

MINUTES  
CHELFORD ONE MUNICIPAL UTILITY DISTRICT  
OF HARRIS COUNTY, TEXAS

July 21, 2025

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 21<sup>st</sup> day of July 2025, 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
Jon Lee	Assistant Vice President

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

Also present at the meeting were: Houston Whitley and Zach Jones, via teleconference, of Flock Group, Inc. dba Flock Safety ("Flock"); 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 ("Si"); Taylor Reed of Vogler & Spencer Engineering Inc. ("VSE"); Mary Ann Mihills and Kyle Cortez of Municipal Accounts & Consulting, L.P.; and Angie Lutz, Audrey Briscoe, 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 considered approving the minutes of the June 16, 2025, regular meeting and the July 1, 2025, and July 14, 2025, special meetings.

Director Billings arrived.

Discussion ensued. Following review and discussion, Director Billings moved to approve the minutes of the June 16, 2025, regular meeting and the July 1, 2025, and July 14, 2025, special meetings, as amended. Director Lee seconded the motion, which carried by unanimous vote.

## DISTRICT SECURITY MATTERS

Mr. Whitley introduced himself and Mr. Jones then presented information to the Board on Flock cameras, including how they function and the estimated costs. He stated that the annual cost per camera is \$2,500.00, with a one-time installation fee of \$650.00 per camera. Mr. Whitley responded to Board Members' questions, comments, and requests regarding Flock cameras. Mr. Dunn stated, in his opinion, that the Flock cameras would be beneficial to the District and recommended the Board consider getting two or three cameras. Discussion ensued regarding the placement of the cameras. Following discussion, the Board requested that Flock meet with On-Site to determine the most advantageous locations in the District to place the Flock cameras and to present a proposal at the next Board meeting. No action was taken by the Board.

Mr. Segundo reviewed the District's monthly security report, a copy of which is attached.

Mr. Segundo reported on Fort Bend County security matters. A copy of the Fort Bend County crime statistic data is attached to the security report.

The Board discussed various security matters, including abandoned and illegally parked vehicle matters. Ms. Fowler inquired the scheduling of the patrol officers. Mr. Dunn stated that he could ask all of the patrol officers to attend a community meeting for community engagement and introductions. The Board discussed upcoming community events. Following discussion, Mr. Dunn stated that he will have the officers come to an upcoming Mission Bend Greenbelt meeting. Mr. Dunn and Mr. Segundo continued to respond to Board Members' questions, comments, and requests regarding security matters. Mr. Dunn stated that On-Site will investigate and address the Board reported incidents and provide an update at the next Board of Directors meeting.

## TAX ASSESSOR/COLLECTOR'S REPORTS

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 reported that as of June 30, 2025, 97.1% of the District's 2024 taxes were collected. Ms. McLaughlin updated the Board on the Shayan Texas Pizza and RPM Auto & Tire Services delinquent accounts. The Board discussed the accounts and the feasibility of collecting their delinquent taxes. Ms. McLaughlin continued responding to Board members' questions, comments, and requests regarding tax assessor/collector and delinquent tax collection matters. Following review and discussion, Director Fowler moved to: (1) authorize Perdue Brandon Fielder Collins & Mott, LLP to move Shayan Texas Pizza and RPM Auto & Tire Services to uncollectable; and (2) approve the tax assessor/collector's report and authorize payment of checks drawn from the District's tax account. Director Lee seconded the motion, which carried by unanimous vote.

## RESOLUTION REGARDING DEVELOPMENT STATUS FOR 2025 TAX YEAR

Ms. Briscoe 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 2025 tax year.

Following review and discussion, Director Alwine moved to adopt a Resolution Regarding Development Status for the 2025 Tax Year establishing the District as a Developed District (the “Resolution Regarding Development Status”) for the 2025 tax year, pursuant to Section 49.23602, Texas Water Code and direct that the Resolution Regarding Development Status be filed appropriately and retained in the District’s official records. Director Fowler seconded the motion, which carried 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. He reported that the water accountability for the month was 94.79%. Mr. Smith reported on the current connections in the District, water production and distribution repairs, tap line repairs, sanitary sewer maintenance, lift station maintenance, fire hydrant replacement and maintenance, water meter repairs and replacements, water well maintenance and repairs, end-of-the-line flushing, and grease trap inspections during the previous month.

Mr. Smith reported that a tree has grown into the fence line at the District’s Water Plant. He explained that the tree must be removed to remain compliant with Texas Commission of Environmental Quality regulations. Mr. Smith stated that he would present a proposal to remove the tree at the next Board of Directors meeting. The Board discussed the details of the matter.

Director Billings requested clarity on a tapline repair performed on a resident’s side of the water line and the amount of time it took for the repairs to be completed. Mr. Smith provided further details of the work performed. Mr. Reed explained the typical process and timeline for tapline and sewer line repairs.

The Board discussed the address listed on a delivery invoice to the water plant being different than the actual Water Plant address. Mr. Smith and Mr. Reed explained that the address provided was the closest address to where the delivery was made.

