

MINUTES
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 116

April 1, 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 1st day of April, 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 Riley, thus constituting a quorum.

Also attending the meeting in person or via teleconference were Dr. Shabbir Saiyed, a resident of the District; David Adame of Alliance Residential; Reagan Booth and Hunter Bigelow of Trammell Crow Residential; Christie Leighton of Best Trash, LLC ("Best Trash"); Suzanne Villarreal of McCall Gibson Swedlund Barfoot PLLC ("McCall"); Ryan Fortner of Revenue Management Services ("RMS"); 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 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 March 4, 2025, regular meeting, and consultant reports were provided in advance of the meeting. After discussion, Director Knight moved to approve the following consent items: (1) the minutes of the March 4, 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; and (5) direct that, where appropriate, items are filed appropriately and retained in the District's official records.

Director Millis 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

Ms. Leighton distributed and reviewed a notice from Best Trash regarding the annual consumer price index ("CPI") rate increase, a copy of which is attached.

AUDIT FOR FISCAL YEAR END DECEMBER 31, 2024

Ms. Villarreal reviewed the District's draft audit and management letter for fiscal year end December 31, 2024. Following review and discussion, Director Duffy moved to: (1) approve the audit and management letter for fiscal year end December 31, 2024, subject to final review and approval by ABHR; (2) authorize McCall to file the District's audit with the Texas Commission on Environmental Quality ("TCEQ"); and (3) direct that the final audit and management letter be filed appropriately and retained in the District's official records. Director Knight seconded the motion, which passed unanimously.

ADDITIONAL FINANCIAL AND BOOKKEEPING MATTERS

Ms. Mihills reviewed highlights in the bookkeeping report. She requested Board authorization for additional check no. 8960 in the amount of \$165,650.00, payable to Tackle Construction for Pay Estimate No. 1 for the lift station no. 2 emergency repairs. Following discussion, Director Matthews moved to approve the additional check as detailed above. Director Knight seconded the motion, which passed unanimously.

ADDITIONAL TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Mata updated the Board on the current tax collections. She requested Board authorization for additional check no. 5401 in the amount of \$15,519.00, payable to Fort Bend Central Appraisal District. Following discussion, Director Duffy moved to approve the additional check, as detailed above. 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 90.74%.

Mr. Marriott presented two proposals submitted by Si in the amounts of \$50,214.15 and \$91,745.25, to repair and replace lift pump no. 3 at lift station no. 2, respectively. Copies of the proposals are attached to the operator's report.

Mr. Marriott stated that the Consumer Confidence Report will be presented at the May 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 notices 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 proposal in the amount of \$91,745.25 to replace lift pump no. 3 at lift station no. 2; (3) authorize the operator to send notice to customers on pool inspections and garbage with the District's water bills; (4) authorize termination of delinquent accounts, in accordance with the District's Rate Order; and (5) 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.

Dr. Saiyed expressed his gratitude to the Board for trimming the trees located on a District reserve adjacent to his property. Mr. Marriott stated that Si is scheduled to conduct an onsite visit regarding the regrading of the area to correct the drainage issue.

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 District Facilities Fence Repair. He stated that the contractor is awaiting results of 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 reviewed and recommended approval of Pay Estimate No. 1 and Final in the amount of \$165,650.00, payable to Tackle Construction.

Mr. Tufail provided an update regarding water plant no. 2 and stated that design is underway.

Mr. Tufail provided an update regarding the sanitary sewer force main headers upgrade and stated that design is underway. He reported that the City considers this a maintenance project, therefore plan submittal is not required.

Mr. Tufail provided an update regarding the survey, topography, and design of the Crabb River Road water line loop. He stated that the topographic survey was received and preliminary design is underway.

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 the topographic survey was received and preliminary design is underway. Mr. Tufail stated that Texas Department of Transportation will require traffic signal improvements to the intersection of Tara Road and Crabb River Road and will require a commercial driveway at the lift station roadway.

Mr. Tufail provided an update regarding the City's recent re-rating of the Wastewater Treatment Plant permit. 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 reported that more information from the City was requested regarding utilization of grey water for landscaping needs throughout the District.

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

Mr. Tufail discussed a previous request from the Lakes of Williams Ranch Owners Association ("LWROA") to extend the wrought iron fence on the drainage channel located on Sansbury Boulevard. He reported that Fort Bend County engineering will not allow fencing in the public right of way. Discussion ensued and the Board concurred to allow LWROA to install the wrought iron fence and for ABHR to include the fence in the pending Maintenance Agreement between the District and LWROA.

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 discussed a 6-acre potential development between Los Puentes Office Park and Canyon Gate at the Brazos along Highway 59. He stated that the developer is

requesting the District relocate the existing water and sanitary sewer lines within the tract to assist with development.

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 requested information regarding the status of acquiring the easements. Mr. Tufail stated that design will need to be completed before acquisition of the easements.

Mr. Tufail and Ms. Harrington provided an update on the pending annexation of an 8.7-acre tract along FM 762 and Williams Way for multi-family development. Mr. Adame requested a tentative timeline regarding submission of the annexation petitions to the City. Ms. Harrington provided the requested information.

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.

Mr. Tufail requested Board authorization to prepare a cost summary for bond application no. 12. Following discussion, the Board directed Blackline to bring proposals for televising District sanitary sewer lines to the May meeting.

Following review and discussion, Director Millis moved to: (1) accept the engineer's report; (2) approve Pay Estimate No. 1 and Final in the amount of \$165,650.00, payable to Tackle Construction for the lift station no. 2 emergency repairs; and (3) authorize Blackline to prepare a cost summary for bond application no. 12. Director Knight seconded the motion, which passed unanimously.

ANNEXATION PETITIONS

Ms. Harrington discussed a proposed annexation of a tract totaling 78.55 acres into the District. She noted that the 78.55-acre tract contains the 17.8 acres that is under contract to be purchased by Maple Multi-Family Land TX, L.P. ("Maple"). The Board reviewed a Petition for Addition of Certain Land to be executed by K&M Investments and Maple for the annexation of the land into the District. Mr. Tufail discussed the feasibility of the proposed annexation and the Board concurred with the engineer's finding that adding the land described in the Petition is feasible, practicable, and to the advantage of the District, and that the District's system and other improvements are sufficient, or will be sufficient, to supply such land without injuring land already in the District.

The Board then reviewed a Petition for Consent to Annex from the District, from K&M Investments and Maple Multi-Family Land TX, L.P. to the City of Richmond requesting consent to the annexation of the land into the District.

After review and discussion, Director Millis moved to: (1) accept the Petition for Addition of Certain Land, subject to finalization; (2) authorize execution of the Petition for Consent to Annex Land, subject to finalization; and (3) direct the documents be filed appropriately and retained in the District's records. Director Duffy seconded the motion, which passed unanimously.

DISTRICT WEBSITE AND COMMUNICATION MATTERS

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

CONVENE IN EXECUTIVE SESSION

The Board did not convene in executive session.

The Board concurred to hold the next meeting on May 6, 2025, at 12:00 p.m.

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

(SEAL)





Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report	1
Tax report	1
City of Richmond operations report	1
Best Trash notice	2
Operator's report	2
Engineer's report	3
Website and communications report	6