

MINUTES
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 116

May 7, 2024

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 7th day of May, 2024, 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 Directors Millis and Duffy, thus constituting a quorum.

Also attending the meeting in person or via teleconference were Lynn Franklin, a resident of the District; Greg East of Perdue, Brandon, Fielder, Collins & Mott, LLP; Ryan Fortner of Revenue Management Services ("RMS"); Angie Hartwell 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 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

Ms. Harrington opened the meeting for public comments. There being no members of the public wishing to address the Board, Ms. Harrington closed public comments.

CONSENT AGENDA

The minutes of the April 2, 2024, regular meeting and consultant reports were provided in advance of the meeting. Following discussion, Director Matthews moved to approve the following consent items: (1) the minutes of the April 2, 2024, 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 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.

2024 DIRECTORS ELECTION

CERTIFICATES OF ELECTION

The Board considered approving a Certificate of Election reflecting the re-election of Angela W. Riley and Jesse Matthews to the Board of Directors of the District for four-year terms.

DIRECTORS' SWORN STATEMENTS AND OATHS OF OFFICE

The Board considered accepting the Sworn Statements and Oaths of Office for Directors Riley and Matthews.

Following review and discussion, Director Riley moved to: (1) approve the Certificates of Election; (2) approve the Sworn Statements and Oaths of Office; (3) authorize filing of the Oaths of Office with the Secretary of State, as required by law; and (4) direct that the Certificate, Statements, and Oaths be retained in the District's official records. Director Matthews seconded the motion, which passed unanimously.

REORGANIZE THE BOARD

The Board concurred to take no action on this agenda item.

DISTRICT REGISTRATION FORM

The Board considered authorizing filing an updated District Registration Form with the Texas Commission on Environmental Quality ("TCEQ") reflecting the terms of the newly elected Directors. Following review and discussion, Director Riley moved to authorize filing of the updated District Registration Form with the TCEQ. Director Matthews seconded the motion, which passed unanimously.

OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT TRAINING REQUIREMENTS

Ms. Harrington discussed the Texas Public Information Act ("TPIA") and noted that the Texas Legislature has made it explicit that officers and employees of governmental entities are temporary custodians of public information. Ms. Harrington distributed a memorandum regarding Texas Open Meetings Act ("TOMA") and TPIA training requirements, noted that all Directors have previously completed TOMA training, and encouraged the Board of Directors to receive TPIA training as soon as possible as forward their certificate of completion to ABHR to be retained in the District's official records.

CONFLICT OF INTEREST DISCLOSURE REQUIRED UNDER CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE INCLUDING REVIEW OF DISCLOSURE FORMS ADOPTED BY THE TEXAS ETHICS COMMISSION AND LIST OF LOCAL GOVERNMENT OFFICERS

Ms. Harrington reviewed a Memorandum from ABHR regarding conflict of interest disclosure required under Chapter 176 of the Texas Local Government Code and disclosure forms adopted by the Texas Ethics Commission, a copy of which is attached. She stated that pursuant to Chapter 176 of the Texas Local Government Code, the District will maintain a List of Local Government Officers. Ms. Harrington reviewed the List of Local Government Officers. After review and discussion, Director Riley moved to approve and authorize execution of the List of Local Government Officers and direct that the List be filed appropriately and retained in the District's official records. Director Matthews seconded the motion, which passed unanimously.

GARBAGE COLLECTION AND RECYCLING SERVICES

There was no discussion on this matter.

ADDITIONAL FINANCIAL AND BOOKKEEPING MATTERS

Ms. Mihills reported that the required \$7,500.00 deposits have been received from the developers of the Crabb River Road multi-family development and Farm-to-Market Road 762 and Williams Way multi-family development.

Ms. Mihills stated that the Board must appoint an Association of Water Board Director ("AWBD") voting member for the summer conference. Following discussion, the Board concurred to appoint Director Matthews as the voting member for the AWBD summer conference.

Ms. Mihills reviewed the Travel Reimbursement Guidelines and Director Expenses for the AWBD summer conference.

ADDITIONAL TAX ASSESSMENT AND COLLECTION MATTERS

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

Mr. East reviewed the delinquent tax attorney's report, a copy of which is attached to the tax assessor/collector's report. He then discussed water termination procedures for delinquent tax accounts. The Board concurred to defer this matter until the June meeting.

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 97.60%.

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 termination of delinquent accounts, in accordance with the District's Rate Order; and (3) 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.

ENGINEER'S REPORT

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

Mr. Tufail reported on bids for the District Facilities Fence Repairs. The Board concurred to table the award of the contract until the June meeting.

Mr. Tufail provided an update regarding the City's recent re-rating of the Wastewater Treatment Plant permit. He reported that the previous permit rate was 0.95 million gallons per day ("MGD"), and the new permit rate is 1.22 MGD.

Mr. Tufail updated the Board regarding the evaluation and revision of the current Wastewater Treatment Plant Joint Agreement to reflect revised connection counts and pro-rata shares. He stated that the City's Public Works Director is requesting pro-rata percentage based upon water meter size, noting that he will request additional documentation from the City.

Ms. Harrington reported that the City does not wish to enter into a separate agreement for annexation related matters. Discussion ensued.

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

Mr. Tufail provided an update regarding the re-evaluation of the District water supply system. He stated that Blackline obtained well pumpage data from Si and has completed evaluation of capacity and connection availability. Mr. Tufail then requested Board authorization to begin the updated water system analysis.

Mr. Tufail stated that construction is nearing completion at the Territory at Williams Way.

Mr. Tufail provided an update regarding the 9er's Restaurant located at 6430 Sansbury Road, stating that Blackline issued a no objection letter and is awaiting final approved plans.

Mr. Tufail discussed the potential annexation of a 17.5-acre tract along Crabb River Road for multi-family development, stating that the required deposit has been received and the feasibility study is underway.

Mr. Tufail then discussed the potential annexation of an 8.7-acre tract along Farm-to-Market Road 762 and Williams Way for multi-family development, stating that the required deposit has been received and the feasibility study is underway.

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

Following review and discussion, Director Knight moved to: (1) approve the engineer's report; and (2) authorize Blackline to begin the updated water system analysis. Director Matthews seconded the motion, which passed unanimously.

DISTRICT WEBSITE AND COMMUNICATION MATTERS

Ms. Hartwell reviewed Touchstone's monthly communications report, a copy of which is attached. She requested Board authorization to update the District's text alert list and send an opt-out text alert to residents.

Discussion ensued regarding scheduling a District shred day. Ms. Hartwell stated that she will coordinate with Director Knight and Best Trash LLC and will bring proposed dates to the June meeting.

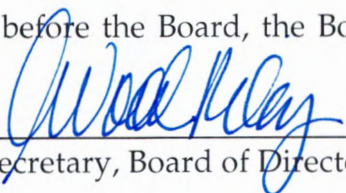
Following review and discussion, Director Knight moved to: (1) approve the monthly communications report; and (2) authorize Touchstone to update the District's text alert list and send an opt-out text alert to residents. Director Riley seconded the motion, which passed unanimously.

REVENUE MANAGEMENT SERVICES

Mr. Fortner presented and reviewed a Q2 ("Second Quarter") Strategic Partnership Agreement Audit, a copy of which is attached. Following review and discussion, Director Knight moved to accept the Second Quarter Strategic Partnership Agreement Audit. Director Matthews seconded the motion, which passed unanimously.

The Board concurred to hold the next meeting on June 4, 2024, 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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