

MINUTES  
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 116

May 2, 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 2nd day of May, 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; Kayla Zeller with the City of Richmond (the "City"); Ryan Fortner with Revenue Management Services ("RMS"); Angie Hartwell and Trisha Manning 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 Kathryn Blanton of Allen Boone Humphries Robinson LLP.

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 April 4, 2023, regular meeting and consultant reports were provided in advance of the meeting. Ms. Harrington asked if any Board member wished to remove items from the consent agenda for individual discussion. Director Millis requested that agenda item 2.f. be removed from the consent agenda. Director Matthews moved to approve the following consent items (1) the minutes of the April 4, 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

##### COORDINATION WITH HOMEOWNER ASSOCIATIONS

Ms. Harrington discussed the Maintenance Agreement with the Lakes of Williams Ranch Owners Association (the "Maintenance Agreement") for the District's share of maintenance and mowing. Discussion ensued regarding the District's responsibility regarding payment for the maintenance and mowing of District land. After review and discussion, Director Millis moved to approve the Maintenance Agreement in the amount of \$8,600.00 per year for 2022 and 2023, subject to finalization. Director Duffy seconded the motion, which passed unanimously.

##### GARBAGE COLLECTION AND RECYCLING SERVICES

Ms. Harrington updated the Board regarding the last collection of Texas Pride Disposal bins. Discussion ensued.

##### ADDITIONAL FINANCIAL AND BOOKKEEPING MATTERS

Ms. Harrington updated the Board on the outstanding balances from CTE - Pet Suites and DPEG Williams Way, noting that the original developer of CTE - Pet Suites may no longer be involved in the development and that DPEG Williams Way has not been billed for their outstanding balance. The Board requested that MAC send an invoice to DPEG William Way for the amount owed.

Ms. Harrington reviewed the Travel Reimbursement Guidelines and Director Expenses for the Association of Water Board Directors ("AWBD") summer conference. Discussion ensued regarding Director attendance at regular Board meetings and events including the AWBD summer conference.

After review and discussion, Director Duffy moved to (1) authorize the directors attending the conference to receive up to four per diems, three nights of hotel expense, and reimbursement of reasonable meals during the conference, all to be submitted in accordance with the District's Travel Reimbursement Guidelines; and (2) authorize Ms. Harrington to discuss attendance at regular Board meetings and AWBD events with Director Dalcour. 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. She requested authorization from the Board for the delinquent tax attorney to post 830 Stevens Creek

Lane for tax sale due to delinquent taxes for 2018-2019. The Board concurred to table the matter.

### REVENUE MANAGEMENT SERVICES

Mr. Fortner presented and reviewed a Q2 ("Second Quarter") Strategic Partnership Agreement Audit, a copy of which is attached. He stated that RMS will be working with the State of Texas in order to obtain quarterly area reports regarding businesses in the District. After review and discussion, Director Millis moved to accept the Second Quarter Strategic Partnership Agreement Audit. Director Matthews 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 97.36%.

Mr. Marriott then reviewed the Consumer Confidence Report ("CCR") with the Board, a copy of which is attached to the operator's report. He reported that the District's drinking water is regulated by the Texas Commission on Environmental Quality ("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. Mr. Marriott reported that the CCR will be provided with this month's utility bill. Ms. Hartwell stated that Touchstone will post the CCR 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.

Director Millis requested more information on the monthly wet haul invoice amount from the City.

Following review and discussion, Director Duffy moved to (1) approve the operator's report; (2) approve the CCR and authorize the operator to mail a copy of the CCR with the May water bills; (3) authorize termination of delinquent accounts, in accordance with the District's Rate Order; and (4) direct that the CCR and delinquent customer list be filed appropriately and retained in the District's official records, and that the CCR be posted on the District's website. Director Millis seconded the motion, which passed unanimously.

## ENGINEER'S REPORT

Mr. Tufail discussed a request for an irrigation meter to service an area of the City outside of the District boundary. He stated that the District has capacity to service the meter and recommended that Si install the meter.

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

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 recommended monitoring construction pricing and bidding the project this summer.

Mr. Tufail provided an update regarding the City 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 (1) approve the engineer's report; and (2) authorize Si to install an irrigation meter to service an area of the City outside of the District boundary, subject to the City paying the applicable amounts, including tap fees and water usage charges, set forth in the District's Rate Order. Director Riley 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

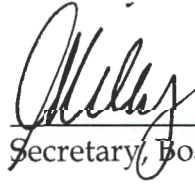
Ms. Hartwell reviewed Touchstone's monthly communications report, a copy of which is attached.

Ms. Hartwell requested authorization to post the AWBD video entitled "Protect the Pipes, Don't Flush the Wipes!" (the "Video").

After review and discussion, Director Millis moved to (1) accept the communications report; and (2) authorize Touchstone to post the Video on the District website. Director Riley seconded the motion, which passed unanimously.

The Board concurred to hold the next meeting on June 13, 2023 at 11:00 a.m.

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



Secretary, Board of Directors

(SEAL)



LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report .....	1
Tax assessor/collector's report and delinquent tax roll .....	1
City of Richmond operations report .....	1
Strategic Partnership Agreement Audit.....	3
Operator's report .....	3
Consumer Confidence Report.....	3
Engineer's report.....	4
Website and communications report.....	4