

MINUTES
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 116

February 4, 2025

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 4th day of February, 2025, 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 except Director Millis, thus constituting a quorum.

Also attending the meeting in person or via teleconference were Lynn Franklin and Dr. Shabbir Saiyed, residents of the District; Reagan Booth of Trammell Crow Residential; David Bettminton of Alliance Residential; Ryan Fortner of Revenue Management Services; Daenon Russell 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 Adisa Harrington, Rachel Beeton, and Kathryn Mercado 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

Ms. Harrington opened the meeting for public comments. There being no comments from the public, Ms. Harrington closed public comments.

CONSENT AGENDA

The minutes of the January 7, 2025, regular meeting, and consultant reports were provided in advance of the meeting. Ms. Harrington noted that the District has received the required documents from the Canyon Gate at the Brazos Owners Association ("CGBOA"), and that the check will be released. She then stated that the District is awaiting the required documents from the Lakes of Williams Ranch Owners Association and Brazos Gardens Homeowners Association, noting that the checks will be released once the documents are received. After discussion, Director Matthews moved to approve

the following consent items: (1) the minutes of the January 7, 2025, regular meeting, as submitted; (2) financial and bookkeeping matters; (3) tax assessment and collection matters; (4) the City of Richmond (the "City") operations report; (5) the District Information Kit; and (6) direct that, where appropriate, items are filed appropriately and retained in the District's official records. Director Knight 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.

ADDITIONAL FINANCIAL AND BOOKKEEPING MATTERS

Ms. Mihills requested Board authorization for additional check no. 8920 in the amount of \$172.47, payable to Carmen P. Turner, Fort Bend County Tax Assessor/Collector, for 2024 taxes owed to the County for land conveyed to the District for the future trail system.

The Board discussed the Association of Water Board Directors winter conference. The Board then considered authorizing attendance at the summer conference. Director Knight requested information regarding the District generators, and Messrs. Marriott and Tufail provided the information.

Ms. Harrington discussed the letter submitted to the Texas Commission on Environmental Quality ("TCEQ") regarding use of surplus capital project funds for the emergency repairs to lift station no. 2.

After review and discussion, Director Duffy moved to: (1) approve the additional check, as detailed above; (2) approve reimbursement of all eligible expenses for Directors who attended the winter conference, which the bookkeeper confirmed were submitted in accordance with the District's guidelines, and authorize attendance of any interested Directors at the summer conference; and (3) ratify approval for the execution and submission of the surplus funds notification letter to the TCEQ, as discussed, and direct that the letter be filed appropriately and retained in the District's official records. Director Knight seconded the motion, which passed unanimously.

ADDITIONAL TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Mata updated the Board on the current tax collections.

The Board considered adopting a Resolution Regarding Exemptions from Taxation. Ms. Mata discussed the optional exemptions, including a general residential homestead exemption and a homestead exemption for disabled person or persons over 65 years of age and reviewed an exemption analysis, a copy of which is attached.

The Board considered writing off \$74.50 for 2024 taxes owed to the District for land conveyed to the District for the future trail system.

Following review and discussion, Director Duffy moved to: (1) adopt the Resolution Concerning Exemptions from Taxation providing for a \$25,000 exemption for persons who are over 65 or disabled and a 20% general residential homestead exemption; and (2) write off \$74.50 for the 2024 taxes owed to the District for land conveyed to the District for the future trail system. Director Riley seconded the motion, which passed unanimously.

REVENUE MANAGEMENT SERVICES

Mr. Fortner stated that the quarterly report will be presented at the March meeting, subject to receipt of additional information from the City.

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 94.35%.

The Board discussed increasing the security deposits to \$150.00 and increasing the disconnection deposit to \$75.00. Mr. Marriott recommended that the District consider switching from the current 50-day billing cycle to a 30-day billing cycle. The Board discussed posting notice on the District website prior to amending the Rate Order.

Mr. Marriott discussed the onsite visit to 6003 Country Ridge Drive. He stated that Si repaired the sidewalk with the manhole, but there was no evidence that the manhole caused foundation issues at the residence.

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 Matthews moved to: (1) approve the operator's report; (2) authorize the Communications Committee to coordinate with Touchstone to post notice on the District website regarding the billing cycle change, as discussed; (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 Knight seconded the motion, which passed unanimously.

The Board tabled action on amending the District's Rate Order.

