered rental properties.

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, 2024, 96.5% 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 Alwine, 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 95.80% 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 fire hydrant repair on 15202 La Mancha Drive and 6818 Winkleman Road 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.

Mr. Smith reviewed the EPA mandate on replacing galvanized pipes that have lead or copper.

Director Billings inquired about the Envirodyne Laboratories, Inc. ("Envirodyne Laboratories") and Jani King Rocket Franchising, Inc. ("Jani King") invoices. She noted that both invoices were higher than usual. Ms. Mihills reported that Envirodyne Laboratories stated that a notice was submitted regarding the price increase. After review and discussion, the Board directed Si Environmental to include all notices of proposed price increases relating to the District's facilities in the operations report. The Board then directed Si Environmental to follow up with Jani King regarding the billing increase.

After review and discussion, Director Billings moved to approve the operations report. 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 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 Fowler 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 the construction of the Water Line Rehabilitation to serve Los Patios Section 1, Addicks Clodine Road and Winkleman Road. He stated that VSE is working with the project's contractor on the coordination of traffic control for the upcoming construction along Winkleman Road.

Mr. Reed updated the Board regarding the District's Water Plant Chloramine Conversion project. He noted that plans are currently pending Texas Commission on Environmental Quality approval.

Mr. Reed reported that ABHR has received and reviewed Harris County Precinct No. 4's ("HCP 4") Interlocal Agreement for the District's 2023 Call for Projects awarded application. He stated that VSE will review the Interlocal Agreement and provide additional comments. Mr Reed then reported that HCP 4 is in the design phase of the project. Mr. Reed recommended that the Board consider approving the Interlocal Agreement, pending ABHR final review.

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

After review and discussion, Director Alwine moved, based on the engineer's recommendation, to: (1) approve the engineer's report; and (2) approve the Interlocal Agreement with HCP 4, subject to ABHR final review. 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.

Ms. Mihills updated the Board regarding the incorrect billing of participants by the MBIWS's bookkeeper. She stated that she would follow up with the bookkeeper and update the board next month.

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")

Dr. Billings updated the Board on WHCRWA matters.

GREATER MISSION BEND AREA COUNCIL

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

MISSION BEND GREENBELT ASSOCIATION MATTERS

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

DISCUSS ASSOCIATION OF WATER BOARD DIRECTORS SUMMER CONFERENCE, APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES, AND AUTHORIZE ATTENDANCE AT WINTER CONFERENCE

The Board discussed the AWBD summer conference and related eligible expenses. The Board then considered authorizing attendance at the AWBD winter conference scheduled for January 24–25, 2025. After discussion, Director Billings moved to approve eligible expenses associated with the AWBD summer conference and authorize attendance at the AWBD winter conference. Director Fowler seconded the motion, which was approved 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.

Ms. Mihills noted that check no. 15619's memo on the bookkeeping report will be updated to reflect Lead and Copper in lieu of Laboratory Fees.

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

RESOLUTION COMMENDING ESTON HUPP FOR SERVICE TO CHELFORD ONE MUNICIPAL UTILITY DISTRICT

The Board reviewed a Resolution Commending Eston Hupp for service to the District. Following review and discussion, Director Alwine moved to adopt the Resolution Commending Eston Hupp for service to the District. Director Fowler seconded the motion, which passed by unanimous vote.

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



Kinetta Bell
Secretary, Board of Directors

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