

CAMFIELD MUNICIPAL UTILITY DISTRICT  
Minutes of Special Meeting of Board of Directors  
December 14, 2023

The Board of Directors of Camfield Municipal Utility District ("the "Board") met in special session on December 14, 2023, in accordance with the duly posted notice of special 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 Melissa Vasquez of FORVIS LLC ("FORVIS"); Bear Oakley of Acclaim Energy, Ltd. ("Acclaim"); Rahi Patel of Municipal Accounts & Consulting, LP ("MAC"); Emma Highberger of Wheeler & Associates, Inc. ("Wheeler"); 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 October 19, 2023. After discussion of the minutes presented, Director Rybiski moved that such minutes be approved, as presented. Director Morris 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, 2023. Ms. Vasquez made a presentation to the Board and advised that FORVIS's fees for the preparation of said audit report would be \$16,200, 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 Morris moved that FORVIS be engaged to prepare the District's audit report for the fiscal year ending November 30, 2023, in accordance with the terms of the attached engagement letter. Director Rybiski seconded said motion, which unanimously carried.

## ACCLAIM ENERGY PROPOSED ENERGY MANAGEMENT AGREEMENT

Mr. Oakley introduced himself and then addressed the Board concerning a proposed Energy Management Agreement by and between the District and Acclaim for consulting services with respect to procurement energy supply management, as well as other additional energy related services, as previously presented for the Board's consideration, a copy of which is attached hereto as **Exhibit B**. Mr. Oakley further requested that the fees associated with the preparation of the 2023 Cost and Usage Energy Report be billed to the District. After discussion, it was moved by Director Rybiski, seconded by Director Peaco, and unanimously carried that the Energy Management Agreement be approved, that Acclaim be authorized to include the fees associated with the preparation of the District's 2023 Cost and Usage Energy Report, that the President be authorized to execute the Energy Agreement on behalf of the Board and the District, and that the Texas Ethics ("TEC") Commission Form 1295 submitted by Acclaim in connection therewith be accepted by the Board and the District.

Mr. Oakley exited the meeting at this time.

## BOOKKEEPER'S REPORT

Mr. Patel presented to and reviewed with the Board the Bookkeeper's Report dated December 14, 2023, a copy of which report is attached hereto as **Exhibit C** including the disbursements presented for payment. After discussion, Director Peaco moved that the Board approve the Bookkeeper's Report, including the checks presented for payment. Director Santa Maria seconded said motion, which unanimously carried.

## BUDGET FOR FISCAL YEAR ENDING NOVEMBER 30, 2024

Mr. Patel presented to and reviewed with the Board the proposed Annual Operating Budget for the fiscal year ending November 30, 2024, and noted that the comments provided by SPH and other District consultants were included. After discussion, it was moved by Director Morris, seconded by Director Peaco and unanimously carried that the Board adopt the Annual Operating Budget for the District's fiscal year ending November 30, 2024, as presented. A copy of the approved 2024 Operating Budget is included in **Exhibit C**.

## TAX ASSESSOR-COLLECTOR REPORT

The Board considered the Tax Assessor-Collector's Report. In connection therewith, Ms. Highberger presented to and reviewed with the Board the Tax Assessor-Collector's Reports for October 31, 2023, and November 30, 2023, and a Delinquent Collections Listing as of the same dates (collectively, the "Tax Reports"). Copies of the reports are attached hereto as **Exhibit D**. After discussion, it was moved by Director Rybiski, seconded by Director Peaco and unanimously carried, that the Reports be approved as presented, and that 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 the District's engineer was not in attendance at the meeting.

## OPERATIONS AND MAINTENANCE REPORT

The Board next considered the Operations and Maintenance Report. Ms. Felkai presented to and reviewed with the Board the Operations and Maintenance Reports for the months of September 2023 and October 2023. Copies of the reports are attached hereto as **Exhibit E**.

Ms Felkai then reported the replacement of one faulty irrigation water meter. She noted that no Board action is required at this time.

## DEVELOPER'S REPORT

The Board deferred consideration of the Developer's Report, as there was no representative present at the meeting from Trader's 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 Santa Maria, seconded by Director Peaco and unanimously carried, that the Board authorize SPH to file the annual eminent domain report with the Comptroller prior to February 1, 2024 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 Brown & Brown Lone Star Insurance Services, Inc. ("Brown") (formerly HARCO/Texas Municipal League Intergovernmental Risk Pool), and that such coverages will expire on March 31, 2024.

Ms. Blasio then presented to and reviewed with the Board unsolicited renewal insurance proposals from Brown along with a comparison summary of policies and fees, copies of such documents are attached hereto as **Exhibit F**. After discussion on the matter, Director Peaco moved to: (i) accept the proposals, including Cyber Security, for a premium amount of \$6,622.00; and (ii) authorize the President to execute the accepted proposals on behalf of the Board and the District. Director Rybiski seconded said motion, which unanimously carried. A copy of the accepted proposals is attached hereto as **Exhibit G**.

Ms. Highberger exited and re-entered the meeting during the discussion of the renewal of the District's insurance policies.

CLOSED SESSION

The Board concurred not to enter into Closed Session at this time.

NOTICE REGARDING CANDIDATE FILING PERIOD

Ms. Blasio next advised the Board that, pursuant to Section 141.040, Texas Election Code, the District is required to post a notice regarding the period during which a candidate may file an application to appear on the ballot for the District's directors election to be held on May 4, 2024. Ms. Blasio noted that such notice must be posted by December 18, 2023 (1) at the in-District posting location for notices of meetings, (2) at the District's administrative office, and (3) on the District's website, if it maintains a website. After discussion on the matter, upon motion made by Director Peaco, seconded by Director Santa Maria and unanimously carried, the Board authorized SPH to prepare and post such notice on behalf of the Board and the District.

MUNICIPAL SECURITIES RULE BOARD RULE G-10 DISCLOSURE

Ms. Blasio then presented to and reviewed with the Board an Annual Disclosure provided by Masterson Advisors LLC relative to MSRB Rule G-10, a copy of the disclosure is attached hereto as **Exhibit H**.

ATTORNEY REPORT

The Board next considered the Attorney's Report. Ms. Blasio reminded the Board that the next Board meeting is scheduled for Thursday, February 15, 2024, at 11:30 a.m.

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)

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Secretary

## LIST OF ATTACHMENTS

- Exhibit A FORVIS Engagement Letter
- Exhibit B Acclaim Energy Management Agreement
- Exhibit C Bookkeeper's Report and Approved Operating Budget
- Exhibit D Tax Assessor-Collector's Reports
- Exhibit E Operations and Maintenance Reports
- Exhibit F Insurance Proposals for the Term Ending March 31, 2024 and Comparison Summary
- Exhibit G Accepted Insurance Proposals for the Term Ending March 31, 2025
- Exhibit H MSRB Rule G-10 Disclosure

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