

DRAFT

MINUTES CINCO MUNICIPAL UTILITY DISTRICT NO. 12

April 8, 2024

The Board of Directors (the “Board”) of Cinco Municipal Utility District No. 12 (the “District”) met in regular session on April 8, 2024, at the Cinco Ranch Residential Property Association, 3022 Windemere Park Lane, Katy, Texas, a meeting place outside the boundaries of the District, and the roll was called of the members of the Board being present by in person:

Stephanie Faulk	President
Dana Cleland	Vice President
William Cary	Secretary
Neill Hurley	Assistant Secretary
Tim Kubiak	Assistant Vice President

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

Also attending the meeting were: Tyson Duncan of AECOM; Emma Highberger of Wheeler & Associates, Inc.; Jennifer Abad of Municipal Accounts and Consulting, L.P. (“Municipal Accounts”); Missy Steadman and Dorothy Lavine of Inframark Water & Infrastructure Services (“Inframark”); and Andrew Vaughan and Kim Cannon of Allen Boone Humphries Robinson LLP (“ABHR”).

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Mr. Vaughan offered Board members an opportunity to remove items from the consent agenda for individual discussion. Director Cary moved to approve all items on the consent agenda, and to direct that, where appropriate, items are filed appropriately and retained in the District’s official records, including the following: the minutes from the March 11, 2024, regular meeting and the Central Green report, a copy of which is attached. Director Kubiak seconded the motion, which carried by unanimous vote.

ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the consent agenda.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Highberger reviewed the tax assessor/collector's report and uncollectible personal property accounts, with the Board, a copy of which is attached. She stated that 97.67% of the District's 2023 tax levy has been collected.

The Board discussed the delinquent tax accounts, including delinquent personal property accounts, a copy of which is attached to the tax assessor's report.

After discussion and based on the tax assessor/collector's recommendation, Director Cary moved to approve the tax assessor/collector's report, and payment of the tax bills. Director Kubiak seconded the motion, which passed by unanimous vote.

BOOKKEEPER'S REPORT

Ms. Abad reviewed the bookkeeper's report, a list of checks presented for payment, and the investment report, copies of which are attached.

Ms. Abad stated check no. 6600 in the amount of \$2,700.00, payable to Richard Rodriguez for patrol services was returned by Central Bank because it was missigned. She stated a replacement check was reissued, check no. 6608, in the amount of \$2,700.00, payable to Richard Rodriguez and check no. 6600 was voided.

The Board discussed amending the budget to update WFDD partnership projects, classification of specific projects in the budget and the 2024 Director election line item. The Board requested Ms. Abad prepare an amended budget with discussed changes for approval at the May meeting.

After discussion, and based on the bookkeeper's recommendation, Director Cary moved to approve the bookkeeper's report, and payment of the bills, including the replacement check, as discussed. Director Kubiak seconded the motion, which carried by unanimous vote.

GARBAGE MATTERS

There was no discussion on this matter.

ENGINEER'S REPORT

Mr. Duncan reviewed the engineer's report, a copy of which is attached.

PHASE II MS4 PERMITTING MATTERS

Mr. Duncan stated AECOM plans to submit the Phase II MS4 annual report to the Texas Commission on Environmental Quality ("TCEQ") this week.

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CONSENT TO ENCROACHMENT, UTILITY COMMITMENT LETTERS, OR RESERVATIONS OF CAPACITY

There was no discussion on this matter.

Director Cary moved to approve the engineer's report. Director Kubiak seconded the motion, which carried by unanimous vote.

OPERATOR'S REPORT

Ms. Steadman reviewed the operator's report, a copy of which is attached. She stated water accountability for the previous month was 95%

The Board discussed the District's Water Conservation Program.

Ms. Steadman stated the sidewalk repairs are in process.

UPDATE ON SMART METER INSTALLATION

There was no discussion on this matter.

STORMWATER INLET AND MANHOLE SURVEY INSPECTIONS AND MANHOLE REPAIRS

Ms. Steadman updated the Board on the storm water inlet and manhole repairs and stated they are in process.

CONDUCT ANNUAL REVIEW AND RECEIVE REPORT FROM OPERATOR ON IDENTITY THEFT PREVENTION PROGRAM AND ADOPT IDENTITY THEFT AMENDMENT, IF APPROPRIATE

Ms. Steadman reported that the District is required to review the District's Identity Theft Prevention Program annually and stated that no amendments are necessary at this time.

REVIEW AND ADOPT WATER CONSERVATION PLAN AND ADOPT ORDER ADOPTING AMENDED AND RESTATED WATER CONSERVATION PLAN

The District's operator reviewed the Water Conservation Plan Annual Report and Five-Year Implementation Report on the Water Conservation Plan with the Board. Mr. Vaughan stated that the TCEQ 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. After review and discussion, Director Cary moved to (1) approve the Water Conservation Annual Report and Five-Year Implementation Report, direct that the Reports be filed appropriately and

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retained in the District's official records, and authorize the District's operator to submit the reports to the appropriate government agencies; and (2) adopt an Order Adopting Amended and Restated Water Conservation Plan, direct that the Order be filed appropriately and retained in the District's official records, and authorize the District's operator to submit the Amended and Restated Water Conservation Plan to the appropriate government agencies. Director Kubiak seconded the motion, which passed by unanimous vote.

REVIEW DROUGHT CONTINGENCY PLAN AND ADOPT ORDER ADOPTING AMENDED AND RESTATED DROUGHT CONTINGENCY PLAN

Mr. Vaughan 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. He reviewed an Amended and Restated Drought Contingency Plan. Discussion ensued regarding the Cinco Municipal Utility District No. 1's plan and other Cinco Municipal Utility District's Drought Contingency Plans relative consistencies and inconsistencies. After review and discussion, Director Cary 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, all contingent upon review and approval aby ABHR. Director Kubiak seconded the motion, which passed by unanimous vote.

After discussion, and based on the operator's recommendation, Director Cary moved to approve the operator's report. Director Kubiak seconded the motion, which carried by unanimous vote.

TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS AND AUTHORIZE TERMINATION OF SERVICE

Ms. Lavine reported the residents on the termination list 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 Cary moved to authorize termination of delinquent accounts in accordance with the District's Rate Order and direct that the delinquent customer list be filed appropriately and retained in the District's official records. The motion was seconded by Director Kubiak and carried by unanimous vote.

DISCUSS AND APPROVE SECURITY REPORTS, DEPUTY MATTERS, AND LAW ENFORCEMENT EQUIPMENT

The Board reviewed the officer's security reports, copies of which are attached.

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Director Kubiak proposed that the hourly rate be increased to time and a half for officers who work on six holidays, including New Years Eve, New Year's Day, 4th of July, Thanksgiving Day, Christmas Eve and Christmas Day. After discussion, Director Cary moved to (1) approve the security reports; and (2) approve the holiday pay of time and a half for officers who work on the specified six holidays. Director Kubiak seconded the motion, which carried by unanimous vote.

COMMUNITY IMPROVEMENTS

The Board discussed scheduling quarterly meetings with WFDD on the third Monday of the month, if possible. Mr. Vaughan proposed to tentatively schedule a quarterly meeting on May 20th at 5:00 p.m. and the Board concurred, pending corroboration from WFDD.

The Board discussed the District six Flock security cameras and considered installation of additional security cameras if Fort Bend County would participate in an agreement for maintenance and data storage. Mr. Vaughan stated the Flock representative can contact him about further discussions regarding same.

MEETING SCHEDULE

The Board concurred to have the next Board meeting on May 13, 2024.

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

Secretary, Board of Directors

(SEAL)

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