

MINUTES OF MEETING  
OF THE  
BOARD OF DIRECTORS

May 13, 2025

THE STATE OF TEXAS §

COUNTIES OF BRAZORIA AND FORT BEND §

BRAZORIA-FORT BEND COUNTIES MUNICIPAL UTILITY DISTRICT NO. 3 §

The Board of Directors (the “Board”) of Brazoria-Fort Bend Counties Municipal Utility District No. 3 (the “District”) met in regular session, open to the public, at 12:00 p.m. on Tuesday, May 13, 2025, at 9 Greenway Plaza, Suite 1000, Houston, Texas 77046, a designated meeting place outside the boundaries of the District; and via zoom and telephone conference at (346) 248-7799, participant code 838 5615 5540#, whereupon, the roll was called of the members of the Board of Directors, to-wit:

Corinne Haworth	-	President
Julie Winkle	-	Vice President
Afolake Cannon	-	Secretary
Bret Fugate	-	Assistant Secretary
Quinan Chang	-	Assistant Secretary

All members of the Board of Directors were present, except Director Fugate, thus constituting a quorum.

Also present at the meeting were: Manu Chopra, a member of the public; Chris Prugar and Kait Hoffman of Tierra Financial Advisors, LLC, the District’s Financial Advisor; Brandon West of Touchstone District Services, the District’s web services provider; Vanessa Hernandez of Myrtle Cruz, Inc., the District’s Bookkeeper; Carlous Smith of SiEnvironmental (“Si”), the District’s Operator; Hunter Soape of CDC Unlimited, LLC, the District’s mowing/detention maintenance provider; Sara Ahlschlager-Caudle of Utility Tax Service, LLC, the District’s Tax Assessor-Collector (“TAC”); Kathleen Kinchen of LJA Engineering, the District’s Engineer; and Laken Kilgore, attorney, Emily Forswall, attorney, and Monica Britton, paralegal, of Coats Rose, P.C. (“Coats|Rose”), legal counsel for the District.

Whereupon, the meeting was called to order in accordance with the law and the notice posted, copies of which are attached hereto as Exhibit “A.”

HEAR FROM THE PUBLIC

No public comments were presented.

## APPROVE MINUTES OF MEETING

The Board reviewed the minutes from the meeting held April 8, 2025, which were previously distributed to the Board. Upon a motion by Director Cannon, seconded by Director Winkle the Board voted unanimously to approve the minutes from the meeting held April 8, 2025.

## HEAR FINANCIAL ADVISORS REPORT

The Board recognized Mr. Prugar and Ms. Hoffman who presented the Financial Advisor's Report.

### Review and approve the Summary of Cost for the Series 2025 Road Bonds

Ms. Hoffman presented and discussed the Road Bonds Summary of Costs for the Board's review and consideration, a copy of which is attached hereto as Exhibit "B."

Ms. Hoffman noted there are surplus bond funds remaining from the District's Series 2024 Road bonds and requested authorization to include a line item in the summary of cost for use of said funds.

### Review bond capacity analysis for the Series 2025 Road Bonds

Mr. Prugar discussed with the Board the bond capacity analysis for the District's Road Bonds. Mr. Prugar noted that the Road Bonds have been currently sized at \$6,500,000.

Upon a motion by Director Cannon, seconded by Director Winkle, the Board voted unanimously to (i) approve the Series 2025 Road Bond Summary of Cost and (ii) authorized use of surplus funds from the Series 2024 Road Bonds.

## HEAR CDC UNLIMITED REPORT

The Board recognized Mr. Soape who presented the CDC Unlimited Report, a copy of which is attached hereto as Exhibit "C." Mr. Soape provided updates on maintenance in the District.

Mr. Soape informed the Board that a resident has installed landscaping encroachments on District property. The Board authorized Coats Rose to send a letter to the resident regarding the removal of said encroachments within 30 days.

### Approve amended maintenance budget to add remote well maintenance

Next, Mr. Soape presented an amended maintenance budget to add the remote well for the Board's review and consideration, a copy of which is attached hereto as Exhibit "D."

