

MINUTES  
CHELFORD ONE MUNICIPAL UTILITY DISTRICT  
OF HARRIS COUNTY, TEXAS

May 18, 2026

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 May, 2026, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas 77027, 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, thus constituting a quorum.

Also present at the meeting were Brenda McLaughlin of Bob Leared Interests, Inc.; Carlous Smith of Si Environmental, LLC ("Si"); Andrew Dunn and Alfred Segundo of On-Site Protection, LLC; Taylor Reed of Vogler & Spencer Engineering Inc. ("VSE"); Mary Ann Mihills and Kyle Cortez of Municipal Accounts & Consulting, L.P.; and Audrey Briscoe and Jakayla Canaday of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

The Board offered any members of the public attending the meeting the opportunity to make a public comment. There being no requests for public comment, the Board moved to the next agenda item.

APPROVE MINUTES

The Board considered approving the minutes of the April 20, 2026, regular meeting and the minutes of the April 13, 2026, special meeting.

Director Billings addressed the Board regarding the need for minor language adjustments in the meeting minutes. Discussion ensued. Following review and discussion, Director Billings moved to approve the minutes of the April 20, 2026, regular meeting, and the minutes of the April 13, 2026, special meeting, as amended. Director Fowler seconded the motion, which carried by unanimous vote.

## 2026 DIRECTOR ELECTION

The Board considered approving a Certificate of Election, reflecting the election of Directors Billings and Lee to the Board of Directors of the District for four-year terms. Ms. Briscoe reviewed the Sworn Statement and Oath of Office for Directors Billings and Lee.

After review and discussion, Director Lee moved to: (1) approve the Certificate of Election and the distribution of same to Directors Billings and Lee and direct that the Certificate of Election be filed appropriately and retained in the District's official records; and (2) approve the Sworn Statements and Oaths of Office, and direct that the documents be filed appropriately and retained in the District's official records, and that the Oaths of Office be filed with the Secretary of State, as required by law. Director Alwine seconded the motion, which passed unanimously.

## REORGANIZE THE BOARD AND EXECUTION OF DISTRICT REGISTRATION FORM

The Board considered reorganizing the Board of Directors. The Board concurred that all directors retain their current positions.

The Board then considered authorizing the filing of an updated District Registration Form with the TCEQ, reflecting the terms of the newly elected directors. Following review and discussion, Director Fowler moved to authorize the filing of the updated District Registration Form with the TCEQ and direct that the District Registration Form be filed appropriately and retained in the District's official records. Director Lee seconded the motion, which passed unanimously.

## CYBERSECURITY AND ARTIFICIAL INTELLIGENCE TRAINING REQUIREMENTS

Ms. Briscoe reviewed a memorandum regarding annual cybersecurity and artificial intelligence training requirements for local government employees and elected and appointed officials. She stated that the required training should be completed and reported to ABHR prior to the August 31st deadline for reporting compliance to the Texas Department of Information Resources ("DIR"). After review and discussion, the Board directed the required persons to complete their certified training programs and report their completion to ABHR for reporting to DIR by August 31<sup>st</sup>.

## DISTRICT SECURITY MATTERS

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

Mr. Segundo and Mr. Dunn provided updates on district activities, including warnings, ticketing, crime mapping, and monthly patrol hours.

The Board expressed concerns about vehicle parking, potential home-based auto sales, commercial vehicles, and scooter activities in parks and neighborhoods. Mr. Dunn agreed to provide additional information on parking issues.

The Board discussed the rise in crime compared to previous months and reviewed community enforcement efforts.

Mr. Dunn and Mr. Segundo responded to Board Members' questions, comments, and requests regarding security matters.

### 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 reported that as of April 30, 2026, 96.3% of the District's 2025 taxes were collected.

Ms. McLaughlin reported that certain older delinquent personal property accounts may qualify to be removed as uncollectible. The list of accounts totaled approximately \$2,000. The Board addressed concerns that some businesses on the list may still be operating and requested additional review before taking any action. The Board directed Ms. McLaughlin to research the accounts further and bring the matter back for consideration at a future meeting. Discussion ensued.

Following review and discussion, Director Fowler moved to 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 was 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 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 91.36%. Mr. Smith reported on the current connections in the District, water production and distribution repairs, tap line repairs, sanitary sewer maintenance, storm sewer repairs, and water plant repairs and maintenance during the previous month.

