

MINUTES  
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 116

March 5, 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 5<sup>th</sup> day of March, 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, thus constituting a quorum.

Also attending the meeting were 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 February 6, 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 February 6, 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 Duffy 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

Ms. Harrington discussed procedures related to the 2024 Directors Election. She presented a Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors executed by the Board Secretary stating that the District received two candidate applications for the two director positions for the May 4, 2024, Directors Election.

Ms. Harrington then presented an Order Cancelling Election and Declaring Unopposed Candidates Elected to Office (the "Order Cancelling") stating that the May 4, 2024, Directors Election is cancelled and that the unopposed candidates, Angela W. Riley and Jesse Matthews, are declared elected to office to serve from the May 4, 2024, election until the May 6, 2028, Directors Election. She reviewed the posting requirements for the Order Cancelling.

Ms. Harrington then discussed that the Board had approved entering into a contract with Fort Bend County (the "County") to administer the District's 2024 Directors Election and the Board considered cancelling such contract.

Following review and discussion, Director Duffy moved to: (1) accept the Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors; (2) adopt the Order Cancelling Election and Declaring Unopposed Candidates Elected to Office and authorize the Secretary's agent to post the Order Cancelling, as required; and (3) cancel the contract with the County for election services for the May 4, 2024, Directors Election. Director Knight seconded the motion, which passed unanimously.

## ADDITIONAL FINANCIAL AND BOOKKEEPING MATTERS

There were no additional financial and bookkeeping matters.

## ADDITIONAL TAX ASSESSMENT AND COLLECTION MATTERS

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

The Board discussed holding a water termination hearing for delinquent tax accounts and concurred to further consider the matter at the next 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 98.86%.

Mr. Marriott provided an update regarding the required Lead and Service Line Inventory. He reported that the survey has been completed and the report is ready to submit to the Environmental Protection Agency and Texas Commission on Environmental Quality ("TCEQ").

Mr. Marriott reported that Accurate Meter will be conducting a leak detection survey throughout the District and will submit a report based on its findings.

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) 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 Riley seconded the motion, which passed unanimously.

#### ORDER ADOPTING AMENDED AND RESTATED DROUGHT CONTINGENCY PLAN

Ms. Harrington stated that the TCEQ rules require that the District review and adopt an Amended and Restated Drought Contingency Plan in 2024, prior to May 1st. She reviewed an Amended and Restated Drought Contingency Plan with the Board. Following review and discussion, Director Knight moved to adopt an Order Adopting Amended and Restated Drought Contingency Plan; Providing for Implementation and Enforcement Thereof; Providing Penalties for Violations; and Containing Other Provisions Related to the Subject and direct that the Order be filed appropriately and retained in the District's official records. Director Riley seconded the motion, which passed unanimously.

#### CRITICAL LOAD ANNUAL FILING

The Board reviewed the District's critical load spreadsheet, which had been previously provided to the District's operator, engineer, and bookkeeper for review. Mr. Marriott noted that the critical load information on the District's facilities is required to be reviewed at least annually and provided to certain entities, which include the District's electricity provider, the Public Utility Commission, and other governmental entities. Following review and discussion, Director Knight made a motion to approve the critical load spreadsheet, authorize providing it to the appropriate entities, and direct that a copy be retained in the District's official records. Director Duffy seconded the motion, which passed unanimously.

#### EMERGENCY PREPAREDNESS PLAN

Ms. Harrington discussed the District's Emergency Preparedness Plan. Mr. Marriott confirmed that no updates are necessary at this time.

#### 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 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.

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 commenced evaluation of capacity and connection availability.

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 is reviewing a revised plan set.

Mr. Tufail provided an update regarding potential annexations, stating that Blackline is awaiting a response from the City engineer.

Mr. Tufail stated the potential annexation of a 17.5-acre tract along Crabb River Road for multi-family development is currently on hold.

Mr. Tufail discussed the potential annexation of an 8.7-acre tract along Farm-to-Market Road 762 and William Way for multi-family development. He requested Board approval to conduct a feasibility study, subject to receipt of the required \$7,500.00 deposit.

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

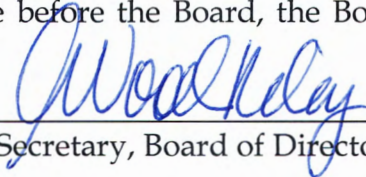
Following review and discussion, Director Duffy moved to: (1) approve the engineer's report; (2) authorize Blackline to conduct a feasibility study on the 8.743 acre tract, subject to receipt of deposit. Director Knight seconded the motion, which passed unanimously.

#### DISTRICT WEBSITE AND COMMUNICATION MATTERS

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

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