

CAMFIELD MUNICIPAL UTILITY DISTRICT
Minutes of Meeting of Board of Directors
October 20, 2022

The Board of Directors of Camfield Municipal Utility District ("the "Board") met in regular session on October 20, 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"); Juan Montano and Tina Felkai of Inframark, LLC ("Inframark"); and Katherine Blasio and Melia Berry of Schwartz, Page & Harding, L.L.P. ("SPH").

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.

APPROVAL OF MINUTES

The Board reviewed the minutes of its meeting held on September 15, 2022. After discussion of the minutes presented, Director Peaco moved that such minutes be approved, as presented. Director Santa-Maria seconded said motion, which unanimously carried.

PUBLIC HEARING REGARDING ADOPTION OF THE DISTRICT'S PROPOSED 2022 TAX RATE

The Board conducted a hearing regarding the imposition of a proposed tax rate for 2022. It was noted that no taxpayer appeared at the hearing to address the Board regarding setting the 2022 tax rate and the hearing was closed.

LEVY OF THE DISTRICT'S 2022 TAX RATE

The Board then discussed the setting of the 2022 tax rate. Ms. Blasio noted that, according to Wheeler, the notice had been published in the *Houston Chronicle* in accordance

with all legal requirements and as directed at the previous meeting. After discussion on the matter, Director Santa-Maria moved that: (i) the Board adopt the tax rate as proposed at the District's September 15, 2022, meeting and as reflected in the notice, being a 2022 maintenance tax rate of \$0.50 per \$100 of valuation, and (ii) the Order Levying Taxes attached hereto as **Exhibit A** be adopted in connection therewith and that the President be authorized to execute and the Secretary to attest same on behalf of the Board and the District. Director Peaco seconded said motion, which carried unanimously.

APPROVAL AND EXECUTION OF AN AMENDMENT TO THE SECOND AMENDED AND RESTATED DISTRICT INFORMATION FORM

Ms. Blasio next presented and discussed with the Board an Amendment to the Second Amended and Restated District Information Form (the "District Information Form") relative to the District's 2022 tax rate. After discussion on the matter, Director Peaco moved that the amended District Information Form be approved and that the Board members present be authorized to execute same on behalf of the Board and the District. Director Rybiski seconded said motion, which carried unanimously.

BOOKKEEPER'S REPORT AND QUARTERLY INVESTMENT REPORT

The Board considered the Bookkeeper's Report. In connection therewith, Mr. Patel presented to and reviewed with the Board the Bookkeeper's Report dated October 20, 2022, a copy of which is attached hereto as **Exhibit B**. Mr. Patel next presented to and reviewed with the Board the Quarterly Investment Report for the period ending August 31, 2022, a copy of which is attached to the Bookkeeper's Report.

In connection with the Chimney Hill Capital Project Fund Waste Water Treatment Plant Rehabilitation (the "Chimney Hill - CPF WWTP Rehab.") account, Mr. Patel advised the Board that due to a bookkeeping error the District overpaid Chimney Hill, so the Chimney Hill - CPF WWTP Rehab. account has a credit of \$8,763.67. He informed the Board that MAC will apply the credit to all invoices until the credit is used up.

After discussion, Director Santa-Maria moved that the Board approve: (i) the Bookkeeper's Report, including the checks presented for payment; and (ii) the Quarterly Investment Report for the period ending August 31, 2022, and to authorize the District's Investment Officer to sign the Quarterly Investment Report on behalf of the Board and the District. Director Peaco seconded said motion, which unanimously carried.

COMPLIANCE WITH TEXAS GOVERNMENT CODE, CHAPTER 2265, RELATIVE TO ENERGY REPORTING

Ms. Blasio next advised the Board that, pursuant to the energy efficiency and reporting requirements set forth in Texas Government Code, Chapter 2265, the District must (i) report its annual electricity usage and costs in an electronic format, and (ii) make that report publicly accessible. Mr. Patel then presented for the Board's review an electricity utility usage and expense report in order to satisfy the requirements of Texas Government Code, Chapter 2265, a copy of which is attached to the Bookkeeping Report.