ACCURATE METER PROPOSALS

The Board discussed a proposal in the amount of \$182,780.00, submitted by Accurate Meter & Supply ("Accurate"), for a pilot program for the installation of commercial meters and 5 residential meters in the District. A copy of the proposal is attached. Following review and discussion, Director Duffy moved to approve the proposal in the amount of \$182,780.00, submitted by Accurate. Director Knight seconded the motion, which passed unanimously. The Board concurred to proceed with installation of commercial smart meters at this time. The Board tabled action on selecting the specific residential meters for the pilot program.

ENGINEER'S REPORT AND ANNEXATION MATTERS

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

Mr. Tufail provided an update regarding the District Facilities Fence Repair. He stated that the contractor is coordinating the ordering of a geotechnical boring for area soils. Mr. Tufail reported that the projected substantial completion date is July 4, 2025.

Mr. Tufail provided an update regarding the lift station no. 2 emergency repairs. He stated that the project is substantially complete. He reported that the contractor is coordinating with CGBOA regarding the sprinkler system power. Mr. Tufail stated that the CGBOA has requested sod instead of seed in the area. He reported that the contractor stated that sod is not within the contract scope.

Mr. Tufail provided an update regarding water plant no. 2. He stated that the topographic survey was received and design is underway.

Mr. Tufail provided an update regarding the sanitary sewer force main headers upgrade. He stated that the topographic survey was received and design is underway.

Mr. Tufail provided an update regarding the survey, topography, and design of the Crabb River Road water line loop.

Mr. Tufail provided an update regarding the survey, topography, and design of the sanitary sewer lift station no. 5 and force main along Farm-to-Market Road 762 ("FM 762"). He reported that preliminary design is underway, and that Texas Department of Transportation will require traffic signal improvements to the intersection of Tara Road and Crabb River Road.

Mr. Tufail provided an update regarding the City's recent re-rating of the Wastewater Treatment Plant permit. He reported that one of the two RAS/WAS pumps

needs repair, and that the City will be providing an estimate. Mr. Tufail stated that the expansion of the City Wastewater Treatment Plant is projected to be completed by the end of February 2025. Ms. Harrington stated she will follow up with the City's attorney to finalize the pending updates to the existing wastewater treatment plant agreement.

Mr. Tufail provided an update regarding the pending land conveyances for the trail system.

Mr. Tufail provided an update regarding the 9er's Restaurant located at 6430 Sansbury Road, stating that Blackline is awaiting final approved plans.

Mr. Tufail provided an update on the pending annexation of a 17.5-acre tract along Crabb River Road for multi-family development. Mr. Booth stated that Trammel Crow is awaiting the final metes and bounds for the entire parcel to be annexed. In response to an inquiry from Ms. Harrington, Mr. Booth confirmed that the annexation will include the 17.5-acre tract as well as additional adjacent acreage and that all costs associated with the expanded annexation should be billed against the annexation deposit submitted by Trammel Crow.

Mr. Tufail provided an update on the pending annexation of an 8.7-acre tract along FM 762 and Williams Way for multi-family development. Mr. Bettminton discussed Fort Bend County requirements to have an access point for emergency vehicles on Morton Road. Discussion ensued and Ms. Harrington noted that a Consent to Encroachment will be needed if the access point will overlay any District easements.

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

Mr. Tufail stated that Blackline is preparing a 5-year update to the District Capital Improvement Plan.

The Board tabled action on the annexation petitions.

DISTRICT WEBSITE AND COMMUNICATION MATTERS

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

ADOPTION OF COVERED APPLICATIONS POLICY

Ms. Harrington discussed legislation enacted by the Texas Legislature that requires all governmental entities to adopt a policy prohibiting the use of certain social media applications and services on government-owned or -leased devices. She stated that a model policy was developed by the Texas Departments of Public Safety and Information Resources for use by governmental entities. Ms. Harrington reviewed the proposed

Covered Applications Policy with the Board. After review and discussion, Director Knight moved to adopt a Resolution Adopting Covered Applications Policy and direct that the Resolution be filed appropriately and retained in the District's official records. Director Matthews seconded the motion, which passed unanimously.

CONVENE IN EXECUTIVE SESSION

The Board did not convene in executive session.

PUBLIC COMMENTS (CONTINUED)

Dr. Saiyed introduced himself as a resident of the District. He stated that his residence is adjacent to District property. Dr. Saiyed stated that the pipe located on the District property is not draining properly and is causing standing water and mosquito concerns. He then discussed his concerns regarding large trees located on the District property and requested that the trees be trimmed before the next hurricane season. The Board concurred to authorize Si and Blackline to conduct an onsite inspection of the District property adjacent to Dr. Saiyed's residence.

The Board concurred to hold the next meeting on March 4, 2025, 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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