

DRAFT

MINUTES CINCO MUNICIPAL UTILITY DISTRICT NO. 12

December 11, 2023

The Board of Directors (the “Board”) of Cinco Municipal Utility District No. 12 (the “District”) met in regular session on December 11, 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 Chief John Hermann of the Fort Bend County Constable’s Office; 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 following: the minutes from the November 13, 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.

DRAFT

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 3.9% 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.

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.

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE ASSOCIATION OF WATER BOARD DIRECTORS WINTER CONFERENCE

Mr. Thompson discussed the upcoming Association of Water Board Directors Conference winter conference and travel guidelines for same.

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 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 and updated Backflow Prevention Maintenance Report exhibit.

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 adopt the amended rate order, as recommended. 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

DRAFT

District's official records. The motion was seconded by Director Kubiak and carried by unanimous vote.

DISCUSS SECURITY REPORTS, AND DISCUSS SECURITY PROPOSAL FROM THE FORT BEND CONSTABLES OFFICE

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

Mr. Thompson distributed and reviewed a proposed five-year Flock Security contract. He stated that Flock has not agreed to all of the requested revisions to the contract regarding information ownership. After discussion, the Board concurred not to take action on the proposed five-year contract option.

Chief Hermann introduced himself to the Board and discussed the proposed Harris County Constable's security contract for 1 and 2 deputies, including shift times and cost, copies of which are attached. He stated for one deputy the cost is \$11,560.00 per month and for two deputies it is \$23,120.00 per month. Discussion ensued regarding the need for additional officers and/or patrol hours and the current patrol coverages and cost. The Board did not take action.

After discussion, Director Kubiak moved to (1) approve the security reports; and (2) authorize payments to District officers per the contract guidelines. 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 January with Willow Fork Drainage District to discuss the projects.

MEETING SCHEDULE

The Board concurred to have the next Board meeting on January 8, 2024.

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>
Tax assessor/collector's Report	2
Bookkeeper's Report.....	2
Engineer's Report.....	2
Operator's Report.....	3
Security Reports	4
FBC Constables Office proposal for security	4