

MINUTES
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 23

July 27, 2017

The Board of Directors (the "Board") of Fort Bend County Municipal Utility District No. 23 (the "District") met in regular session, open to the public, on the 27th day of July, 2017, at Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas 77027, outside the boundaries of the District, and the roll was called of the members of the Board:

William Thomas	President
Anzilla Gilmore	Vice President
Ellen Hughes	Secretary
Chris Robinson	Assistant Vice President
Steven Gates	Assistant Secretary

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

Also present at the meeting were Tracey Scott of Myrtle Cruz, Inc.; Brian Edwards and Charlie Patout of LJA Engineering, Inc. ("LJA"); Rhonda Patterson of Assessments of the Southwest, Inc.; Calvin Browne and Ursalla Kelly of Municipal District Services, LLC ("MDS"); Monique Hayes of Eco Waste & Recycling ("Eco"); and Adisa Harrington and Merry Heyne of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

The minutes of the June 29, 2017, regular Board meeting, and consultant reports were provided in advance of the meeting. After discussion, Director Gates moved to remove agenda item 2.b. from the consent agenda and to approve all remaining items on the consent agenda, and to direct that, where appropriate, items are filed and retained in the District's official records, including the following: (1) the minutes from the June 29, 2017, regular Board meeting; (2) the tax assessor/collector's report and delinquent tax report; (3) the operator's report; (4) ratify the updating of the Critical Load Spreadsheet reflecting the new retail electric provider and filing with the appropriate governmental agencies as required by the Water Code; and (5) the Administrative Manager's report. Director Gilmore seconded the motion, which passed unanimously. Copies of all reports are attached.

ITEMS REMOVED FROM THE CONSENT AGENDA

GARBAGE AND RECYCLING MATTERS

Ms. Hayes discussed with the Board issues that a District resident had with their garbage service, which have now been resolved. Discussion also ensued regarding encouraging District residents to recycle, and methods on how to convey information to District residents. The Board also discussed possibly using larger recycling bins in the District.

PARKS AND RECREATIONAL FACILITIES MATTERS

Mr. Patout updated the Board on the Winfield Lakes Tennis Courts/Andover Farms Park Improvements project (the "Park Project"). He reviewed an estimated bid from Time and Season in the amount of \$9,000 for proposed improvements in accordance with the Americans with Disabilities Act ("ADA"). Following discussion, the Board concurred to have Time and Season present a proposal for the improvements relating to the ADA issues at the next Board meeting.

Mr. Patout gave an update on the Cambridge Falls walking trail. He recommended the Board approve Pay Estimate No. 3 and Final in the amount of \$43,489.11 and accept the project.

Mr. Patout gave an update on the sidewalk along Teal Bend Boulevard. The Board concurred to defer approval of the final pay estimate and acceptance of the project to the contractor, Division III Constructors, Inc., pending further investigation into damage that was done to a backflow preventer owned by the Teal Run General Maintenance Association. The Board requested that LJA further investigate this matter.

Following review and discussion, Director Hughes moved to (1) approve the landscape architect's report; and (2) approve Pay Estimate No. 3 and Final in the amount of \$43,489.11 payable to Hurtado Construction Co., for the Cambridge Falls walking trail and final acceptance of the project. Director Gilmore seconded the motion, which passed unanimously. A copy of the landscape architect's report is attached.

REPORT ON DEVELOPMENT IN THE DISTRICT

There was no discussion on this agenda item.

ADDITIONAL TAX MATTERS

RESOLUTION VOTING FOR WATER DISTRICT NOMINEE FOR THE ELECTION OF THE BOARD OF DIRECTORS OF FORT BEND CENTRAL APPRAISAL DISTRICT ("FBCAD")

The Board considered allocating its 17 votes for one of the nominees to be placed on the ballot for the FBCAD Board of Directors election. Following review and discussion, Director Hughes moved to adopt a Resolution Voting for Water District Nominee for the Election of the Board of Directors for the FBCAD, allocating the District's 17 votes for Sam Mayson, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Thomas seconded the motion, which passed by unanimous vote.

