

CAMFIELD MUNICIPAL UTILITY DISTRICT
Minutes of Special Meeting of Board of Directors
May 19, 2022

The Board of Directors of Camfield Municipal Utility District ("the "Board") met in special session on May 19, 2022, in accordance with the duly posted notice of meeting, and the roll was called of the duly constituted officers and members of said Board of Directors, as follows:

Sandra Santa Maria, President
Pamela R. Peaco, Vice President
Donna L. Rybiski, Secretary
James B. Morris, III, Assistant Secretary

and all of said persons were present, thus constituting a quorum

Also present were Rahi Patel of Municipal Accounts & Consulting, LP ("MAC"); Stephanie Dorrough of Wheeler & Associates, Inc. ("Wheeler"); Robert Miller and Tina Felkai of Inframark, LLC ("Inframark"); and Katie Blasio and Melia Berry of Schwartz, Page & Harding, L.L.P. ("SPH"). Cory Burton of MAC entered the meeting after it had been called to order, as noted herein.

The President called the meeting to order and declared it open for such business as might regularly come before it.

PUBLIC COMMENTS

The Board began by opening the meeting for public comments. There being no public comments presented, the Board continued to the next item of business.

SUPPLEMENTAL AGENDA

The Board considered cancellation of the Directors Election called for May 7, 2022. Ms. Blasio advised that, in accordance with Subchapter C, Chapter 2 of the Texas Election Code, the District may cancel the Directors Election if each candidate whose name is to appear on the ballot and/or has registered as a write-in candidate is unopposed as of 5:00 p.m. on February 22, 2022. In such case, the Board may declare the unopposed candidates to be elected. In that regard, there was presented to the Board a certificate of the Secretary declaring all candidates unopposed. Ms. Blasio then presented and reviewed the Order Declaring Candidates Elected, a copy of which is attached hereto as **Exhibit A**. After discussion, Director Peaco moved that the Order be adopted by the Board declaring Sandra Santa Maria and Donna Rybiski elected Directors of the District, each to serve a term of four years or until a successor is duly elected or appointed, that the President be authorized to execute and the Secretary to attest same on behalf of the Board and the District, and that the Directors Election called for May 7, 2022, be cancelled. Director Santa Maria seconded said motion, which unanimously carried.

ACCEPTANCE OF QUALIFICATION STATEMENTS, BONDS, OATHS OF OFFICE, AND AFFIDAVITS OF CURRENT DIRECTOR FOR DIRECTORS

The Board next considered the acceptance of Bonds, Qualification Statements of Elected Officer, Oaths of Office and Affidavits of Current Director for Sandra Santa Maria and Donna Rybiski. Ms. Santa Maria and Ms. Rybiski each presented their respective Bond, Qualification Statement of Elected Officer, Oath of Office and Affidavit of Current Director. After discussion on the matter, it was moved by Director Peaco, seconded by Director Morris, and unanimously carried that the Board approve said Bonds, accept said Qualification Statements of Elected Officer, Oaths of Office and Affidavits of Current Director, and declare Sandra Santa Maria and Donna Rybiski to be duly elected and qualified Directors of the District to serve for a term of four years ending after the directors election to be held the first Saturday in May 2026.

ELECTIONS NOT TO DISCLOSE CERTAIN INFORMATION OF DIRECTORS

The Board considered acceptance of the Elections Not to Disclose Certain Information for Directors. In that regard, Directors Santa Maria and Rybiski each presented their Elections Not to Disclose Certain Information. It was then moved by Director Peaco, seconded by Director Santa Maria, and unanimously carried that the Board accept said Elections Not To Disclose Certain Information.

REORGANIZATION OF THE BOARD OF DIRECTORS AND ELECTION OF OFFICERS

The next item to be considered was the election of officers. After discussion, Director Peaco moved that the existing officers of the Board remain in their current positions. Director Santa Maria seconded the motion, which carried unanimously.

DISTRICT REGISTRATION FORM

The Board next considered approving a District Registration Form required by the Texas Commission on Environmental Quality (the "TCEQ"). Ms. Blasio explained that, in accordance with Section 36.054(e) and Section 49.054(f) of the Texas Water Code, municipal utility districts and water control and improvement districts are required to file names, mailing addresses, officer positions and terms of new directors with the TCEQ within thirty (30) days after an election or appointment. She advised that, with the Board's approval, SPH will complete the District Registration Form to include Directors Santa Maria's and Rybiski's new terms of office and file same with the TCEQ. After further discussion of the matter, Director Peaco moved that the Board authorize SPH to complete the District Registration Form as discussed and file same with the TCEQ. Director Santa Maria seconded said motion, which unanimously carried.

