

MINUTES
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 116

April 4, 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 4th day of April, 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 were Suzanne Villarreal of McCall Gibson Swedlund Barfoot PLLC ("McCall"); Simon VanDyk and Trisha Manning of Touchstone District Services ("Touchstone"); Isabel Mata of Wheeler & Associates, Inc.; Mary Ann Mihills of Municipal Accounts & Consulting LP; Rick Marriott of Si Environmental LLC ("Si"); Asim Tufail of Blackline Engineering, LLC ("Blackline"); and Heather Trachtenberg and Kathryn Blanton of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENT

There were no comments from the public.

CONSENT AGENDA

The minutes of the March 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 March 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 Riley 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.

AUDIT FOR FISCAL YEAR END DECEMBER 31, 2022

Ms. Villarreal reviewed the District's draft audit and management letter for fiscal year end December 31, 2022. After review and discussion, Director Duffy moved to (1) approve the audit and management letter for fiscal year end December 31, 2022, subject to final review and approval by ABHR; (2) authorize McCall to file the District's audit with the Texas Commission on Environmental Quality; and (3) direct that the final audit and management letter be filed appropriately and retained in the District's official records. Director Matthews seconded the motion, which passed unanimously.

GARBAGE COLLECTION AND RECYCLING SERVICES

Director Matthews stated that Best Trash, LLC has delivered garbage and recycling receptacles to the District residents.

ADDITIONAL FINANCIAL AND BOOKKEEPING MATTERS

Ms. Mihills presented a proposed amended budget for fiscal year end December 31, 2023, a copy of which is attached to the bookkeeping report. Following review and discussion, Director Millis moved to adopt the amended budget for fiscal year end December 31, 2023, as presented. Director Matthews seconded the motion, which passed unanimously.

ADDITIONAL TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Mata 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 88.89%.

Mr. Marriott reviewed significant repairs and maintenance for meter replacement, certain sanitary sewers, and water wells, as detailed in the operator's report.

Mr. Marriott reviewed an implementation plan for the 2023 anticipated manhole and valve repairs, noting that the repairs will take approximately seven months to complete. He stated that Si will complete the repairs in sections and will coordinate with Touchstone to send targeted text messages to affected residents.

Mr. Marriott stated that he will present the Consumer Confidence Report at a later Board meeting.

Mr. Marriott reviewed the District's Identity Theft Prevention Program annual report, a copy of which is attached to his report. He stated there were no red flag incidents

and Si has no recommended changes to the District's Identity Theft Prevention Program at this time.

Mr. Marriott requested Board authorization to include pool inspection and garbage notices with the April water bill. The Board directed Touchstone to post the notice on the District's 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 implementation plan for the anticipated 2023 manhole and valve repairs, as presented; (3) authorize the operator to send notice to customers on pool inspections and garbage with the District's water bills; (5) authorize termination of delinquent accounts, in accordance with the District's Rate Order; and (6) direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director Millis seconded the motion, which passed unanimously.

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.

Mr. Tufail then discussed the plans and specifications for 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 Blackline is awaiting further instructions.

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.

Following review and discussion, Director Matthews moved to approve the engineer's report. Director Duffy 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

Mr. VanDyk reviewed Touchstone's monthly communications report, a copy of which is attached.

Mr. VanDyk requested authorization to create a garbage collection section on the District's website. The Board concurred to approve the creation of a garbage collection section on the District's website.

The Board concurred to hold the next meeting on May 2, 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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