

MINUTES
CINCO MUNICIPAL UTILITY DISTRICT NO. 12

November 13, 2023

The Board of Directors (the "Board") of Cinco Municipal Utility District No. 12 (the "District") met in regular session on November 13, 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 Faulk, thus constituting a quorum.

Also attending the meeting were Derek Michael of Sales Revenue Inc.; Tyson Duncan of AECOM; Dona Washington 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. Director Cary moved to approve all 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 minutes from the October 9, 2023, regular Board meeting. Director Kubiak seconded the motion, which carried by unanimous vote.

ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the consent agenda.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Washington reviewed the tax assessor/collector's report and uncollectible personal property accounts, with the Board, a copy of which is attached. She stated that 1.91% of the District's 2023 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.

Mr. Michael distributed and reviewed the sales tax allocation report, a copy of which is attached.

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

There was no discussion on this matter.

ASSESSMENT AND INVENTORY OF DISTRICT FACILITIES

Mr. Duncan discussed revisions to the Environmental Protection Agency's Lead and Copper Rule. He stated that AECOM has completed the draft report to identify approximate dates of installation and material types of the District's water system. He stated the report is due to the Texas Commission on Environmental Quality ("TCEQ") by October 2024. Mr. Duncan discussed public posting requirements related to the program.

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 the repairs are complete.

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

Ms. Steadman updated the board on the storm water inlet inspection survey and stated the survey is in process.

Ms. Steadman discussed the District's current rate order fees and recommended increases to water and sewer fees.

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. 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.

Director Kubiak requested a temporary officer, Officer Irene Lopez, be contracted with the District for an as needed basis going forward to maintain four officers on patrol. He noted that Officer Lopez can patrol in an SUV, as needed, and will be paid according to the letter agreement. Discussion ensued.

The Board discussed the Flock Security cameras and possibly adding additional cameras and a revised contract regarding same.

After discussion, Director Kubiak moved to (1) approve the security reports; (2) authorize payments to District officers per the contract guidelines; and (3) approve the Security Letter Agreement for Officer Irene Lopez, as discussed. Director Cary seconded the motion, which carried by unanimous vote.

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 in December with Willow Fork Drainage District and Katy ISD to discuss the projects.

The Board reviewed the plans submitted for the Central Green greenroom addition and estimated related costs, a copy of which is attached to the Central Green report. Discussion ensued and the Board requested this item be further considered at its joint meeting with Willow Fork Drainage District.

MEETING SCHEDULE

The Board concurred to have the next Board meeting on December 11, 2023, and noted the special meeting on December 14, 2023, for the Christmas lighting contest.

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



(SEAL)



Secretary, Board of Directors

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