LIST OF LOCAL GOVERNMENT OFFICERS

Ms. Blasio next reminded the Board that, pursuant to amendments to Chapter 176 of the Texas Local Government Code, the District is required to and does maintain a list of Local Government Officers, which includes the members of the Board and the District's Investment

Officers, in connection with statutory changes in conflict of interest disclosure requirements. After discussion on the matter, Director Peaco moved that the District prepare and maintain a list of local government officers as required by law in connection with election of Director Santa Maria and Director Rybiski to the Board. Director Santa Maria seconded the motion, which carried unanimously.

APPROVAL OF MINUTES

The Board reviewed the minutes of its meeting held on February 3, 2022. After discussion of the minutes presented, Director Rybiski moved that such minutes be approved, as presented. Director Morris seconded said motion, which unanimously carried.

BOOKKEEPER'S REPORT AND QUARTERLY INVESTMENT REPORT

The Board next considered the Bookkeeper's Report. In connection therewith, Mr. Patel presented to and reviewed with the Board the Bookkeeper's Report dated May 19, 2022, a copy of which is attached hereto as **Exhibit B**. Mr. Patel then presented to and reviewed with the Board the Quarterly Investment Report for the period ending February 28, 2022, a copy of which is attached to **Exhibit B**. After discussion, Director Rybiski moved that the Board approve: (i) the Bookkeeper's Report, including the checks presented for payment, except check no. 3781, which was voided, and (ii) the Quarterly Investment Report for the period ending February 28, 2022, and that the District's Investment Officer be authorized to sign the Quarterly Investment Reports on behalf of the Board and the District. Director Morris seconded said motion, which unanimously carried.

TAX ASSESSOR-COLLECTOR REPORT

The Board next considered the Tax Assessor-Collector's Report. In connection therewith, Ms. Dorrrough presented to and reviewed with the Board the Tax Assessor-Collector's Reports for the months of February 28, 2022, March 31, 2022 and April 30, 2022, copies of which are attached hereto as **Exhibit C**, including the checks listed therein, which were presented for payment from the Tax Account. Ms. Dorrrough then reported that the Harris County Appraisal District has established the District's 2022 preliminary assessed taxable value to be \$18,940,010, and noted that the preliminary value excludes accounts that being protested. After discussion of the report submitted, it was duly moved by Director Morris, seconded by Director Rybiski and unanimously carried, that the Tax Assessor-Collector Reports for the months of February 28, 2022, March 31, 2022 and April 30, 2022, be approved, and that the disbursements identified therein be authorized for payment from the District's Tax Account.

Director Morris queried Ms. Dorrrough how much Wheeler is charging the District for copies. Ms. Dorrrough said she would review the contract, confirm the costs and report her findings to the Board at the next meeting.

ADOPTION OF RESOLUTION CONCERNING DEVELOPED DISTRICT STATUS FOR 2022 TAX YEAR

Ms. Blasio reminded the Board that the procedures applicable to a particular district will

depend, in part, upon whether it is determined to be a "Developed District" pursuant to Texas Water Code Section 49.23602. She then reviewed with the Board a Resolution Concerning Developed District Status for the 2022 Tax Year, attached hereto as **Exhibit D**, which states that the District is a "Developed District". Following discussion, upon a motion made by Director Peaco, seconded by Director Rybiski, and unanimously carried, the attached Resolution was adopted by the Board.

DELINQUENT TAX REPORT

The Board deferred consideration of a Delinquent Tax Collection Attorney's Report until the September Board meeting.

RESOLUTION AUTHORIZING AN ADDITIONAL PENALTY ON DELINQUENT REAL PROPERTY TAXES

The Board considered the adoption of a Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes. Ms. Blasio advised that the Board is authorized pursuant to Section 33.07 of the Texas Tax Code, as amended, to impose, under certain conditions on July 1, an additional penalty not to exceed twenty percent (20%) of the total taxes, penalty and interest due the District on taxes that remain delinquent as of July 1 of the year in which they became delinquent. She noted that the additional penalty to be imposed by this Resolution will not apply to delinquent personal property taxes which have incurred an additional penalty pursuant to that certain Resolution Authorizing an Additional Penalty on Delinquent Personal Property Taxes, which was passed and approved by the District today. After further discussion, it was moved by Director Rybiski, seconded by Director Santa Maria, and unanimously carried, that the Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes, a copy of which is attached hereto as **Exhibit E**, be adopted by the District, and that Perdue, Brandon, Fielder, Collins & Mott, L.L.P., the District's delinquent tax attorneys, be authorized to proceed with the collection of the District's 2021 delinquent real property tax accounts, subject to proper notice having been given as provided in said Resolution, including the filing of lawsuits as necessary.