ANNUAL REVIEW OF ORDER ESTABLISHING POLICY FOR INVESTMENT OF DISTRICT FUNDS AND APPOINTING INVESTMENT OFFICER

The Board considered the review of its Order Establishing Policy for Investment of District Funds and Appointing Investment Officer ("Investment Policy"), and the adoption of a Resolution Regarding Review of Order Establishing Policy for Investment of District Funds and Appointing Investment Officer (the "Resolution") in connection therewith. Ms. Blasio then discussed the proposed amendments to the Investment Policy. Following discussion, Director Peaco moved that the amended Investment Policy be approved to reflect the proposed changes, that the Board adopt the Resolution and that the President and Secretary be authorized to execute the Investment Policy and the Resolution on behalf of the Board and the District. Director Morris seconded said motion, which unanimously carried. The Resolution and Investment Policy are attached hereto as **Exhibit C**.

TAX ASSESSOR-COLLECTOR REPORT

The Board considered the Tax Assessor-Collector's Report. In connection therewith, Ms. Dorrough presented to and reviewed with the Board the Tax Assessor-Collector's Report as of September 30, 2022, and a Delinquent Collections Listing as of the same date. Copies of such reports are attached hereto as **Exhibit D**, including the checks listed therein, which were presented for payment from the Tax Account. After discussion, it was duly moved by Director Peaco, seconded by Director Santa-Maria and unanimously carried, that the Tax Assessor-Collector Report for the month of September 2022, and the Delinquent Collections Listing, be approved as presented and the disbursements identified therein be authorized for payment from the District's Tax Account.

Ms. Blasio informed Director Morris that the Board decided last month to approve procedures for the use of holding checks by Wheeler. The Board now requires each holding check to be pre-approved by SPH and a Director prior to the issuance of such check and that, all holding checks issued be ratified at the next scheduled Board meeting and reflected in the consultant's meeting report. Ms. Blasio advised Director Morris that he had been appointed by the Board to pre-approve holding checks along SPH. Director Morris accepted the appointment.

After discussion, it was duly moved by Director Peaco, seconded by Director Santa-Maria and unanimously carried that the prior approval of procedures for the use of holding checks by Wheeler and the appointment of Director Morris to review same be ratified.

DELINQUENT TAX REPORT

The Board deferred consideration of a Delinquent Tax Collection Attorney's Report.

ENGINEERING REPORT

The Board deferred discussion of the Engineer's Report as there was no engineer present to provide a report.

OPERATIONS AND MAINTENANCE REPORTS

The Board next considered the Operations and Maintenance Report. Ms. Felkai presented to and reviewed with the Board an Operations and Maintenance Report for the month of August 2022, a copy of the report is attached hereto as **Exhibit E**.

A discussion ensued regarding the water accountability reading of 125.77%. Ms. Felkai provided some possible reasons for the high percentage but she noted that Inframark is investigating the matter and she will report Inframark's findings to the Board.

Ms. Felkai then presented to and reviewed with the Board a Delinquent Report for the month of August 2022, a copy of which report is attached to the Operations and Maintenance Report.

DEVELOPER'S REPORT

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

CLOSED SESSION

Ms. Blasio advised the Board that it would not be necessary for the Board to convene in closed session.

ATTORNEY REPORT

The Board next considered the Attorney's Report. Ms. Blasio reminded the Board that the next Board meeting is scheduled for Thursday, November 17, 2022, at 11:30 a.m. to approve the District's 2023 Operating Budget and to engage an auditor to prepare the District's 2022 Audit Report.

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 Morris moved that the meeting be adjourned. Director Peaco seconded said motion, which carried unanimously, and the meeting was adjourned.



Secretary

LIST OF ATTACHMENTS

- Exhibit A Order Levying Taxes
- Exhibit B Bookkeeper's Report and Quarterly Investment Report
- Exhibit C Resolution Regarding Review of Order Establishing Policy for Investment of District Funds and Appointing Investment Officer
- Exhibit D Tax Assessor-Collector's Reports
- Exhibit E Operations and Maintenance Reports