

MINUTES  
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 116

March 7, 2023

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 7th day of March, 2023, and the roll was called of the members of the Board:

Chad Millis	President
Dallas Duffy	Vice President
Angela W. Riley	Secretary
Kafi Dalcour	Assistant Secretary
Jesse Matthews	Assistant Vice President

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

Also attending the meeting in person or by teleconference were Lynn Franklin, a resident of the District; Angie Hartwell and Trisha Manning of Touchstone District Services; Emma Highberger of Wheeler & Associates, Inc.; Mary Ann Mihills of Municipal Accounts & Consulting LP; Rick Marriott of Si Environmental LLC; Asim Tufail of Blackline Engineering, LLC; and Adisa Harrington and Kathryn Blanton of Allen Boone Humphries Robinson LLP ("ABHR").

Ms. Harrington noted that while this is an in-person meeting of the Board, certain consultants and/or members of the public are attending by teleconference.

PUBLIC COMMENT

There were no comments from the public.

CONSENT AGENDA

The minutes of the February 7, 2023, regular meeting and consultant reports were provided in advance of the meeting. Director Matthews moved to approve the following consent items: (1) the minutes of the February 7, 2023, regular meeting, as submitted; (2) District development matters; (3) financial and bookkeeping matters; (4) tax assessment and collection matters; (5) the City of Richmond operations report; and (6) direct that, where appropriate, items are filed appropriately and retained in the District's official records. Director Duffy 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.

## GARBAGE COLLECTION AND RECYCLING SERVICES

The Board discussed previously submitted proposals from vendors and terminating the existing contract with Texas Pride Disposal ("Texas Pride"). After review and discussion, Director Duffy moved to: (1) approve a 30-day Notice of Termination Letter to Texas Pride; and (2) approve the proposed service agreement with Best Trash, LLC at the monthly rate of \$23.60 per resident, subject to finalization by ABHR. Director Matthews seconded the motion, which passed unanimously.

## ADDITIONAL FINANCIAL AND BOOKKEEPING MATTERS

There were no additional financial and bookkeeping matters.

## ADDITIONAL TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Highberger discussed the status of tax collections for the 2022 tax year.

## 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 98.19%.

Mr. Marriott reviewed significant repairs and maintenance for lift stations and certain sanitary storm sewers, as detailed in the operator's report.

Mr. Marriott reviewed a list of anticipated repairs to be completed in 2023. Discussion ensued regarding the expenditures and a proposed timeline. The Board directed Mr. Marriott to bring two implementation plans for the anticipated repairs to be completed in 2023 to the April meeting.

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 Millis moved to: (1) approve the operator's report; (2) approve the anticipated 2023 repairs, subject to finalization of the implementation plan; (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 Duffy seconded the motion, which passed unanimously.

## ANNUAL REVIEW OF DROUGHT CONTINGENCY PLAN

Ms. Harrington reported that the District is required to review the District's Drought Contingency Plan annually. Mr. Marriott confirmed that no changes need to be made at this time.

## CRITICAL LOAD ANNUAL FILING

The Board reviewed the District's critical load spreadsheet, which had been previously provided to the District's operator, engineer, and bookkeeper for review. Mr. Marriott noted that the critical load information on the District's facilities is required to be reviewed at least annually and provided to certain entities, which include the District's electricity provider, the Public Utility Commission, and other governmental entities. After review and discussion, Director Matthews made a motion to approve the critical load spreadsheet, authorize providing it to the appropriate entities, and direct that a copy be retained in the District's official records. Director Riley seconded the motion, which carried unanimously.

## EMERGENCY PREPAREDNESS PLAN

Ms. Harrington discussed the District's Emergency Preparedness Plan. Mr. Marriott confirmed that no updates are necessary at this time.

## ENGINEER'S REPORT

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

Mr. Tufail provided an update regarding the construction of the District-Wide Lift Station Modifications. He stated that construction has been completed and the one-year acceptance date is February 7, 2024.

Mr. Tufail then discussed the plans and specifications for the water plant no. 1 fence repair. He stated that the updated estimated cost of the project is \$500,000.00. He then recommended monitoring construction pricing and bidding the project in summer 2023.

Mr. Tufail provided an update regarding the City of Richmond Wastewater Treatment Plant.

Mr. Tufail provided an update regarding the trail system survey work, stating that the surveyor has completed the metes and bounds of the unplatted tracts. Discussion ensued regarding conveyance of the newly platted tracts.

Mr. Tufail stated that construction is underway at the Territory at Williams Way and Tesla Dealership.

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

After review and discussion, Director Duffy moved to: (1) approve the engineer's report; and (2) move forward with discussions regarding conveyance of newly platted tracts for the trail system. Director Matthews seconded the motion, which passed unanimously.

PHASE II SMALL MS4 GENERAL PERMIT AND STORM WATER MANAGEMENT PLAN

There was no discussion regarding this matter.


DISTRICT WEBSITE AND COMMUNICATION MATTERS

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

Ms. Hartwell recommended adding a waste collection page to the District's website which will contain detailed information regarding the provider transition. She then discussed posting information regarding the anticipated operations repairs including targeted texts to residents. Director Millis suggested posting water conservation information during the summer months.

The Board concurred to hold the next meeting on April 4, 2023.

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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