ENGINEERING REPORT

Ms. Blasio reported on behalf of the engineer that there were no updates regarding engineering matters this month.

OPERATIONS AND MAINTENANCE REPORTS

The Board next considered the Operations and Maintenance Report. Mr. Miller presented to and reviewed with the Board the Operations and Maintenance Reports for the months of January 2022 through March 2022, copies of which are attached hereto as **Exhibit F**. It was noted that no further action was required of the Board at this time.

Director Morris queried Mr. Miller if Inframark is continuing to charge a mask fee to the District. Mr. Miller said he would review the bill and confirm Inframark's mask policies and report his findings to the Board at the next Board meeting.

A discussion ensued regarding the District's water accountability. Mr. Miller advised the Board that he expects the water accountability to revert to normal by the next Board meeting because it was likely high due to flushing.

IDENTITY THEFT PREVENTION REPORT

Mr. Miller next reviewed with the Board Inframark's Annual Identity Theft Prevention and Protection Report, a copy of which is attached to the March 2022 Operations Report. Mr. Miller reported Inframark is not recommending any changes be made to the District's identity theft program at this time. After discussion, the Board acknowledged the receipt of the Annual Identity Theft Prevention and Protection Report.

DEVELOPER'S REPORT

The Board deferred consideration of the Developer's report after noting that no representative of Traders Village was present.

ANNUAL VOTING SYSTEM FILING FORM

The Board considered approving the completion, execution and filing of a Voting System Annual Filing Form ("Voting Form") with the Secretary of State's Office. Ms. Blasio advised that pursuant to Section 123.061 of the Texas Election Code, each political subdivision in the State of Texas is required to complete and file said Voting Form with the Secretary of State's Office. After discussion on the Voting Form, Director Peaco moved that same be approved and that SPH be authorized to file same with the Secretary of State's Office, as required by law. Director Santa Maria seconded said motion, which unanimously carried.

REQUEST FROM RECORDS MANAGEMENT OFFICER

The Board next considered a request from the District's Records Management Officer to destroy SPH's audio recordings of board meetings from October 18, 2020 to October 15, 2021, a copy of which is attached here to as **Exhibit G**. After discussion of the request, Director Peaco moved that the destruction of SPH's notes, video and audio recordings of Board meetings be authorized as requested in accordance with the provisions of the District's Records Management Program. Director Santa Maria seconded the motion, which unanimously carried.

ATTORNEY REPORT

The Board next considered the Attorney's Report. Ms. Blasio informed the Board that since the Board met in May 2022, the July 2022 Board meeting will be cancelled and the Board will next meet on September 15, 2022, at 11:30 a.m.

Ms. Dorrrough, Ms. Felkai, and Mr. Miller exited the meeting at this time. Mr. Burton entered the meeting at this time.

AMENDED AND RESTATED AGREEMENT FOR BOOKKEEPING SERVICES

Mr. Burton presented to and reviewed with the Board a Second Amended and Restated Agreement for Bookkeeping Services ("Agreement") between the District and MAC, a copy of which is attached hereto as **Exhibit H**. Mr. Burton advised the Board that MAC is proposing a new Rate Schedule, a copy of which is attached to the Agreement as "Exhibit A", and requested that the Board consider approval of the Agreement with the inclusion of the new Rate Schedule.

Mr. Burton and Mr. Patel exited the meeting at this time.

Following discussion, Director Peaco moved that (i) the Board accept the new Rate Schedule and approve the Agreement; (ii) the President be authorized to execute the Agreement on behalf of the Board and District, and (iii) the related Texas Ethics Commission Form 1295 be accepted. Director Santa Maria seconded the motion, which carried unanimously.

ITEMS FOR PLACEMENT ON FUTURE AGENDAS

The Board considered items for placement on future agendas. No other specific agenda items, other than routine and ongoing matters, were requested.

ADJOURNMENT

There being no further business to come before the Board, Director Peaco moved that the meeting be adjourned. Director Morris seconded said motion, which carried unanimously, and the meeting was adjourned.

(SEAL)

Secretary

LIST OF ATTACHMENTS

- Exhibit A Order Declaring Candidates Elected
- Exhibit B Bookkeeper's Report and Quarterly Investment Report
- Exhibit C Tax Assessor-Collector's Reports
- Exhibit D Resolution Concerning Developed District Status for the 2022 Tax Year
- Exhibit E Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes
- Exhibit F Operations and Maintenance Reports
- Exhibit G Records Destruction Request
- Exhibit H Second Amended and Restated Agreement for Bookkeeping Services

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