

MINUTES  
CHELFORD ONE MUNICIPAL UTILITY DISTRICT  
OF HARRIS COUNTY, TEXAS

July 15, 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 15<sup>th</sup> day of July, 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. (“MAC”); and Sandra Staine, 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 June 17, 2024, regular meeting and the June 4, 2024, special meetings. After review and discussion, the Board discussed certain revision to the June 17, 2024 regular minutes. Director Billings moved to approve the minutes of the June 17, 2024, regular meeting, as amended, and the June 4, 2024, as presented. Director Alwine 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 vehicle entries, theft, and assaults in the District. 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.

The Board inquired about the ratio of traffic citations issued in the District, compared to the number of traffic stops, as noted in the security report. Mr. Dunn stated that a new deputy has been assigned to the District, which may yield different results, increasing the issuance of citations.

#### 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 June 30, 2024, 96.8% 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.

#### ADOPT RESOLUTION REGARDING DEVELOPMENT STATUS FOR 2024 TAX YEAR

Ms. Staine discussed the "truth-in-taxation" property tax calculations and tax levy process for water districts and stated that Chapter 49 of the Texas Water Code establishes three main categories for water districts, based on a district's development status and/or tax rate. She reviewed the definitions for each of the three categories and said the Board must annually determine the District's category for that tax year and follow the associated notice and levy provisions in the Texas Water Code.

Discussion ensued regarding the District's development status. After fully considering relevant data, information, and statutory definitions, the Board determined that the District is a Developed District for the 2024 tax year.

Following review and discussion, Director Fowler moved to establish that the District is a Developed District for the 2024 tax year, pursuant to Section 49.23602, Texas Water Code, adopt a Resolution Regarding Development Status for 2024 Tax Year establishing the District as a Developed district for the 2024 tax year, pursuant to Section 49.23602, Texas Water Code, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Alwine seconded the motion, 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 95.54% 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 tipline repair on El Padre Drive and repair of two commercial meters on Bellaire Boulevard and Addicks Clodine Road. 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 discussed the delinquent list report.

Director Billings inquired about Si Environmental's invoice line item for meeting with Aranda Industries to close valves. Mr. Reed stated this is in relation to the water line rehabilitation project.

Mr. Reed reported the District's Water Plant's Well had electrical issues following Hurricane Beryl. He stated Si Environmental has installed a rental motor and anticipates having a proposal for the repair at the Board's next regular meeting.

Director Fowler inquired about the administrative costs associated with sending delinquent account notices. Mr. Smith noted that administrative costs are recuperated from customers as they are included in the District's Rate Order. Discussion ensued regarding amending the District's Rate Order. Mr. Smith stated that he would prepare a list of changes to the Rate Order for consideration.

After review and discussion, Director Fowler moved to approve the operations report. 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

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 a new fill line will need to be installed in relation to the chloramine conversion.

Mr. Reed Reported that Harris County Precinct No. 4 is reviewing ABHR and VSE's comments to the Interlocal Agreement for the District's 2023 call for projects awarded application. The Board requested a copy of the Interlocal Agreement.

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 approve the engineer's report, 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 the bookkeeper has since noted the error and will be calculating what the participants were overbilled to provide a credit to each participant.

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.

GREATER MISSION BEND AREA COUNCIL

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

MISSION BEND GREENBELT ASSOCIATION MATTERS

The Board discussed Mission Bend Greenbelt Association matters.

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. Mills requested approval of additional check No. 15663 to Connie Fowler in the amount of \$138.52, check No. 15664 to Lynne Alwine in the amount of \$138.52, and check No. 15665 to Dr. Winetta Billings in the amount of \$138.52.

Director Billings inquired about water CAD invoices from 2022-2024 that were recently billed to the District by Chelford City Municipal Utility District. Mr. Reed stated that VSE discovered that the invoices were not billed to the MBIWS reserve account and is now billing the participants.

Director Billings followed up regarding Jani King of Rocket Franchising, Inc.'s ("Jani King") increased invoices. Ms. Staine confirmed the District does not have a standard service agreement with Jani King and that they bill through Si Environmental. The Board directed Si Environmental to send the agreement to ABHR to review the rate increase terms.

Director Billings requested MAC to review and verify that Seaback Maintenance Inc. is not billing the District multiple times for the same work.

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) approve additional checks Nos. 15663, 15664, and 15665, as discussed. Director Fowler seconded the motion, which was approved by unanimous vote.

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

*Vanitta Billing*  
Secretary, Board of Directors

(SEAL)



LIST OF ATTACHMENTS

	Minutes
	<u>Page</u>
Security Report.....	1
Tax Assessor/Collector's Report.....	2
Operations Report.....	3
Engineer's Report.....	4
Bookkeeper's Report.....	5