Upon a motion by Director Cannon, seconded by Director Haworth, the Board voted unanimously to approve the amended maintenance budget.

### BOOKKEEPER'S REPORT

The Board recognized Ms. Hernandez who presented the Bookkeeper's Report for the Board's review and approval, along with certain checks for payment. A copy of the Bookkeeper's Report is attached hereto as Exhibit "E."

Upon a motion duly made by Director Cannon, seconded by Director Winkle, the Board voted unanimously to approve the Bookkeeper's Report and payment of the bills therein.

### TAX ASSESSOR-COLLECTOR'S REPORT

The Board recognized Ms. Ahlschlager-Caudle, who presented the Tax Assessor-Collector's Report for the Board's review and approval, along with certain checks for payment for the month of April, 2025. Ms. Ahlschlager-Caudle stated that 97.37% of the 2024 tax levy has been collected as of April 30, 2025. A copy of the Tax Assessor-Collector's Report is attached hereto as Exhibit "F."

After review and discussion, Director Cannon moved to approve the Tax Assessor-Collector's Report and payment of the bills presented therein. Director Winkle seconded the motion, which passed unanimously.

### OPERATOR'S REPORT

The Board recognized Mr. Smith who presented the Operator's Report, a copy of which is attached hereto as Exhibit "G." Mr. Smith noted that there were 1,821 connections in the month ending April, 2025, and that the total water accountability for the District was 91.97%. He also presented a list of delinquent accounts.

#### Ratify approval of Consumer Confidence Report

Consideration was given to ratify the approval of the District's annual Consumer Confidence Report.

Following review and discussion, upon a motion made by Director Cannon and seconded by Director Winkle, the Board voted unanimously to (i) approve the Operator's Report and the action items listed therein and (ii) ratify the approval of the District's annual Consumer Confidence Report.

### ENGINEER'S REPORT

The Board recognized Ms. Kinchen who presented and reviewed the Engineer's Report, a copy of which is attached hereto as Exhibit "H."

Ms. Kinchen informed the Board that the remote well is not online and is in manual use. She stated that a contractor is scheduled to inspect but she is not sure what will need to be repaired and would follow up with the Board. No action was taken.

#### TOUCHSTONE DISTRICT SERVICE'S REPORT

The Board recognized Mr. West who presented Touchstone District Services' Communications Report, a copy of which is attached hereto as Exhibit "I." Mr. West provided updates on communication projects and tasks that have occurred since the last meeting. No action was taken.

#### ATTORNEY'S REPORT

The Board recognized Ms. Kilgore who presented the Attorney's Report.

#### Review updated proposal and consider approving Cost Sharing Agreement with Caldwell Ranch HOA for Supplemental Law Enforcement Services (the "Cost Sharing Agreement")

Next, Ms. Kilgore presented an updated proposal and Cost Sharing Agreement with Caldwell Ranch HOA for Supplemental Law Enforcement Services for the Board's review and consideration, a copy of which is attached hereto as Exhibit "J." Ms. Kilgore noted the original request from the HOA was for one-half of \$109,200, being \$54,600 District share. However, the County has since added car maintenance to the proposal which has increased the total cost of services to \$177,840. Therefore, the District's proposed share of one-half of the total cost has increased to \$88,920.

After discussion, the Board requested Coats Rose follow up on the schedule for the deputies and if there is flexibility to shift the times. Ms. Kilgore stated that she would reach out to the County regarding the schedule and would follow up with the Board.

Upon a motion made by Director Cannon, and seconded by Director Winkle, the Board voted unanimously to approve the proposal and the Cost Sharing Agreement, subject to final review and comment by Coats Rose.

There being no further business to come before the Board, upon a motion duly made, seconded and approved unanimously, the meeting was adjourned.

*[signature page follows]*

PASSED, APPROVED AND ADOPTED this 10th day of June, 2025.

(DISTRICT SEAL)



*Yale Canon*

Secretary, Board of Directors