

CAMFIELD MUNICIPAL UTILITY DISTRICT
Minutes of Meeting of Board of Directors
November 17, 2022

The Board of Directors of Camfield Municipal Utility District ("the "Board") met in regular session on November 17, 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, except for Director Santa Maria, thus constituting a quorum.

Also present were Melissa Vasquez of FORVIS, LLC ("FORVIS"); Jared Stewart of Trader's Village ("TV"); Ravi Patel of Municipal Accounts & Consulting, LP ("MAC"); Stephanie Dorough of Wheeler & Associates, Inc. ("Wheeler"); Tina Felkai of Inframark, LLC ("Inframark"); and Katherine Blasio and Tamara Bevel of Schwartz, Page & Harding, L.L.P. ("SPH").

The Vice 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 October 20, 2022. After discussion of the minutes presented, Director Morris moved that such minutes be approved, as presented. Director Peaco seconded said motion, which unanimously carried.

ENGAGEMENT OF AUDITOR

The Board next considered the engagement of an auditor to prepare the District's audit report for the fiscal year ending November 30, 2022. Ms. Vasquez made a presentation to the Board and advised that FORVIS's fees for the preparation of said audit report would be \$14,800.00, plus \$1,000.00 for administrative costs such as postage, printing and delivery. A copy of FORVIS's engagement letter is attached hereto as **Exhibit A**. After discussion on the matter, Director Peaco moved that FORVIS be engaged to prepare the District's audit report for the fiscal year ending November 30, 2022, in accordance with the terms of the attached engagement letter. Director Rybiski seconded said motion, which unanimously carried.

BOOKKEEPER'S 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 November 17, 2022, a copy of which is attached hereto as **Exhibit B**. After discussion, Director Rybiski moved that the Board approve the Bookkeeper's Report, including the checks presented for payment, with the exception of check number 3834 payable to Director Santa Maria. Director Morris seconded said motion, which unanimously carried.

BUDGET FOR FISCAL YEAR ENDING NOVEMBER 30, 2022

Mr. Patel presented to and reviewed with the Board the proposed Annual Operating Budget for the fiscal year ending November 30, 2023. Ms. Blasio queried Ms. Felkai as to Expense Line Item No. 16220 "Purchase Sewer Service". Ms. Felkai said she would look into that item to determine why it is expected to increase so much in the new fiscal year. After discussion, it was moved by Director Morris, seconded by Director Rybiski and unanimously carried that the Board adopt the Annual Operating Budget for the District's fiscal year ending November 30, 2023, as presented. A copy of the approved 2023 Operating Budget is 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 October 31, 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 Rybiski and unanimously carried, that the Tax Assessor-Collector Report for the month of October 31, 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.

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 REPORT

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 September 2022, a copy of the report is attached hereto as **Exhibit E**.

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

A discussion ensued regarding the District's high accountability readings to which Ms. Felkai said were the result of increased flushing in the District. No action was taken by the Board on this matter or the Report.

APPROVAL OF ELECTRONIC LOCKBOX PAYMENT SERVICES

Ms. Felkai next informed the Board that Inframark moving its Electronic Lock Box (ELB) payment program from its internal billing software company to Central Bank. She noted that: (i) Inframark will be retaining in place their existing agreements with T-Tech (for ACH payments) and Pace Payment Systems (for credit/debit card payments); (ii) the Central Bank ELB program will be adding an additional option for the customer to make a "checkless" payment using their own bank's online bill payment system; and (iii) there are no fees payable by the District under the Central Bank ELB program other than a \$7.50 returned payment/NSF fee which will be passed through to District customers in accordance with the District's Rate Order.

Ms. Felkai then presented to and reviewed with the Board a Processing Agreement between Central Bank and the District, a Resolution Approving Central Bank's Electronic Lockbox Payment Services for District Customers, and Addendum to Operator Service Agreement by and between the District and Inframark (collectively, the "Program Enrollment Documents") and asked the Board to consider approving the Program Enrollment Documents, and authorizing the Vice President to execute same on behalf of the Board and the District. After discussion, Director Peaco moved to approve the Program Enrollment Documents as presented, authorize the Vice President to execute same on behalf of the Board and the District and authorize SPH to accept and acknowledge the Texas Ethics Commission Form 1295 from Central Bank relative to the Processing Agreement and Inframark relative to the Addendum to Operator Service Agreement. Director Rybiski seconded the motion, which carried unanimously. Copies of the Program Enrollment Documents are attached hereto as **Exhibit F**.

