

MINUTES  
CINCO MUNICIPAL UTILITY DISTRICT NO. 3

May 16, 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 16th day of May, 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.; Dorothy Lavine and Chad Buckley of Inframark Water & Infrastructure Services; and Greer Pagan 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 April 18, 2024, regular meeting. Following review and discussion, Director Och moved that the minutes be approved, as submitted. Director Schroeder seconded the motion, which passed unanimously.

2024 DIRECTORS ELECTION

CERTIFICATES OF ELECTION

The Board considered approving a Certificate of Election reflecting the re-election of Douglas Schroeder and Mark Canady to the Board of Directors of the District for a four-year term.

## DIRECTORS' SWORN STATEMENTS AND OATHS OF OFFICE

The Board considered accepting the Sworn Statements and Oaths of Office for Directors Schroeder and Canady.

Following review and discussion, Director Fahey moved to (1) approve the Certificates of Election; (2) approve the Sworn Statements and Oaths of Office for Directors Schroeder and Canady; and (3) authorize filing of the Oaths of Office with the Secretary of State as required by law. Director Och 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 then 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 Fahey moved to authorize filing of the updated District Registration Form with the TCEQ. Director Och 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 Schroeder moved to approve the bookkeeper's report and payment of the bills. Director Och seconded the motion, which passed unanimously.

## AUTHORIZE RENEWAL OF DISTRICT'S INSURANCE POLICIES

The Board reviewed a proposal from Brown & Brown Lone Star Insurance Services, Inc. ("Brown & Brown") to renew the District's insurance policies. After review and discussion, Director Fahey moved to approve the proposal from Brown & Brown to renew the District's insurance policies and direct that it be filed appropriately

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

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

The Board reviewed the District's Travel Reimbursement Guidelines and discussed directors' expenses for the AWBD summer conference.

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

Ms. Lavine presented and reviewed the operator's report, a copy of which is attached. She discussed operation, maintenance, and repairs of District facilities. She stated that the water accountability for the previous month was 96%.

Ms. Lavine reviewed the North Fort Bend Water Authority 2024 Water Conservation Program initiatives.

The Board considered amending the District's Rate Order to reflect garbage and recycling service for Willow Park Greens, and revise certain administrative provisions in the Rate Order, as recommended by the District's operator.

Ms. Lavine reviewed the Consumer Confidence Report ("CCR") with the Board, a copy of which is attached to the operator's report. She reported that the District's drinking water is regulated by the TCEQ to ensure that the water is meeting all of the requirements as stated in the Federal Drinking Water Standards, which also requires the District to provide a CCR to residents in the District regarding the status of the drinking water. Ms. Lavine reported that a link to the CCR will be provided with this month's utility bill.

Ms. Lavine requested authorization to send one uncollectible account totaling \$115.77 to a collection agency, and write-off one account.

Ms. Lavine 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 Fahey moved to (1) approve the operator's report; (2) approve the Amended Rate Order, as discussed; (3) approve the CCR and authorize distribution of the CCR to District customers and filing of the certificate of delivery with the TCEQ; (4) authorize the operator to send one uncollectible account totaling \$115.77 to a collection agency, and write-off one account; (5) authorize termination of delinquent accounts in accordance with the District's Rate Order; and (6) direct that the delinquent customer list 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.

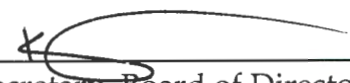
CINCO MUNICIPAL UTILITY DISTRICT NO. 1 MATTERS

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

(SEAL)



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