

MINUTES  
CHELFORD ONE MUNICIPAL UTILITY DISTRICT  
OF HARRIS COUNTY, TEXAS

November 18, 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 18<sup>th</sup> day of November 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: Jon Lee, resident of the District; Andrew Dunn and Alfred Segundo 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. ("VSE"); Anthea Moran of Masterson Advisors, LLC; Mary Ann Mihills of Municipal Accounts & Consulting, L.P.; and Whitney Higgins and Patrick Coleman of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

The Board offered any members of the public the opportunity to make a public comment.

Director Martin introduced Mr. Lee to the Board and District consultants and stated that he would like to be considered for appointment to the Board to serve the current vacancy.

MINUTES

The Board considered approving the minutes of the September 16, 2024, and October 21, 2024, regular meetings and the September 3, 2024, September 9, 2024, September 30, 2024, October 1, 2024, October 10, 2024, October 14, 2024, October 17, 2024, and November 4, 2024, special meetings. Following review and discussion, Director

Billings moved to approve the minutes, as amended. Director Fowler seconded the motion, which carried unanimously.

DISTRICT SECURITY MATTERS

Mr. Dunn and Mr. Segundo reviewed the District’s monthly security report, a copy of which is attached. Mr. Dunn and Mr. Segundo responded to Board members’ questions, comments, and requests regarding security matters.

Mr. Dunn updated the board on Fort Bend County security matters, noting that the Fort Bend County data for the security report remains unavailable.

Mr. Dunn reported to the Board that On-Site received a request for contracted services from a Homeowners Association located within Chelford City Municipal Utility District. He stated that On-Site does not partner with Homeowners Associations for contracted services. Discussion ensued. Following discussion, the Board recommended that Mr. Dunn call Chelford City Municipal Utility District and request that they contact this Homeowners Association to discuss their request for security.

TAX ASSESSOR/COLLECTOR’S REPORT

Ms. McLaughlin reviewed 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 noted that as of October 31, 2024, 0.2% of the District’s 2024 taxes were collected and responded to Board members’ questions and comments regarding tax assessor/collector matters.

Following review and discussion, Director Alwine moved to approve the tax assessor/collector’s report and authorize payment of checks drawn from the District’s tax account. Director Fowler seconded the motion, which carried unanimously.

SERIES 2024 UNLIMITED TAX BONDS

Ms. Moran reported on the sale of the Series 2024 Unlimited Tax Bonds (the “Bonds”) and stated that the Bonds will close on November 21, 2024. Following review and discussion, Director Fowler made a motion to authorize the disbursement of the funds to the District upon closing of the Bonds. Director Alwine seconded the motion, which carried unanimously.

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. He reported that the water accountability for the month was 96.76%. Mr. Smith reviewed the repairs and maintenance performed at

the District's water distribution system, sanitary sewer collection system, and water plant facilities during the month, including concrete work, facility fence replacement, and monthly end-of-the-line flushing.

Mr. Smith presented and reviewed a preventative maintenance spreadsheet for recurring maintenance in the District, a copy of which is attached to the operations report, and presented the delinquent list report. Mr. Smith responded to Board members' questions and comments regarding operations matters, maintenance performed on the District's water distribution system, sanitary sewer collection system, water plant facilities, and delinquent accounts.

Mr. Smith updated the Board on the District's lead and copper service line inventory (the "Lead & Copper Inventory"), as reflected in the operator's report. Discussion ensued, and the Board concurred to post the following notice to the public as part of these minutes:

Chelford One Municipal Utility District has completed the Lead & Copper Inventory as required by the EPA. Through records research and field investigation of the distribution system, it has been determined that the system has no lead service lines or galvanized, requiring replacement service lines. If you would like a copy of the Lead & Copper Inventory, please submit your request to CHE000@txdistricts.info.

Following review and discussion, Director Fowler moved to: (1) approve the operator's report; and (2) approve the District's Lead & Copper Inventory, make a copy of the Inventory available by request submitted to CHE000@txdistricts.info and post notice of the availability of the inventory in these minutes, as stated above. Director Alwine seconded the motion, which carried unanimously.

#### HEARING ON TERMINATION OF UTILITY SERVICE

The Board conducted a hearing on the 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 a reason for non-payment. 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 carried unanimously.

## ENGINEER'S REPORT

Mr. Reed presented and reviewed the engineer's report, a copy of which is attached. He responded to Board members' questions, comments, and requests regarding engineering matters.

Mr. Reed updated the Board on the water line rehabilitation project to serve Los Patios Section 1, Addicks Clodine Road, and Winkleman Road. He noted that the temporary bypass has been installed and that the contractor has been pipe-bursting the water line along Winkleman.

Mr. Reed updated the Board on the District's water plant chloramine conversion project. He confirmed that contract 28 is under design and will initially provide water to Mission Bend Municipal Utility District No. 2. Mr. Reed noted that VSE anticipates advertising for bids in the first quarter of 2025.

Mr. Reed updated the Board on the water line rehabilitation project to serve Mission Bend Section 1. He stated that bids will be received on November 22, 2024, and presented at the next Board meeting.

Mr. Reed updated the Board on the water line rehabilitation projects to serve Bellaire Boulevard and Mission Bend Section 12, stating that the VSE has begun designing the projects.

Mr. Reed updated the Board on the Harris County Precinct No. 4 Interlocal Agreement for the District's 2023 call for projects, stating that there were no updates to report.

Mr. Reed updated the Board on scheduling an evening tour of the wastewater treatment plant to determine if additional lighting is needed. He stated that VSE will present a list of options at the next Board meeting.

The Board inquired about a certain damaged light pole on Winkleman Road. Mr. Reed stated that the light pole is no longer present and that he will contact Centerpoint and request that a new light pole be installed.

Following review and discussion, Director Fowler moved to approve the engineer's report, as presented. Director Billings seconded the motion, which carried unanimously.

## MISSION BEND INTEGRATED WATER SYSTEM ("MBIWS") MATTERS

Mr. Reed updated the Board on MBIWS matters. Discussion ensued.

CHELFORD CITY REGIONAL WASTEWATER TREATMENT PLANT ("WWTP")  
MATTERS

Mr. Reed and Director Martin updated the Board on Chelford City Regional WWTP matters. Discussion ensued.

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

Director Martin updated the Board on WHCRWA matters. Discussion ensued.

GREATER MISSION BEND AREA COUNCIL

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

MISSION BEND GREENBELT ASSOCIATION MATTERS

Director Billings updated the Board on Mission Bend Greenbelt Association matters. Discussion ensued.

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. She responded to the Board's questions and comments regarding bookkeeping matters.

Following 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 Alwine seconded the motion, which carried unanimously.

DISCUSS COMMUNITY EDUCATION EVENT AND TAKE APPROPRIATE ACTION

The Board discussed the District's community education event.

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



  
Secretary, Board of Directors

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