

MINUTES
CINCO MUNICIPAL UTILITY DISTRICT NO. 12

October 9, 2023

The Board of Directors (the "Board") of Cinco Municipal Utility District No. 12 (the "District") met in regular session on October 9, 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, 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 and Dorothy Lavine 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.

CONSENT AGENDA

Mr. Thompson offered Board members an opportunity to remove items from the consent agenda for individual discussion. The Board requested item no. 7, Garbage matters, be removed from the consent agenda. Director Cary moved to approve all remaining items on the consent agenda, and to direct that, where appropriate, items are filed appropriately and retained in the District's official records, including the following: the minutes from the September 11, 2023, regular Board meeting. Director Kubiak seconded the motion, which carried by unanimous vote.

ITEMS REMOVED FROM CONSENT AGENDA

The Board discussed garbage matters, specifically a resident complaint regarding glass left on the street. Mr. Thompson stated Texas Pride was notified and the glass has been removed.

The Board then reviewed a CPI letter from Texas Pride notifying the District of an annual increase of 2.7%, increasing the rate from \$22.88 to \$23.50. A copy of the CPI letter is attached.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Anandel reviewed the tax assessor/collector's report and uncollectible personal property accounts, with the Board, a copy of which is attached. She stated that 99.93% 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.

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

ENGINEER'S 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

Mr. Duncan stated that AECOM received a request for an irrigation line at 23307 Cinco Ranch Boulevard. He stated AECOM is verifying if the irrigation line was included in the original plans that were approved.

Mr. Duncan stated that Trophy Tea Café located at 2366 Westheimer, has submitted plans for a build out and is under review.

ASSESSMENT AND INVENTORY OF DISTRICT FACILITIES

Mr. Duncan discussed revisions to the Environmental Protection Agency's Lead and Copper Rule and noted the information is under review. He stated the report is due to the Texas Commission on Environmental Quality ("TCEQ") by October 2024.

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 TCEQ is requiring that Community Water Systems complete a comprehensive inventory of their water systems. He stated AECOM is collaborating 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

Mr. Duncan updated the Board on the crosswalk markings at the intersection of Torchlight Terrace Lane and Cambry Crossing Court and stated the work is in process.

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 97%

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

Ms. Steadman updated the Board on the status of the valve repairs and stated they are near completion.

Ms. Steadman updated the Board on the status of the sanitary sewer manhole repairs and stated they are 98% complete.

Ms. Steadman reviewed a proposal in the amount of \$6,435.00 for the storm water inlet inspection survey. She stated the last storm water inlet inspection was 6 years ago.

UPDATE ON SMART METER INSTALLATION

Ms. Steadman stated the smart meters have been delivered and are being installed.

After discussion, and based on the operator's recommendation, Director Cary moved to approve the operator's report and the proposal in the amount of \$6,435.00 for the storm water inlet inspection survey, as discussed. Director Kubiak 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 Kubiak and carried by unanimous vote.

DISCUSS SECURITY REPORTS

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

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

DISCUSS CHRISTMAS DECORATION CONTEST

The Board discussed the Christmas decoration contest. After discussion, the Board concurred to hold the Christmas decoration contest on Thursday, December 14, 2023, at 6:00 p.m. at Director Cary's home and authorize Director's Kubiak and Hurley to order the winner signs and collect per diem's related to same.

The Board then discussed an additional per diem for Director Cleland for his research and preparation of the budget, specifically reviewing sales tax revenue and concurred to authorize one additional per diem for same.

COMMUNITY IMPROVEMENTS

Mr. Thompson discussed the proposed projects that the District has expressed interest in partnering with Willow Fork Drainage District. Discussion ensued regarding scheduling a special meeting with Willow Fork Drainage District and Katy ISD to discuss the projects.

The Board then discussed the recent incident involving a student who was hit on a crosswalk. Discussion ensued regarding additional safety measures that can be taken, including additional signage, more law enforcement, and the construction of overpasses/underpasses. After discussion, the Board concurred to authorize ABHR to contact Fort Bend County and Willow Fork Drainage District regarding a list of safety improvements in which the District can contribute funding.

MEETING SCHEDULE

The Board concurred to have the next Board meeting on November 13, 2023.

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>
CPI letter from Texas Pride	2
Tax assessor/collector's Report	2
Bookkeeper's Report.....	2
Engineer's Report.....	2
Operator's Report.....	3
Security Reports	4