

MINUTES  
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 163

January 25, 2024

The Board of Directors (the "Board") of Fort Bend County Municipal Utility District No. 163 (the "District") met in regular session, open to the public, on the 25th day of January, 2024, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2600, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Richard Patrick	President
Jennifer Hundl	Vice President
Justin Ring	Secretary
Omar Cabello	Assistant Vice President
Andy Zepeda	Assistant Secretary

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

Also attending the meeting were: Rose Montalbano of Municipal Accounts & Consulting, LP; Kristy Hebert of Tax Tech, Inc.; Brandon West of Touchstone District Services ("Touchstone"); Ralph Saldana of Costello, Inc.; and Adisa Harrington and Carnell Emanuel of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

There was no public comment.

MINUTES

The Board considered approving the minutes from the November 30, 2023, meeting. Following review and discussion, Director Patrick moved to approve the minutes, as submitted. Director Hundl seconded the motion, which passed unanimously.

2024 DIRECTOR ELECTION

Ms. Harrington discussed procedures related to the 2024 Directors Election.

Ms. Harrington reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors during the 2024 Directors Election Period.

Ms. Harrington then reported on requirements to file a Notice of Deadline to File Applications for Place on the Ballot for the 2024 Directors Election.

Ms. Harrington then reported the District may contract with Fort Bend County to conduct the District's 2024 Directors Election.

Ms. Harrington reviewed an Order Calling Directors Election.

The Board then considered authorizing the Notice of Election.

Following review and discussion, Director Zepeda moved to: (1) adopt a Resolution Designating an Agent of the Secretary of the Board during the 2024 Directors Election Period appointing Carnell W. Emanuel as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election and authorize the agent to post the related notice as required; (2) authorize the Secretary's agent to post the Notice of Deadline to File Applications for a Place on the Ballot; (3) approve a contract with Fort Bend County for election services; (4) adopt the Order Calling Directors Election; (5) authorize the Secretary's agent to post or publish and provide to the County Clerk and Voter Registrar Notice of Election, if required; and (6) direct that all documents be filed appropriately and retained in the District's official records. Director Cabello seconded the motion, which passed unanimously.

#### ASSOCIATION OF WATER BOARD DIRECTORS

The Board discussed the Association of Water Board Directors winter conference and considered authorizing attendance at the summer conference. Following discussion, Director Patrick moved to approve reimbursement of all eligible expenses, which the bookkeeper confirmed were submitted in accordance with the District's Travel Reimbursement Guidelines, for Directors who attended the winter conference, and to authorize attendance of any interested Directors at the summer conference. Director Hundl seconded the motion, which passed unanimously.

#### TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Hebert reviewed the monthly tax assessor/collector's report and bills submitted for payment. A copy of the tax assessor/collector's report is attached. Following review and discussion, Director Cabello moved to approve the tax report and the checks presented for payment. Director Zepeda seconded the motion, which passed unanimously.

#### FINANCIAL AND BOOKKEEPING REPORT

Ms. Montalbano reviewed the bookkeeper's report, quarterly investment report, and bills submitted for payment, including check nos. 2466 and 2467, in the respective amounts of \$943.25 and \$408.19, which were not included in the bookkeeper's report. Copies of the bookkeeper's report and quarterly investment report are attached. Following review and discussion, Director Hundl moved to approve the bookkeeper's report and payment of the bills, including the additional checks. Director Patrick seconded the motion, which passed unanimously.

RESOLUTION NOMINATING A CANDIDATE TO SERVE AS A DIRECTOR ON THE BOARD OF DIRECTORS OF THE NORTH FORT BEND WATER AUTHORITY DIRECTOR PRECINCT NO. 3.

Ms. Harrington discussed the process for nominating a candidate to serve as a director of the North Fort Bend Water Authority Precinct No. 3. No action was taken by the Board.

ENGINEERING MATTERS

There was no report on this matter.

UPDATE ON 46-ACRE ANNEXATION

Mr. Saldana updated the Board on the 46-acre annexation.

ATTORNEY'S REPORT

The Board considered accepting the annual disclosure statements of the District's bookkeeper and investment officers. Ms. Harrington stated that the annual disclosure statements disclose relationships of the bookkeeper and investment officers with entities or individuals who are offering, have offered, or may offer to engage in an investment transaction with the District.

The Board also conducted its annual review of the District's Investment Policy. Ms. Harrington stated that neither ABHR nor the bookkeeper have any recommended changes.

Ms. Harrington then reviewed a Resolution Establishing Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. She next reviewed a list of qualified broker/dealers provided by MAC.

Ms. Harrington reported on the District's post-issuance compliance activities during the prior calendar year related to bond financings. She stated that no corrective action is required at this time.

Following review and discussion, Director Hundl moved to: (1) accept the annual disclosure statements of the bookkeeper and investment officers; (2) adopt a Resolution Regarding Annual Review of Investment Policy; and (3) adopt a Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. Director Cabello seconded the motion, which passed unanimously.

WEBSITE MATTERS

Mr. West presented a communications report provided by Touchstone, a copy of which is attached.

REPORTS FROM DIRECTORS AND CONSULTANTS

Directors Patrick reported on the Katy Area Chamber of Commerce meeting.

MEETING SCHEDULE

The Board concurred to tentatively schedule the next meeting for February 22, 2024, at 9:30 a.m. at the offices of ABHR.

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

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Secretary, Board of Directors

(SEAL)



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