SCHEDULE IN-DISTRICT MEETING FOR TERMINATION OF WATER SERVICE FOR DELINQUENT TAX ACCOUNTS

After discussion, the Board concurred to schedule an in-District meeting for termination of water service for delinquent accounts on Tuesday, September 12, 2017, at 7:00 p.m.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Scott presented and reviewed the bookkeeper's report, investment report, and the bills presented for payment from the District's accounts. Following review and discussion, Director Robinson moved to approve the bookkeeper's report, investment report and payment of the bills. Director Gilmore seconded the motion, which passed unanimously. A copy of the bookkeeper's report is attached.

ENGINEERING MATTERS

Mr. Edwards presented and reviewed the engineer's report, a copy of which is attached. There was no action taken on this agenda item.

ADDITIONAL OPERATING MATTERS

Mr. Browne requested authorization to write off 12 uncollectable accounts totaling \$1,854.58 and send them to a collection agency.

Following review and discussion, Director Hughes moved to authorize MDS to write off 12 uncollectable accounts totaling \$1,854.58 and send them to a collection agency. Director Robinson seconded the motion, which passed unanimously.

APPROVE INTERLOCAL AGREEMENT WITH THE SUBSIDENCE DISTRICT FOR WATER WISE PROGRAM

Ms. Harrington reviewed the Interlocal Agreement between the District and Fort Bend Subsidence District for the Water Wise Program. Following review and discussion, Director Hughes moved to approve the Interlocal Agreement between the District and Fort Bend Subsidence District reflecting the sponsorship of Goodman Elementary and Burton Elementary for the Water Wise Program for the 2017 to 2018 school year. Director Robinson seconded the motion, which passed by unanimous vote.

DISCUSS SMART METERS AND TAKE APPROPRIATE ACTION

The Board discussed installation of the smart meters in the District, including the associated costs and the difference between polymer and stainless steel meters. Following review and discussion, Director Hughes moved to (1) approve the phased installation of stainless steel smart meters in the District, as discussed; (2) approve the agreement for smart meters; and (3) adopt the Resolution Establishing Rules and Regulations Governing the Use of the District's Online Portal System. Director Robinson seconded the motion, which passed unanimously.

HEARING ON TERMINATION OF WATER AND SEWER SERVICE

Mr. Browne 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 Hughes 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. Director Robinson seconded the motion, which passed by unanimous vote.

DISTRICT SECURITY MATTERS

The Board discussed possibly adding an additional security officer in the District. There was no action taken on this agenda item.

ADMINISTRATIVE MANAGER MATTERS (CONTINUED)

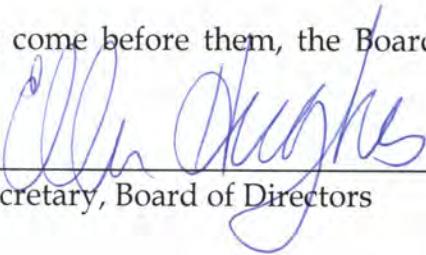
Ms. Kelly discussed with the Board the District's website and the issues with the current website manager, The Texas Network. She presented and reviewed a proposal from Off Cinco for managing the District's website. Following review and discussion,

Director Hughes moved to (1) terminate the services of The Texas Network, to be effective following Board approval of the new District website to be designed by Off Cinco; (2) engage the services of Off Cinco to manage the District's website at a cost of \$1,900 as a one-time fee for layout of the website, \$300 each month for maintenance of the website, and \$5 each month for one email account with unlimited storage, for a total cost of \$305 each month, subject to termination of The Texas Network's services; and (3) authorize the execution of an engagement letter with Off Cinco for such services. Director Gilmore seconded the motion, which passed unanimously.

REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS ON DISTRICT OPERATIONS

The Board discussed providing banners for the homeowners' associations for the upcoming National Night Out.

There being no further business to come before them, the Board concurred to adjourn the meeting.


Secretary, Board of Directors

(SEAL)



LIST OF ATTACHMENTS TO MINUTES

	Page <u>No.</u>
Tax assessor/collector's report	1
Delinquent tax report	1
Operator's report.....	1
Administrative Manager's report.....	1
Landscape architect's report.....	2
Bookkeeper's report.....	3
Engineer's report.....	3