

MINUTES  
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 116

January 12, 2024

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 2600, Houston, Texas, outside the boundaries of the District, on the 12<sup>th</sup> day of January, 2024, and the roll was called of the members of the Board:

Chad Millis	President
Dallas Duffy	Vice President
Angela W. Riley	Secretary
Dr. John Knight	Assistant Secretary
Jesse Matthews	Assistant Vice President

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

Also attending the meeting in person were Angie Hartwell of Touchstone District Services ("Touchstone"); Isabel Mata of Wheeler & Associates, Inc.; Cory Burton of Municipal Accounts & Consulting LP; Rick Marriott of Si Environmental LLC; Scott Novosad of Blackline Engineering, LLC; and Nellie Connally and Kathryn Blanton of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENT

Director Millis opened the floor for public comments. There being no members of the public wishing to address the Board, Director Millis closed public comments.

CONSENT AGENDA

The minutes of the December 5, 2023, 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 5, 2023, regular meeting, as submitted; (2) financial and bookkeeping matters; (3) accept the disclosure statements as presented and authorize they be appropriately filed; (4) tax assessment and collection matters; (5) the City of Richmond operations report; (6) the District Information Kit, subject to finalization; and (7) direct that, where appropriate, items are filed appropriately and retained in the District's official records. Director Matthews 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.

## 2024 DIRECTORS ELECTION

### ADOPT RESOLUTION DESIGNATING AN AGENT OF THE SECRETARY OF THE BOARD OF DIRECTORS DURING THE 2024 BOARD OF DIRECTORS ELECTION PERIOD

Ms. Connally discussed procedures related to the 2024 Directors Election. She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2024 Directors Election Period.

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

Ms. Connally then reported on requirements to file a Notice of Deadline to File Applications for Place on the Ballot for the 2024 Directors Election.

### APPROVE CONTRACT FOR ELECTION SERVICES WITH FORT BEND COUNTY

Ms. Connally 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 2024 Directors Election Period appointing Kathryn Blanton 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 2024 Directors Election period and the Notice of Deadline to File Application for Place on the Ballot for the 2024 Directors Election; and (3) approve a contract with Fort Bend County to conduct the District's Directors Election, if necessary. Director Knight seconded the motion, which passed unanimously.

### ADDITIONAL FINANCIAL AND BOOKKEEPING MATTERS

Mr. Burton discussed check no. 8639 in the amount of \$15.88 payable to the Fort Bend County Tax Assessor-Collector for outstanding taxes on Director Lot 1.

### ADDITIONAL TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Mata reviewed the tax assessor/collector's monthly report for the previous month, stating that the District's 2023 taxes were 33.35% collected as of December 31, 2023.

### ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY

Ms. Connally reported on the District's compliance activities during the prior calendar year related to bond financing. She stated that no corrective action is required at this time.

## INSURANCE POLICIES

The Board reviewed the renewal insurance proposal from McDonald & Wessendorff ("M&W"). After review and discussion, Director Matthews moved to renew the District's insurance with M&W. Director Riley seconded the motion, which passed unanimously.

## OPERATOR'S REPORT

Mr. Marriott reviewed the operator's report with the Board, including monthly repair and maintenance items, as outlined in the report. A copy of the operator's report is attached. He stated the water accountability for the last billing period was 98.20%.

Mr. Marriott presented a proposal in the amount of \$13,780.00, submitted by Accurate Meter & Backflow, LLC ("Accurate"), to perform leak detection throughout the District.

Mr. Marriott recommended sending a text message to District residents regarding the upcoming winter weather event. Ms. Hartwell stated that Touchstone will send a text message to District residents and post a corresponding notice on the District website.

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.

Following review and discussion, Director Duffy moved to: (1) approve the operator's report; (2) approve the proposal from Accurate in the amount of \$13,780.00, to perform leak detection throughout the District; (3) authorize termination of delinquent accounts, in accordance with the District's Rate Order; and (4) direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director Riley seconded the motion, which passed unanimously.

## ENGINEER'S REPORT

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

Mr. Novosad provided an update regarding the District-wide lift station modifications. He stated that the one-year acceptance will be completed on February 7, 2024.

Mr. Novosad stated that construction is nearing completion at the Territory at Williams Way and that the building exteriors are being constructed.

Mr. Novosad stated the potential annexation of a 17.5-acre tract for multi-family development is currently on hold.



Mr. Novosad reported on the GIS System, stating that the latest work orders have been submitted.

Mr. Novosad provided an update on requests from two homeowners for District approval of recreational improvements in the encroachment areas of their respective lots adjacent to the Lakes of Williams Ranch detention pond. He stated the residents at 5622 Lakeshore Vista and the residents at 1003 Wavecrest Court have received approval by the homeowners association's architectural control committee.

Following review and discussion, Director Duffy moved to approve the engineer's report. Director Matthews seconded the motion, which passed unanimously.

COORDINATION WITH HOMEOWNERS ASSOCIATIONS ("HOA")


Ms. Connally discussed the previously approved HOA Letter Agreements. She reported that the District has received fully executed Letter Agreements from Brazos Gardens Homeowners Association ("BGHOA") and Lakes of Williams Ranch Owners Association ("LWROA"), stating that the contribution checks for BGHOA and LWROA will be released. Ms. Connally stated that the contribution check for Canyon Gate at the Brazos Owners Association will be released upon receipt of their fully executed Letter Agreement.

DISTRICT WEBSITE AND COMMUNICATION MATTERS

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

The Board concurred to hold the next meeting on February 6, 2024, at 12:00 p.m.

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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