

DRAFT

MINUTES CINCO MUNICIPAL UTILITY DISTRICT NO. 12

April 10, 2023

The Board of Directors (the “Board”) of Cinco Municipal Utility District No. 12 (the “District”) met in regular session on April 10, 2023, at the Cinco Ranch Residential Property Association, 3022 Windemere Park Lane, Katy, Texas, a meeting place outside the boundaries of the District, and the roll was called of the members of the Board being present by in person:

Stephanie Faulk	President
Dana Cleland	Vice President
William Cary	Secretary
Neill Hurley	Assistant Secretary
Tim Kubiak	Assistant Vice President

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

Also attending the meeting in were Rose Herbst of ICS Infrastructure Construction Services and member of the public; Tyson Duncan of AECOM; Rene Andel of Wheeler & Associates, Inc.; Jennifer Abad of Municipal Accounts and Consulting, L.P. (“Municipal Accounts”); Missy Steadman of Inframark Water & Infrastructure Services (“Inframark”); and Harry H. Thompson and Kim Cannon of Allen Boone Humphries Robinson LLP (“ABHR”).

PUBLIC COMMENTS

There were no public comments.

APPROVE MINUTES

The Board considered approving the minutes from the March 13, 2023, regular meeting. After review and discussion, Director Cary moved to approve the minutes, as presented. Director Cleland seconded the motion, which passed unanimously.

WEBSITE MATTERS

There was no discussion on this matter.

UPDATE ON CENTRAL GREEN

The Board reviewed the Central Green report, a copy of which is attached.

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Mr. Thompson stated that Ms. Yvonne Arceneaux presented the Christmas broadcast production idea to Willow Fork Drainage District. He noted that they share similar concerns as the Board regarding the proposed Christmas broadcast production. The Board did not take action and concurred to remove this portion of the agenda item from future agendas.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Andel reviewed the tax assessor/collector's report, with the Board, a copy of which is attached. She stated that 97.94% of the District's 2022 tax levy has been collected.

The Board discussed the delinquent tax accounts, including delinquent personal property accounts, a copy of which is attached to the tax assessor's report.

After discussion and based on the tax assessor/collector's recommendation, Director Cary moved to approve the tax assessor/collector's report, and payment of the tax bills. Director Hurley seconded the motion, which passed by unanimous vote.

BOOKKEEPER'S REPORT

Ms. Abad reviewed the bookkeeper's report, a list of checks presented for payment, and the investment report, copies of which are attached. Director Cleland requested the year-to-date column on the Profit and Losses statement be updated to request the most recent month's data.

After discussion, and based on the bookkeeper's recommendation, Director Cary moved to approve the bookkeeper's report, and payment of the bills. Director Hurley seconded the motion, which carried by unanimous vote.

ENGINEERS REPORT

Mr. Duncan reviewed the engineer's report, a copy of which is attached.

PHASE II MS4 PERMITTING MATTERS

Mr. Duncan stated AECOM is finalizing the annual report for submission to the Texas Commission on Environmental Quality this week.

CONSENT TO ENCROACHMENT, UTILITY COMMITMENT LETTERS, OR RESERVATIONS OF CAPACITY

There was no discussion on this matter.

PEDESTRIAN SIGNS AND TRAFFIC LIGHT COORDINATION NEAR CINCO RANCH HIGH SCHOOL

There was no discussion on this matter.

ANNUAL REVIEW OF EMERGENCY PREPAREDNESS PLAN ("EPP")

Mr. Duncan stated AECOM has reviewed the District's EPP and recommended updating the contact information as well as transferring the template to the current Texas Commission on Environmental Quality ("TCEQ") template. He stated that AECOM is coordinating with Inframark to make the updates.

WATER SYSTEM DUE DILLIGENCE

Mr. Duncan stated that the Environmental Protection Agency ("EPA"), through the TCEQ, requires a comprehensive inventory of water systems. He stated AECOM in coordination with Inframark will perform an assessment and inventory of the District's water lines as requested and submission of same to the TCEQ.

Following review and discussion, and based on the engineer's recommendation, Director Cary moved to approve the engineer's report and authorize EACOM and Infarmark to coordinate and complete the assessment and inventory for District's water line system and submit same to the TCEQ, as required by the EPA. Director Cleland seconded the motion, which carried by unanimous vote.

OPERATOR'S REPORT

Ms. Steadman reviewed the operator's report, a copy of which is attached. She stated water accountability for the previous month 100%. Ms. Steadman reviewed recent water usage and subsidence fees, and recommended the District maintain its current surface water fee as outlined in the Rate Order.

The Board discussed the Water Conservation Program and the District's status of the required points and the requirements to received water credits.

UPDATE ON SMART METER INSTALLATION

Ms. Steadman stated the smart meters have been ordered and are expected to be delivered and installation to begin at the end of the summer.

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CONDUCT ANNUAL REVIEW AND RECEIVE REPORT FROM OPERATOR ON IDENTITY THEFT PREVENTION PROGRAM

Ms. Steadman reported that the District is required to review the District's Identity Theft Prevention Program annually and stated that no amendments are necessary at this time.

APPROVE ANNUAL REPORT ON IMPLEMENTATION OF WATER CONSERVATION PROGRAM

Ms. Steadman reviewed the Districts' current Water Conservation Plan and stated that no suggested changes were needed at this time.

After discussion, and based on the operator's recommendation, Director Cary moved to approve the operators report. Director Hurley seconded the motion, which carried by unanimous vote.

TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS AND AUTHORIZE TERMINATION OF SERVICE

Ms. Steadman reported the residents on the termination list 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. Following review and discussion, Director Cary moved to authorize termination of delinquent accounts in accordance with the District's Rate Order and direct that the delinquent customer list be filed appropriately and retained in the District's official records. The motion was seconded by Director Hurley and carried by unanimous vote.

UPDATE ON LANDSCAPE MAINTENANCE ASSOCIATION ("LMA") LANDSCAPE IMPROVEMENTS

There was no discussion on this matter.

DISCUSS SECURITY REPORTS

The Board discussed the traffic reports, copies of which are attached.

The Board discussed the changes to and/or additional security shifts due to the increased amount of activity during certain hours of the day. The Board deferred action at this time pending further discussion.

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After discussion, Director Cary moved to approve the security reports, and authorize payments to District officers per the contract guidelines. Director Hurley seconded the motion, which carried by unanimous vote.

DISCUSS GARBAGE MATTERS

Mr. Thompson reminded the Board that the District's contract with Texas Pride will expire in September 2023.

COMMUNITY IMPROVEMENTS

Mr. Thompson noted that the Homeowners Association has stated it is currently preparing a proposal for the installation of additional pickleball courts for Board review.

Director Hurley stated the Homeowners Association expressed interest in security cameras and a possible request for financial assistance from the District.

DISCUSS NOISE WALLS

There was no discussion on this matter.

CORPS OF ENGINEER'S UPSTREAM LITIGATION

Mr. Thompson discussed the upstream litigation and the efforts by Fort Bend County to provide outreach services to residents regarding same, including town hall meetings.

MEETING SCHEDULE

The Board concurred to have the next regular meeting on May 8, 2023, at 6:00 p.m., at the Cinco Ranch Homeowners Association building located on Windemere Road.

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

Secretary, Board of Directors

(SEAL)

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