

DRAFT

MINUTES CINCO MUNICIPAL UTILITY DISTRICT NO. 3

November 16, 2023

The Board of Directors (the “Board”) of Cinco Municipal Utility District No. 3 (the “District”) met in regular session, open to the public, on the 16th day of November, 2023, at the offices of Inframark Water & Infrastructure Services, 2002 West Grand Parkway North, Suite 100, Katy, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Linda Larvin	President
Christina Och	Vice President
Kent Fahey	Secretary
Mark Canady	Assistant Secretary
Douglas Schroeder	Assistant Vice President

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

Also attending the meeting were Angela Riley and Hussian Ali of District Data Services, Inc.; Ashlie Whittemore of Wheeler & Associates, Inc.; Robert Miller of Inframark Water & Infrastructure Services; and Andrew Vaughan and Franky Wallace of Allen Boone Humphries Robinson LLP (“ABHR”).

COMMENTS FROM THE PUBLIC AND FUTURE AGENDA ITEMS

There were no public comments.

APPROVE MINUTES

The Board considered approving the minutes of the October 19, 2023, regular meeting. After review and discussion, Director Och moved that the minutes be approved, as submitted. Director Fahey seconded the motion, which passed unanimously.

DISCUSS SIDEWALK IMPROVEMENTS ON MASON ROAD

There was no discussion on this agenda item.

GARBAGE AND RECYCLING MATTERS

There was no discussion on this agenda item.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Ali presented and reviewed the bookkeeper's report and payment of the bills, a copy of which is attached. After review and discussion, Director Schroeder moved to approve the bookkeeper's report and payment of the bills. The motion was seconded by Director Och, which passed unanimously.

TAX ASSESSMENT AND COLLECTIONS MATTERS; INCLUDING DELINQUENT TAX COLLECTIONS AND PAYMENT OF TAX BILLS

Ms. Whittemore presented and reviewed the tax assessor/collector's report and delinquent tax roll with the Board, copies of which are attached. After review and discussion, Director Fahey moved to approve the tax assessor/collector's report including payment of the tax bills. Director Schroeder seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES/TERMINATION OF SERVICE

Mr. Miller presented and reviewed the operator's report, a copy of which is attached. He discussed operation, maintenance, and repairs of District facilities. He stated that the water accountability for the previous month was 97%.

Ms. Miller presented and discussed with the Board a letter from Camden Downs at Cinco Ranch Apartment Complex requesting a waiver of late fee of \$1,909.06, a copy of which is attached.

Mr. Miller reviewed the 2023 Consumer Price Index ("CPI") adjustment notice for the District, a copy of which is attached to the operator's report, stating the current rate will increase by 4.583% from \$3.07 to \$3.21 per month per residence effective beginning with the November 21, 2023, billing cycle.

Mr. Miller presented a list of delinquent customers and reported the residents 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 the meeting of the opportunity to appear before the Board of Directors to explain, contest, or correct their bills and to show why utility services should not be terminated for reason of non-payment.

After review and discussion, Director Schroeder moved to (1) approve the operator's report; (2) waive late fee charges of \$1,909.06 for Camden Downs at Cinco Ranch Apartment Complex; (3) authorize termination of delinquent accounts in accordance with the District's Rate Order; and (4) direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director Fahey seconded the motion, which passed unanimously.

ENGINEERING MATTERS

There was no discussion on this agenda item.

DISTRICT WEBSITE MATTERS

The Board discussed website matters related to the Association of Water Board Directors ("AWBD").

NORTH FORT BEND WATER AUTHORITY MATTERS

There was no discussion on this agenda item.

CINCO MUNICIPAL UTILITY DISTRICT NO. 1 MATTERS

There was no discussion on this agenda item.

WILLOW FORK DRAINAGE DISTRICT MATTERS

There was no discussion on this agenda item.

There being no further business to come before the Board, the meeting was adjourned.

Secretary, Board of Directors

(SEAL)

DRAFT

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report.....	2
Tax assessor/collector's report	2
Operator's report.....	2
Letter from Cinco Ranch Apartment Complex	2