

MINUTES
CHELFORD ONE MUNICIPAL UTILITY DISTRICT
OF HARRIS COUNTY, TEXAS

December 16, 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 16th day of December 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 Secretary
Vacant	Assistant Vice President

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"); Mary Ann Mihills and Kyle Cortez 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. There being no members of the public requesting to make a public comment, the Board moved to the next agenda item.

MINUTES

The Board deferred action regarding this matter.

NEW DIRECTOR MATTERS, INCLUDING:

APPOINT NEW DIRECTOR

The Board considered appointing Mr. Jon Lee to fill one of the vacancies on the Board. Following review and discussion, Director Fowler moved to appoint Mr. Jon Lee to the Board. Director Billings seconded the motion, which carried unanimously.

APPROVE SWORN STATEMENT, OFFICIAL BOND, AND OATH OF OFFICE

The Board considered accepting Director Lee's Sworn Statement, Oath of Office, and Official Bond in connection with his appointment to the Board. Following review and discussion, Director Fowler moved to authorize acceptance of Director Lee's Sworn Statement, Oath of Office, and Official Bond. Director Billings seconded the motion, which carried 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 the 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 Lee to receive his training as soon as possible and forward his certificates of completion to ABHR for inclusion in the District's permanent records. Ms. Higgins then noted that the rest of the Directors have previously completed TOMA training.

RE-ORGANIZE THE BOARD OF DIRECTORS AND AUTHORIZE EXECUTION OF DISTRICT REGISTRATION FORM

The Board then considered reorganizing the Board. After discussion, the Board concurred to reorganize the Board as follows:

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

Ms. Higgins stated that the District Registration Form must be filed with the Texas Commission on Environmental Quality ("TCEQ") to show the new slate of officers. Following discussion, Director Fowler made a motion to authorize ABHR to file the District Registration Form with the TCEQ. Director Billings seconded the motion, which carried unanimously.

APPOINT DIRECTOR TO MISSION BEND GREENBELT ASSOCIATION

The Board considered appointing Director Alwine to the Mission Bend Greenbelt Association Board. Following review and discussion, Director Billings moved to appoint Director Alwine to the Mission Bend Greenbelt Association Board. Director Fowler seconded the motion, which carried unanimously.

DISTRICT SECURITY MATTERS

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

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

Discussion ensued regarding overly bright residential lights that may impair drivers' line of sight and concerns about a report of a patrol vehicle not stopping at stop signs. Mr. Dunn stated that he would address these concerns.

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 November 30, 2024, 5.6% of the District's 2024 taxes were collected. Ms. McLaughlin responded to Board members' questions and comments regarding tax assessor/collector matters.

Ms. McLaughlin reviewed the delinquent tax report and the recommendation from Perdue, Brandon, Fielder, Collins & Mott L.L.P. to remove Shayan Texas Pizza from the District's tax rolls. Discussion ensued. Following review and discussion, the Board concurred to defer action until the next Board meeting.

Following further review and discussion, Director Billings 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.

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 96.48%. 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 tapline repairs, valve replacements, monthly end-of-the-line flushing, Accurate leak detection survey, and Accurate meter testing for commercial meters. Mr. Smith responded to the Board's questions, comments, and requests regarding operation and maintenance matters.

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. Mr. Smith responded to Board members' questions regarding maintenance performed on the District's water distribution system, sanitary sewer collection system, and water plant facilities. He noted that the valve replacement was listed at Bellaire & Addicks Clodine in error and that the project manager report will be updated to reflect the correct address.

The Board discussed the delinquent list report. Mr. Smith responded to the Board members' questions and comments regarding delinquent accounts.

Following review and discussion, Director Billings moved to approve the operations report, as amended. Director Fowler 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 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 carried unanimously.

ENGINEER'S REPORT

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

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

Mr. Reed stated that bids were received for the water line rehabilitation project to serve Mission Bend Section 1. He recommended that the Board award the contract to Aranda Industries LLC ("Aranda") in the amount of \$2,394,873.00. The Board concurred that, in its judgment, Aranda was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Mr. Reed updated the Board on the design of the water line rehabilitation project to serve Bellaire Boulevard and the water line rehabilitation project to serve Mission Bend Section 12.

Mr. Reed stated there were no updates on the Harris County Precinct No. 4 Interlocal Agreement for the 2023 call for projects.

Mr. Reed updated the Board on Director Billings' request for a Board tour, at night, of the District's water plant to determine if additional lighting is needed. Discussion ensued. Following discussion, the Board and Mr. Reed concurred the tour should take place after the holidays following a Chelford City Regional Wastewater Treatment Facility meeting. Mr. Reed stated that VSE will continue to coordinate with the Board to finalize the date.

Mr. Reed updated the Board on the District's Fat, Oil, and Grease ("FOG") dosing contract. Discussion ensued. Following discussion, the Board considered discontinuing the FOG dosing contract.

The Board inquired about the previously discussed damaged light pole on Winkleman Road. Mr. Reed stated that he reported the damaged light pole to CenterPoint Energy, Inc. ("CenterPoint") and that CenterPoint is working to install a new light pole.

After review and discussion, Director Billings moved to: (1) approve the engineer's report; (2) award the water line rehabilitation project to serve Mission Bend Section 1 to Aranda in the amount of \$2,394,873.00, based upon VSE's recommendation and subject to approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Lee seconded the motion, which carried unanimously.

REVIEW AND UPDATE EMINENT DOMAIN REPORT TO THE TEXAS COMPTROLLER

Ms. Higgins updated the Board on the District's Eminent Domain Report to the Texas Comptroller.

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 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.

GREATER MISSION BEND AREA COUNCIL

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

MISSION BEND GREENBELT ASSOCIATION MATTERS

There was no discussion on this matter.

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 requested that the Board approve additional check no. 15799 in the amount of \$155.95, payable to Director Martin and check no. 15800 in the amount of \$319.97, payable to Director Billings.

Director Billings inquired about the District's WWTP payments. She stated that the WWTP monthly report reflected the District's payments as delinquent. Ms. Mihills confirmed the District's WWTP payments are paid on time. She stated that the WWTP monthly report reflects a delinquent account due to Chelford City generating the monthly report before the timely payment is reflected in their account.

Following review and discussion, Director Billings moved to approve the bookkeeper's report and quarterly investment report, including payment of the invoices, including check nos. 15799 and 15800 as detailed above. Director Fowler seconded the motion, which carried unanimously.

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



Shirley Gillman
Secretary, Board of Directors

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