

MINUTES
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 116

January 4, 2022

The Board of Directors (the "Board") of Fort Bend County Municipal Utility District No. 116 (the "District") met in regular session, open to the public, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas, outside the boundaries of the District, on the 4th day of January, 2022, and the roll was called of the members of the Board:

Chad Millis	President
Dallas Duffy	Vice President
Angela Wood	Secretary
Kafi Dalcour	Assistant Secretary
Vacant	Assistant Vice President

and all of the above were present, thus constituting a quorum, with Director Dalcour attending by telephone and abstaining from deliberations or voting pursuant to the Texas Open Meetings Act.

Also attending the meeting in person or by telephone were Lynn Franklin, a resident of the District; Ryan Fortner of Revenue Management Services; Simon VanDyk, Angie Hartwell, and Calep Estes of Touchstone District Services ("Touchstone"); Isabel Mata of Wheeler & Associates, Inc.; Mary Ann Mihills of Municipal Accounts & Consulting LP ("MAC"); Rick Marriott of Si Environmental, LLC ("Si"); Asim Tufail of Blackline Engineering, LLC ("Blackline"); and Adisa Harrington and Lelia Pappas of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENT

There were no comments from the public.

CONSENT AGENDA

The minutes of the December 7, 2021, regular meeting and consultant reports were provided in advance of the meeting. After discussion, Director Duffy moved to approve the following consent items: (1) the minutes of the December 7, 2021 regular meeting, as submitted; (2) District development matters; (3) financial and bookkeeping matters, including approve the annual disclosure statements for the Investment Officer and bookkeeper; (4) tax assessment and collection matters; (5) the City of Richmond ("City") Regional Wastewater Treatment Plant ("RWWTP") operations report; and (6) direct that, where appropriate, items are filed appropriately and retained in the District's official records. Director Millis seconded the motion, which passed unanimously. Copies of all reports approved as part of the consent agenda are attached.

ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the consent agenda.

2022 DIRECTORS ELECTION

ADOPT RESOLUTION DESIGNATING AN AGENT OF THE SECRETARY OF THE BOARD OF DIRECTORS DURING THE 2022 BOARD OF DIRECTORS ELECTION PERIOD

Ms. Harrington discussed procedures related to the 2022 Directors Election. She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2022 Directors Election Period.

AUTHORIZE NOTICE OF DEADLINE TO FILE APPLICATIONS FOR PLACE ON THE BALLOT

Ms. Harrington then reported on requirements to file a Notice of Deadline to File Applications for Place on the Ballot for the 2022 Directors Election.

APPROVE CONTRACT FOR ELECTION SERVICES WITH FORT BEND COUNTY

Ms. Harrington discussed contracting with Fort Bend County to conduct the District's Directors Election, if necessary.

Following review and discussion, Director Duffy moved to (1) adopt a Resolution Designating an Agent of the Secretary of the Board During the 2022 Directors Election Period appointing Anne-Marie Bradford as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election; (2) authorize ABHR to post the appropriate notices regarding the Agent of the Secretary of the Board of Directors During the 2022 Directors Election period and the Notice of Deadline to File Application for Place on the Ballot for the 2022 Directors Election; and (3) approve a contract with Fort Bend County to conduct the District's Directors Election, if necessary. Director Millis seconded the motion, which was approved by unanimous vote.

ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY

Ms. Harrington reported on the District's post-issuance compliance activities related to bond financings, pursuant to the District's policy during the prior calendar year. The Board determined no corrective action is required at this time.

RENEWAL OF DISTRICT'S INSURANCE POLICIES

Ms. Harrington reviewed a renewal insurance proposal from W.I.N./Arthur J. Gallagher & Co. Discussion ensued regarding updating the list of District facilities to be insured and the cost of the renewal proposal. After review and discussion, the Board

concurrent to request an insurance proposal from a second insurance company, for the District engineer to update the list of District facilities to be insured, and to defer action on this agenda item until the February Board meeting.

GARBAGE COLLECTION AND RECYCLING SERVICES

The Board reviewed a monthly report from Texas Pride, a copy of which is attached.

ADDITIONAL FINANCIAL AND BOOKKEEPING MATTERS

Ms. Pappas confirmed that Canyon Gate at the Brazos Owners Association ("CGBOA") and Lakes of Williams Ranch Owners Association ("LWROA") have executed the letter agreements for the District's annual homeowners association contributions. Ms. Mihills reported that check no. 8079 in the amount of \$70,700 check to CGBOA and check no. 8080 in the amount of \$29,300 to LWROA for the contributions will be released this month.

