

MINUTES  
CINCO MUNICIPAL UTILITY DISTRICT NO. 14

May 24, 2023

The Board of Directors of Cinco Municipal Utility District No. 14 met in regular session, open to the public, on the 24th day of May, 2023, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

James Reuss	President
Patrick McDonald	Vice President
Patrick Carlson	Secretary
Leroy Mensik	Assistant Secretary
Josephine Traylor	Assistant Vice President/ Assistant Secretary

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

Also attending in person were Rene Anadel of Wheeler and Associates, Inc.; Stephanie Viator and Jordan Trezza of District Data Services, Inc.; Mirna Bonilla-Odums and Dorothy Lavine of Inframark, LLC ("Inframark"); Larry Mueller of BGE, Inc. ("BGE"); and Duggan Baker and Kathryn Blanton of Allen Boone Humphries Robinson LLP ("ABHR").

Attending via teleconference during executive session only was Connor Best of Munsch Hardt Kopf & Harr, P.C.

PUBLIC COMMENTS

The Board discussed correspondence received from the Willow Fork Drainage District ("WFFD") regarding a request for funding for a pedestrian underpass. The Board concurred to limit public comments regarding the WFDD request to a maximum of five minutes.

APPROVE MINUTES

The Board considered approving the minutes of the April 26, 2023 regular meeting, submitted in advance. After review and discussion, Director Traylor moved to approve the minutes, as submitted. Director Carlson seconded the motion, which passed unanimously.

GARBAGE AND RECYCLING MATTERS

Discussion ensued regarding garbage and recycling collection. Director McDonald moved to authorize ABHR to draft and transmit a letter of commendation to Best Trash,

LLC for work performed during the first 90 days of service. Director Mensik seconded the motion, which passed unanimously.

#### FINANCIAL AND BOOKKEEPING MATTERS

Ms. Viator reviewed the bookkeeper's report, including the bills for payment, a copy of which is attached. Following review and discussion, Director Mensik moved to approve the bookkeeper's report and payment of the bills. Director McDonald seconded the motion, which passed unanimously.

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

Mr. Baker discussed the District's Travel Reimbursement Guidelines in connection with the upcoming AWBD summer conference, and discussion ensued regarding specific expenses eligible and ineligible for the conference.

#### TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Anadel presented the tax assessor/collector's report for the previous month and the delinquent tax roll, copies of which are attached. She stated that 98.28% of the 2022 taxes were collected by the end of April. Following review and discussion, Director McDonald moved to approve the tax assessor/collector's report and payment of the checks drawn on the tax account. Director Mensik seconded the motion, which passed unanimously.

#### ENGINEERING MATTERS

Mr. Mueller reviewed the engineering report, a copy of which is attached.

Mr. Mueller discussed the upcoming renewal of District insurance coverage which includes coverage for smart meters. Discussion ensued regarding coverage for smart meters.

Mr. Mueller provided an update regarding the sanitary repair along Cinco Ranch Boulevard at Claircrest, stating that design plans have been approved and construction is expected to begin in June 2023. Discussion ensued regarding posting a notice on the District website.

Following review and discussion, Director Carlson moved to (1) approve the engineer's report; (2) request the removal of the insurance coverage for smart meters from the insurance policy renewal quote; and (3) approve posting a notice on the District website regarding construction along Cinco Ranch Boulevard at Claircrest. Director Traylor seconded the motion, which passed unanimously.

## REVIEW EMERGENCY PREPAREDNESS PLAN ("EPP") AND AUTHORIZE FILING OF UPDATES

Mr. Mueller stated that the required updates to the District's EPP have been completed. He requested authorization for BGE to file the updated EPP with the Texas Commission on Environmental Quality ("TCEQ"). Following review, Director Mensik moved to (1) adopt the updated EPP; and (2) authorized BGE to file the updated EPP with the TCEQ. Director McDonald seconded the motion, which passed unanimously.

## STORM WATER PERMITTING MATTERS AND STORM WATER MANAGEMENT PROGRAM

There was no discussion on this matter.

## OPERATION OF DISTRICT FACILITIES

Ms. Bonilla-Odums reviewed the operator's report, a copy of which is attached, and updated the Board on facility repair and maintenance matters. She reported the water accountability was 95% for the previous month.

Ms. Bonilla-Odums reported that the Board approved valve repairs are in progress.

Ms. Bonilla-Odums updated the Board regarding repairs of the sanitary sewer lines, stating that the Board approved repairs are in progress.

Ms. Bonilla-Odums reviewed the Consumer Confidence Report ("CCR") with the Board, a copy of which is attached to the operator's report. She reported that the District's drinking water is regulated by the TCEQ to ensure the water is meeting all of the requirements as stated in the Federal Drinking Water Standards, which also requires the District to provide a CCR to residents in the District regarding the status of the drinking water. Ms. Bonilla-Odums reported that a link to the CCR will be provided on this month's utility bill.

Ms. Bonilla-Odums requested the Board's authorization to send two uncollectible accounts totaling \$115.35 to a collection agency.

Ms. Bonilla-Odums reported that there were no customers with delinquent accounts or requests for termination of service this month.

After review and discussion, Director Traylor moved to (1) approve the operator's report; (2) approve the CCR, authorize the operator to provide an electronic link to the CCR on District water bills and file the related certificate with the TCEQ, and direct that the CCR be filed appropriately and retained in the District's official records; and (3) authorize the operator to send two uncollectible accounts totaling \$115.35 to a collection agency. Director Mensik seconded the motion, which passed unanimously.

North Fort Bend Water Authority ("NFBWA") MATTERS

Ms. Bonilla-Odums reviewed the NFBWA 2023 Water Provider Conservation Program initiatives.

DISTRICT WEBSITE MATTERS

The Board reviewed the analytics report provided by Off Cinco, a copy of which is attached.

DISCUSS MEETING SCHEDULE

The Board concurred to hold the next meeting on June 28, 2023.

REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS ON DISTRICT OPERATIONS

There was no discussion on this matter.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY TO DISCUSS PENDING OR CONTEMPLATED LITIGATION, OR A SETTLEMENT OFFER

The Board convened in executive session at 11:38 a.m., pursuant to Section 551.071 of the Texas Government Code, in order to conduct a private consultation with the District's attorneys regarding potential litigation. In attendance were Directors Reuss, McDonald, Carlson, Traylor, and Mensik, Mr. Best, Mr. Baker and Ms. Blanton.

RECONVENE IN OPEN SESSION

The Board reconvened in open session at 11:42 a.m.

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

(SEAL)



  
Secretary, Board of Directors

ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report.....	2
Tax assessor/collector's report .....	2
Delinquent tax roll .....	2
Engineering report.....	2
Operations report.....	3
Consumer Confidence Report.....	3
Website Analytics Report .....	4