

DRAFT

MINUTES CINCO MUNICIPAL UTILITY DISTRICT NO. 3

April 18, 2024

The Board of Directors (the “Board”) of Cinco Municipal Utility District No. 3 (the “District”) met in regular session, open to the public, on the 18th day of April, 2024, at the offices of Inframark Water & Infrastructure Services, 2002 West Grand Parkway North, Suite 100, Katy, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Linda Larvin	President
Christina Och	Vice President
Kent Fahey	Secretary
Mark Canady	Assistant Secretary
Douglas Schroeder	Assistant Vice President

and all of the above were present, thus constituting a quorum.

Also attending the meeting were Angela Riley of District Data Services, Inc.; Ashlie Whittemore of Wheeler & Associates, Inc.; Robert Miller of Inframark Water & Infrastructure Services; and Kathryn Blanton of Allen Boone Humphries Robinson LLP.

COMMENTS FROM THE PUBLIC AND FUTURE AGENDA ITEMS

There were no public comments.

APPROVE MINUTES

The Board considered approving the minutes of the March 21, 2024, regular meeting. Following review and discussion, Director Schroeder moved that the minutes be approved, as submitted. Director Fahey seconded the motion, which passed unanimously.

DISCUSS SIDEWALK IMPROVEMENTS ON MASON ROAD

There was no discussion on this agenda item.

GARBAGE AND RECYCLING MATTERS

There was no discussion on this agenda item.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Riley presented and reviewed the bookkeeper’s report and payment of the bills, a copy of which is attached. Following review and discussion, Director Fahey

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moved to approve the bookkeeper's report and payment of the bills. Director Och seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Whittemore presented and reviewed the tax assessor/collector's report and delinquent tax roll with the Board, copies of which are attached. Following review and discussion, Director Fahey moved to approve the tax assessor/collector's report including payment of the tax bills. Director Och seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES/TERMINATION OF SERVICE

Mr. Miller presented and reviewed the operator's report, a copy of which is attached. He discussed operation, maintenance, and repairs of District facilities. He stated that the water accountability for the previous month was 95%.

Mr. Miller discussed resident correspondence regarding an MS4 violation at 2902 Willow Fork Drive. He requested Board authorization to jet the line, vacuum the debris, and televiser the line once the debris has been removed.

Mr. Miller reviewed the North Fort Bend Water Authority proposed 2024 Water Conservation Program initiatives. Following discussion, the Board concurred to create the 2024 Water Conservation Committee, consisting of: Director Och, Director Schoeder, and Patty Hurtado. Mr. Miller then discussed the high user letter threshold and recommended setting it at 20,000 gallons.

Mr. Miller reviewed an annual report on the District's Identity Theft Prevention Program, a copy of which is attached to the operator's report. He stated that the report indicates there were no significant incidents of identity theft detection. He recommended continued implementation of the program without changes.

Mr. Miller 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 Schroeder moved to (1) approve the operator's report; (2) authorize Inframark to jet the line, vacuum the debris, and televiser the line, as discussed; (3) authorize the operator to set the high user letter threshold at 20,000 gallons; (4) authorize termination of delinquent accounts in accordance with the District's Rate Order; and (5) direct that the delinquent customer list be filed

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appropriately and retained in the District's official records. Director Och seconded the motion, which passed unanimously.

WATER CONSERVATION PLAN

Mr. Miller reviewed the Water Conservation Plan annual report and 5-year implementation report on the Water Conservation Plan with the Board.

Mr. Miller stated that the Texas Commission on Environmental Quality rules require that the District review and adopt an Amended and Restated Water Conservation Plan prior to May 1, 2024. He reviewed an Amended and Restated Water Conservation Plan with the Board.

Following review and discussion, Director Och moved to (1) approve the annual report and 5-year implementation report on the Water Conservation Plan; (2) adopt an Amended and Restated Water Conservation Plan, subject to final review; (3) authorize the operator to submit the reports to the appropriate government agencies; and (4) direct that the reports and Order be filed appropriately and retained in the District's official records. Director Schroeder seconded the motion, which passed unanimously.

ENGINEERING MATTERS

There was no discussion on this agenda item.

DISTRICT WEBSITE MATTERS

There was no discussion on this agenda item.

NORTH FORT BEND WATER AUTHORITY MATTERS

There was no discussion on this agenda item.

CINCO MUNICIPAL UTILITY DISTRICT NO. 1 MATTERS

There was no discussion on this agenda item.

WILLOW FORK DRAINAGE DISTRICT MATTERS

There was no discussion on this agenda item.

There being no further business to come before the Board, the meeting was adjourned.

Secretary, Board of Directors

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