Mr. Smith reviewed the Consumer Confidence Report ("CCR"), a copy of which is attached to the operator's report, regarding the quality of the District's water and stated

that it will be filed with the Texas Commission on Environmental Quality (“TCEQ”) and distributed to District residents by July 1, 2026.

The Board discussed vacant accounts, illegal connections, sewer backages, restoration work, and Spectrum equipment remaining on District property. Discussion ensued.

Following review and discussion, and based upon the operator’s recommendation, Director Billings moved to: (1) approve the operations report, as presented; and (2) approve the CCR and authorize it to be distributed to the District’s residents via a link on customers’ water bills and the District’s website. Director Lee seconded the motion, which was 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 directed that the delinquent customer list be filed appropriately and retained in the District’s official records. Director Lee 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 on the Water Plant Chloramine Conversion project, reporting that the project remains in the bid-soliciting phase and is ahead of schedule, with bids expected to be presented at the next meeting.

Mr. Reed updated the Board regarding the construction of the Mission Bend Section 1 Water Line Rehabilitation. He reviewed and recommended approval of Pay Estimate No. 7 in the amount of \$314,133.40 payable to Aranda Industries, LLC (“Aranda”).

Mr. Reed updated the Board regarding the construction of the Bellaire Boulevard Water Line Rehabilitation. He reviewed and recommended approval of Pay Estimate No. 2 in the amount of \$59,975.00 payable to Aranda.

12. Mr. Reed updated the Board regarding the construction of Mission Bend Section

Mr. Reed updated the Board regarding the Harris County Precinct 4 Park Project.

Mr. Reed updated the Board regarding the District's 10-year Capital Improvement Plans and noted that VSE is conducting a water plant site visit to evaluate assets.

Mr Reed updated the Board regarding the emergency response plan and risk and resiliency plan.

Mr. Reed reported on the Harris County request for plans and additional information for a countywide drainage study. Mr. Reed recommended providing archived subdivision plan sets rather than CAD or GIS files.

Mr. Reed continued to respond to the Board Members' questions, comments, and requests regarding engineering matters.

Following review and discussion, and based upon the engineer's recommendation, Director Lee moved to: (1) approve the engineering report; (2) approve Pay Estimate No. 7 in the amount of \$314,133.40; (3) approve Pay Estimate No. 2 in the amount of \$59,975.00; and (4) authorize VSE to submit archival subdivision plan sets to Harris County. Director Alwine seconded the motion, which was carried by unanimous vote.

#### MISSION BEND INTEGRATED WATER SYSTEM MATTERS

Mr. Reed updated the Board about the Mission Bend Integrated Water System matters.

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

There was no report under this agenda item.

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

There was no report under this agenda item.

#### GREATER MISSION BEND AREA COUNCIL

There was no report under this agenda item.

#### MISSION BEND GREENBELT ASSOCIATION MATTERS

There was no report under this agenda item.

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

Ms. Briscoe reviewed the District's Travel Reimbursement Guidelines (the "Guidelines"). She stated that the Guidelines allow for three nights of lodging, up to four fees of office, mileage reimbursement, and reasonable meals for any Director attending the summer conference. Ms. Briscoe noted that travel reimbursement receipts should be submitted in accordance with the District's Guidelines.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Mihills presented and reviewed the bookkeeper's report and invoices presented for payment. A copy of the bookkeeper's report is attached.

Ms. Mihills added Check No. 16298 to Si Environmental in the amount of \$51,704.15 for operations and maintenance in April, which was not included in the report provided and will be reflected in next month's report.

Following review and discussion, Director Lee moved to: (1) approve the bookkeeping report; and (2) approve Check No. 16298 to Si Environmental in the amount of \$51,704.15 for operations and maintenance in April. Director Billings seconded the motion, which carried by unanimous vote.

COMMUNICATION AND WEBSITE MATTERS

Ms. Briscoe updated the Board on website management and billing practices, highlighting Off Cinco's explanation of its billing process for item postings. She noted that Off Cinco will now review bills more thoroughly before submission. The Board considered simplifying the website by modifying or removing the redundant upcoming meetings section and discussed the possibility of requesting website analytics.

DISCUSS COMMUNITY OUTREACH EVENT

There was no report under this agenda item.

MEETING SCHEDULE

The Board discussed agenda items for the next Board meeting and concurred to hold its next regular meeting on June 15, 2026, at 11:30 a.m., at ABHR.

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



*Amitta Gillings*  
Secretary, Board of Directors

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