ADDITIONAL TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Mata generally discussed tax collection for the 2021 tax year.

OPERATOR'S REPORT; TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS

Mr. Marriott reviewed the operator's report with the Board, including monthly repair and maintenance items. A copy of the operator's report is attached. He stated the water accountability for the last billing period was 98.03%.

Mr. Marriott presented a list of delinquent customers and reported the residents on the termination list were delinquent in payment of their water and sewer bills and 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.

Mr. Marriott requested that ABHR include an agenda item on the March agenda to discuss conducting a manhole and valve survey.

Discussion ensued regarding the mowing agreement between Si and Seaback, and Mr. Marriott reported that he expects to have the agreement finalized by the end of January. The Board concurred for the bookkeeper to release the pending mowing payment to Seaback.

After review and discussion, Director Wood moved to (1) approve the operator's report; (2) 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; and (3) authorize MAC to release the mowing payment to Seaback. Director Duffy seconded the motion, and the motion passed unanimously.

APPROVE ANNUAL REPORT ON WATER CONSERVATION PLAN

The Board took no action on this agenda item.

ENGINEER'S REPORT

Mr. Tufail presented and reviewed the engineer's report, a copy of which is attached.

Mr. Tufail updated the Board on the water and sanitary sewer extensions near Williams Way and the City RWWTP, noting that the plans have been approved and Blackline is awaiting a pre-construction meeting with the City.

Mr. Tufail provided an update on the status of the Fort Bend County Levee Improvement District No. 11 ("FBLID 11") levee raising project and pump station improvements.

Mr. Tufail discussed a request from Full Tunnel Carwash for a utility commitment of approximately 42 equivalent single-family connections ("ESFCs"). He noted that Blackline has issued a conditional capacity letter that will expire 12 months after issuance.

Discussion then ensued regarding the CCRC Annexation Tract and Mr. Tufail noted that he is communicating with the developer's engineer regarding the potential need to reduce the connections by 40 ESFCs or await the results of the alternative capacity request ("ACR"). Mr. Tufail further noted that the developer reported that capacity is not needed until mid-2024.

Mr. Tufail updated the Board on the status of the Fort Bend County Road and Bridge out-of-District service request, noting that he is awaiting the final approved plan set.

Mr. Tufail provided an update on the District-wide lift station modifications, noting that he is scheduling a pre-construction meeting with the City.

Mr. Tufail reported that Blackline is preparing the ACR for submission to the Texas Commission on Environmental Quality.

Mr. Tufail then discussed the Middle Bayou Drainage Fee Strip Encroachment/Acquisition. He reported that FBLID 11 is negotiating with the landowner regarding drainage requirements for the tract.

Discussion ensued regarding potential sites for a new water plant.

After review and discussion, and based upon the engineer's recommendation, Director Duffy moved to approve the engineer's report. The motion was seconded by Director Millis and passed unanimously.

REPORT ON CONSTRUCTION SITE MONITORING AND RELATED SERVICES FROM STORM WATER SOLUTIONS

Discussion ensued regarding weekly inspection of residential builders in the District by Storm Water Solutions ("SWS") and Ms. Pappas reported that SWS spent December researching builder permits and contacts, and that SWS plans to begin formal reports to the Board at the February meeting.

APPROVE OUT-OF-DISTRICT SERVICE AGREEMENT WITH FORT BEND COUNTY ROAD AND BRIDGE

The Board tabled action on this agenda item.

PARK AND RECREATIONAL FACILITIES

Ms. Harrington gave an update on District park matters.

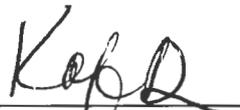
DISTRICT WEBSITE AND COMMUNICATION MATTERS

Ms. Hartwell reviewed Touchstone's monthly communications report, a copy of which is attached.

Mr. Van Dyk discussed correspondence from a resident regarding an Emergency Medical Services ("EMS") fee on their apartment lease agreement. He reported that the apartment complex erroneously states on tenant bills that the fee is paid to the District for EMS services. Discussion ensued and the Board concurred for Touchstone to post an article on the District website explaining that the District does not provide fire service or EMS but rather contracts with the City for both and for Mr. Van Dyk to request that the apartment complex clarify in their tenant invoices that the City provides fire service and EMS not the District.

Ms. Franklin inquired about the timeline for the lift station rehabilitation project, specifically how the smell coming from the site is being handled by Si. Mr. Marriott reported that Si has not received any further resident complaints regarding the smell and requested that Ms. Franklin let him know if she receives any additional complaints.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.



Secretary, Board of Directors

(SEAL)

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