

# DRAFT

## MINUTES CINCO MUNICIPAL UTILITY DISTRICT NO. 12

June 10, 2024

The Board of Directors (the “Board”) of Cinco Municipal Utility District No. 12 (the “District”) met in regular session on June 10, 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: Vivian Nguyen of Champions Industry; Derek Michael of Sales Revenue Inc.; Daniel Walker 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 Harry Thompson, Andrew Vaughan and Kim Cannon of Allen Boone Humphries Robinson LLP (“ABHR”).

### PUBLIC COMMENTS

Ms. Nguyen introduced herself to the Board and discussed garbage and recycling services that Champions Industry offers.

### CONSENT AGENDA

Mr. Thompson 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 May 13, 2024, regular meeting and the Central Green report, a copy of which is attached. Director Kubiak seconded the motion, which carried by unanimous vote.

There were no items removed from the consent agenda.

# DRAFT

## AUTHORIZE DELINQUENT TAX ATTORNEY TO PROCEED WITH COLLECTION OF DELINQUENT TAXES

The Board considered authorizing its delinquent tax attorney to proceed with the collection of delinquent taxes owed to the District as of July 1, 2024, including assessment of the 20% penalty for the collection of delinquent taxes as authorized by the Property Tax Code. After review and discussion, Director Cary moved to authorize Ted Cox to proceed with the collection of delinquent 2023 taxes outstanding as of July 1, 2024. Director Kubiak seconded the motion, which passed unanimously.

## 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 99.16% 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.

Mr. Michael distributed and reviewed the sales tax revenue report, a copy of which is attached. He stated there was a decrease of collections of 4% for 2024.

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.

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

## GARBAGE MATTERS

Mr. Thompson reminded the Board that the District's contract for garbage and recycling services with Texas Pride will expire in September 2024, and automatically renew each year thereafter. The Board noted there have been no recent complaints regarding garbage and recycling services.

## ENGINEER'S REPORT

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

## PHASE II MS4 PERMITTING MATTERS

There was no discussion on this matter.

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

There was no discussion on this matter.

## 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 101%

The Board discussed the District's Water Conservation Program.

Ms. Steadman stated the sidewalk repairs previously authorized by the Board are complete.

## 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. Ms. Steadman stated a revised storm water survey report is attached to the operator's report, which includes recommended residential repairs in the amount of \$11,000.00. Discussion ensued.

After discussion, and based on the operator's recommendation, Director Cary moved to approve the operator's report and approve the resident repairs as a result of the storm water survey, in the amount of \$11,000.00. 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.

Director Cary moved to approve the security reports. Director Cleland seconded the motion, which carried by unanimous vote.

## COMMUNITY IMPROVEMENTS

The Board discussed scheduling quarterly meetings with Willow Fork Drainage District ("WFDD") on the third Monday of the month. Mr. Thompson stated that WFDD has not provided an update on pending matters to prompt an additional meeting between the districts.

The Board reviewed a proposed Amendment to the current Flock Group, Inc. ("Flock") Agreement with the District, which would include Fort Bend County (the "County") as the open-end user designating the County to be responsible for storage of data and retrieval for same related to the Flock security cameras. After discussion, Director Cary moved to approve the Amendment to the current District Agreement with Flock, as discussed, and subject to the County's approval. Director Hurley seconded the motion, which passed unanimously.

Director Hurley discussed a proposal from Flock for the installation of nine additional security cameras, in an amount of \$59,850.00, subject to the County participating in a separate Agreement. He noted that the first-year total is \$32,850.00, which includes installation and the second-year total is \$27,000.00.

Director Hurley then reviewed a proposal from Flock in the amount of \$14,500.00 for 2 live feed security cameras for a two-year contract to be installed in the Target and the Lifetime Fitness parking lots. Director Hurley noted the first-year total for the cameras is \$8,500.00, which includes the installation and \$6,000.00 for the second year. Discussion ensued regarding the Flock security cameras that allow live streaming for real time viewing, cost, the benefit of this upgraded technology, and the possible need for pole and electricity installation. After discussion, the Board did not take action at this time, pending verification that the County will approve the Amendment to the current Flock security cameras contract.

# DRAFT

Mr. Vaughan discussed and presented the Interlocal Agreement with Cinco Municipal Utility District No. 10, WFDD and the District for the Districts' contribution to the underpass trail project in the amount of \$150,000.00, as previously discussed. After discussion, Director Hurley moved to authorize execution of the Interlocal Agreement for the contribution to the WFDD trail underpass project in the amount of \$150,000.00.

## MEETING SCHEDULE

The Board concurred to have the next Board meeting on July 8, 2024.

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

---

Secretary, Board of Directors

(SEAL)

## LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Central Green report.....	1
Tax assessor/collector's Report .....	2
Bookkeeper's Report.....	2
Engineer's Report.....	3
Operator's Report.....	3
Monthly security reports .....	4