Director Billings inquired about the Seaback Maintenance, Inc. invoice for mowing. She stated that a line item in the invoice is for clearing the fence line but there was no mowing or other signs of the fence line being addressed. Discussion ensued. Following discussion, Mr. Smith stated that Si will investigate the matter and provide an update at the next Board of Directors meeting.

Mr. Smith continued to responded to the Board Members' questions, comments, and requests regarding operation and maintenance matters. Following review and discussion, Director Billings moved to approve the operations report, as presented. Director Fowler seconded the motion, which carried by unanimous vote.

#### 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 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 the District's Geographic Information System. He explained how the current system works and estimated that a new system utilizing Microsoft Azure would cost \$500 for user licenses and \$2,000.00 to transfer the District's files from the current system to the new one. Discussion ensued. Following discussion, Mr. Reed stated that he would present proposals at the next Board meeting.

Mr. Reed updated the Board on the water line rehabilitation project to serve Los Patios Section 1, Addicks Clodine Road, and Winkleman Road. He reviewed and recommended approval of Pay Application No. 12 in the amount \$183,917.50 payable to Aranda Industries, LLC ("Aranda").

Mr. Reed updated the Board on the District's water plant chloramine conversion project. He reported that solicitation of bids for the chemical equipment, additional

building, and piping modifications to complete the chemical portion of the chloramine conversion project continues.

Mr. Reed updated the Board on the water line rehabilitation project to serve Mission Bend Section 1. He reviewed and recommended approval of Pay Application No. 1 in the amount \$405,343.13 payable to Aranda.

Mr. Reed stated that three bids were received for the water line rehabilitation projects to serve Bellaire Boulevard. He recommended that the Board award the contract to Aranda in the amount of \$278,060.00. 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 stated that three bids were received for the water line rehabilitation projects to serve Mission Bend Section 12. He recommended that the Board award the contract to Aranda in the amount of \$181,845.00. 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 Harris County Precinct No. 4 ("HCP4") Interlocal Agreement for the 2023 call for projects. He reported that VSE is awaiting a project schedule from the Harris County Engineering Department ("HCED").

Following review and discussion, and based upon the engineer's recommendation, Director Lee moved to: (1) approve Pay Application No. 12 in the amount of \$183,917.50 payable to Aranda; (2) award the contract for the water line rehabilitation projects to serve Bellaire Boulevard to Aranda in the amount of \$278,060.00 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; (3) award the contract for the water line rehabilitation projects to serve Mission Bend Section 12 to Aranda in the amount of \$181,845.00 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; (4) approve Pay Application No. 1 in the amount \$405,343.13 payable to Aranda, and (5) approve the engineer's report, as presented. Director Fowler seconded the motion, which carried by unanimous vote.

#### 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 WWTP matters. The Board discussed the details of the revised cash call, including the deadline to submit comments regarding the proposed revisions to District's financial obligation.

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

Mr. Reed updated the Board on WHCRWA matters.

Director Billings reported on the WHCRWA newsletter. She stated that the WHCRWA Partners-in-Progress Summer Newsletter is available to order in lots of 100 copies or can be downloaded and shared on the District's website at no cost. If a district wishes to have mailed to its constituents, the WHCRWA will mail the newsletters to the District and the District can then mail the newsletter to their constituents.

## GREATER MISSION BEND AREA COUNCIL

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

## MISSION BEND GREENBELT ASSOCIATION MATTERS

Director Billings updated the Board on Mission Bend Greenbelt Association Matters. Discussion ensued regarding the proposed fee update to increase the quarterly cost for participating districts.

## REPORT REGARDING LEGISLATIVE MATTERS

The Board received a report prepared by ABHR regarding legislative matters pertaining to the 89<sup>th</sup> Regular Session of the Texas Legislature. Ms. Briscoe reviewed the report with the Board. Following discussion, no action was taken by the Board 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.

Following review and discussion, Director Lee moved to approve the bookkeeper's report and quarterly investment report, including payment of the invoices, as presented. Director Fowler seconded the motion, which carried by unanimous vote.

## RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY

The Board considered adopting a Resolution Regarding Annual Review of Investment Policy, which provides that the Board conducted its annual review of the District's investment policy and confirms that the October 16, 2017, investment policy remains in effect. Following review and discussion, Director Lee moved to adopt the Resolution Regarding Annual Review of Investment Policy and direct that it be filed appropriately and retained in the District's official records. Director Alwine seconded the motion, which carried by unanimous vote.

RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS  
AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE  
DISTRICT MAY ENGAGE IN INVESTMENT TRANSACTIONS

The Board considered adopting a Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions (the "List"). Following review and discussion, Director Lee moved to adopt the Resolution Establishing the Authorized Depository Institutions and Adopting the List and direct that it be filed appropriately and retained in the District's official records. Director Alwine seconded the motion, which carried by unanimous vote.

COMMUNICATION AND WEBSITE MATTERS

The Board discussed communication and website matters and reviewed a communications and website report provided by Off Cinco. A copy of the report is attached. The Board discussed the details of the Off Cinco invoices. Following review and further discussion, the Board concurred to accept the communications and website report provide by Off Cinco.

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



*Kenneth Biddle*  
Secretary, Board of Directors



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