DEVELOPER'S REPORT

Mr. Stewart addressed the Board and provided a status report on recent activities of Traders Village.

AUTHORIZE FILING OF EMINENT DOMAIN REPORT WITH THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

Ms. Blasio advised the Board that Chapter 2206 of the Texas Government Code requires each public and private entity in the State of Texas authorized to exercise the power of eminent domain, to file an annual eminent domain report with the Texas Comptroller of Public Accounts (the "Comptroller") before February 1 of each year. After discussion, it was moved by Director Peaco, seconded by Director Rybiski and unanimously carried, that the Board authorize SPH to

file the annual eminent domain report with the Comptroller prior to February 1, 2023 on behalf of the District.

SOLICITATION OF PROPOSALS FOR RENEWAL OF DISTRICT INSURANCE POLICIES

The Board next considered authorizing solicitation of proposals for renewal of the District's insurance policies. In that regard, Ms. Blasio advised the Board that the District's current insurance coverages are provided through TML/HARCO Insurance Services ("HARCO"), and that such coverages will expire on March 31, 2023. Ms. Blasio queried the Board as to whether it would like SPH to request written proposals from other insurance providers on the District's behalf. After discussion, Director Rybiski moved that SPH be authorized to solicit a renewal proposal from HARCO. Director Peaco seconded the motion, which carried unanimously.

CLOSED SESSION

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

IMPLEMENTATION OF PUBLIC UTILITY COMMISSION OF TEXAS RULES RELATING TO SENATE BILL 3

Ms. Blasio presented to and reviewed with the Board a Memorandum prepared by SPH detailing the Public Utility Commission of Texas' (the "PUC") publication of 16 TAC, Sections 24.173 and 24.364 relating to the implementation of Senate Bill 3 ("S.B. 3"). A copy of the Memorandum is attached hereto as **Exhibit G**. The Board was informed that a notice containing certain required information must be provided to each of the District's retail water or sewer customers prior to January 31, 2023. After discussion, Director Peaco, moved to approve the required notice language prepared by SPH and to authorize Inframark to include the approved notice as an insert into the District's next utility bill. Director Rybiski seconded the motion, which carried unanimously.

AMENDMENT TO RATE ORDER

Ms. Blasio next presented to and reviewed with the Board an amended Rate Order. She advised that this Rate Order would allow sixty (60) days to refund deposits to customers and would address changes in the law resulting from the PUC's implementation of S.B. 3. Following discussion, it was moved by Director Peaco, seconded by Director Rybiski, and unanimously carried that the Rate Order be amended to be effective as of January 1, 2023, an executed Rate Order is attached as **Exhibit H**.

ATTORNEY REPORT

The Board next considered the Attorney's Report. In connection therewith, Ms. Blasio presented an Annual Disclosure provided by Masterson Advisors LLC relative to MSRB Rule G-10, a copy of which is attached hereto as **Exhibit I**.

Ms. Blasio informed the Board that the next Board meeting is scheduled for Thursday, February 16, 2023.

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

(SEAL)



Joanna Rybiski
Secretary

LIST OF ATTACHMENTS

- Exhibit A FORVIS Engagement Letter
- Exhibit B Bookkeeper's Report
- Exhibit C 2023 Approved Operating Budget
- Exhibit D Tax Assessor-Collector's Reports
- Exhibit E Operations and Maintenance Reports
- Exhibit F Central Bank ELB Program Enrollment Documents
- Exhibit G Memorandum regarding Public Utility Commission of Texas publication of 16 TAC, Section 24.173 and Section 24.364 relating to the implementation of Senate Bill 3
- Exhibit H Rate Order
- Exhibit I MSRB Rule G-10 Disclosure