

# DRAFT

## MINUTES CINCO MUNICIPAL UTILITY DISTRICT NO. 12

May 8, 2023

The Board of Directors (the “Board”) of Cinco Municipal Utility District No. 12 (the “District”) met in regular session on May 8, 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 Hurley, thus constituting a quorum.

Also attending the meeting were Tyson Duncan of AECOM; Rene Anadel 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 April 10, 2023, regular meeting. After review and discussion, Director Cary moved to approve the minutes, as presented. Director Kubiak 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.

## TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Anadel reviewed the tax assessor/collector's report, with the Board, a copy of which is attached. She stated that 98.43% 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 Kubiak 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.

Ms. Abad presented one additional check for approval, check no. 6391 in the amount of \$4,621.76, payable to Texas Pride.

After discussion, and based on the bookkeeper's recommendation, Director Cary moved to approve the bookkeeper's report, and payment of the bills, including the one additional check, as presented. Director Kubiak seconded the motion, which carried by unanimous vote.

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

Mr. Thompson discussed the Travel Reimbursement Guidelines for attendance at the AWBD summer conference.

## ENGINEERS REPORT

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

## PHASE II MS4 PERMITTING MATTERS

There was no discussion on this matter.

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

There was no discussion on this matter.

## ASSESSMENT AND INVENTORY OF DISTRICT FACILITIES

Mr. Duncan stated that AECOM is in the process of identifying approximate dates of installation and determining material types of the District's water system, where possible

Mr. Duncan stated the Environmental Protection Agency, Through the Texas Commission on Environmental Quality ("TCEQ") is requiring that Community Water Systems complete a comprehensive inventory of their water systems. He stated AECOM will collaborate with Inframark to complete the TCEQ worksheet that outlines the process and the reporting of same.

## 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") AND AUTHORIZE APPROPRIATE ACTION

Mr. Duncan stated AECOM has finalized the District's EPP and is prepared to submit the EPP to the Texas Commission on Environmental Quality ("TCEQ"). He noted AECOM will provide a link for Director review after submission to the TCEQ. He noted the EPP will be filed as confidential in the District's records.

Following review and discussion, and based on the engineer's recommendation, Director Cary moved to approve the engineer's report. Director Kubiak 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 95%.

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

Ms. Steadman presented and reviewed two proposals, one in the amount of \$4,455.00, to survey the District's fire hydrants and another in the amount of \$5,445.00 to survey the District's sewer manholes. Discussion ensued.

## 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.

## HURRICANE PREPAREDNESS

Ms. Steadman discussed hurricane preparedness.

After discussion, and based on the operator's recommendation, Director Cary moved to (1) approve the operator's report; and (2) approve the proposals for the fire hydrant valve survey in the amount of \$4,455.00 and for the sewer manhole survey in the amount of \$5,445.00, as presented. Director Cleland 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 Cleland and carried by unanimous vote.

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

The Board discussed personnel changes at the LMA.

## DISCUSS SECURITY REPORTS

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

The Board discussed the changes to security shifts due to the increased amount of activity during certain hours of the day. After discussion, the Board concurred to authorize Officer Zamaripa to alternate shift hours, as needed.

After discussion, Director Cary moved to (1) approve the security reports; and (2) authorize payments to District officers per the contract guidelines. Director Kubiak seconded the motion, which carried by unanimous vote.

# DRAFT

## DISCUSS GARBAGE MATTERS

Mr. Thompson reminded the Board that the District's contract with Texas Pride will expire in September 2023. The Board noted there have been no recent complaints regarding garbage and recycling services.

## COMMUNITY IMPROVEMENTS

Directors Faulk and Cleland discussed topics from the Fort Bend County Precinct 1 2023 Special Purpose District Dinner.

## 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 June 12, 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)

## LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Central Green Report.....	1
Tax assessor/collector's Report .....	2
Bookkeeper's Report.....	2
Engineer's Report.....	2
Operator's Report.....	3
Security reports .....	4