

MINUTES  
MISSION BEND MUNICIPAL UTILITY DISTRICT NO. 2

February 21, 2023

The Board of Directors (the "Board") of Mission Bend Municipal Utility District No. 2 (the "District") met in regular session, open to the public, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas 77027, outside the boundaries of the District, on the 21<sup>st</sup> day of February, 2023, and the roll was called of the members of the Board being present:

Judy Villagomez	President
Mary Bertrand	Vice President
Susan Land Johnson	Assistant Vice President
Marlene Wepler	Secretary
Leroy Eaglin	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also present at the meeting were Deputy Charles Hill of the Harris County Sheriff's Office ("HCSO"); Miles Fabian of AEI Engineering, LLC ("AEI"); Susan Cita of TBG Partners ("TBG"); Vicki Busboom of VLB Bookkeeping Services; Lina Loaiza of Bob Leared Interests; Carlous Smith of Si Environmental, LLC ("Si"); Emmanuel Vazquez of Vazquez Electronics, LLC ("Vazquez Electronics"); Hermes Amaya of Custom Scapes; Tommy Gomez of Houston Electrical Contractors, LLC ("Houston Electrical"); and Christina Miller and Aidé Meza of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Director Villagomez offered any members of the public attending the meeting the opportunity to make a public comment. There being no requests for public comment, Director Villagomez moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the January 17, 2023 (Regular), January 30, 2023 (Integrated), February 7, 2023 (Greenbelt), and February 13, 2023 (Chelford) meetings. Following review and discussion, Director Bertrand moved to approve the January 17, 2023 (Regular), January 30, 2023 (Integrated), February 7, 2023 (Greenbelt), and February 13, 2023 (Chelford) minutes, as presented. Director Eaglin seconded the motion, which passed unanimously, with all directors voting "yea."

## SECURITY SERVICES MATTERS

### REPORT FROM HCSO

The Board reviewed and acknowledged receipt of the January 2023 security services report from the HCSO, a copy of which is attached. Deputy Hill reported on recent criminal activity, including gun violence incidents within the District. Deputy Hill reported on an increase in sightings of homeless individuals, including an encampment located behind an AutoZone retailer along Bellaire Boulevard at Pavilion Drive. He stated that ownership of an abandoned building in the area is under investigation. The Board briefly discussed a Town Hall meeting held by the HCSO which took place on February 8, 2023, regarding changes to the District's security contract.

### UPDATE ON INSTALLATION OF SIGNS PROHIBITING COMMERCIAL VEHICLES FROM PARKING OVERNIGHT

Deputy Hill reported on the continued coordination with Harris County (the "County") to install the signs prohibiting commercial vehicles from parking in the District overnight. He stated that a local business owner has submitted a formal complaint to the County for additional signs and that the complaint should accelerate the process for installing additional signs.

Following review and discussion, the Board concurred unanimously to accept the security report, as presented.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Busboom presented and reviewed the bookkeeping report, including the investment report, the budget comparison, and the list of checks for the Board's approval. A copy of the bookkeeping report, including the investment report and budget comparison, is attached. Ms. Busboom stated that the District has received the previously reported reimbursement payment for the usage of the regional elevated storage tank. She stated that additional Mission Bend Integrated Water System statements have been received and paid to the appropriate entity. Ms. Busboom reported on recent account fund transfers, including tax revenue transfers and upcoming debt service payments.

Ms. Busboom reported on a recent inquiry regarding the operation and payment of certain traffic lights along Bellaire Boulevard. Director Bertrand requested that Ms. Busboom gather additional information on the inquiry for discussion at the next regular Board meeting.

ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") WINTER CONFERENCE, APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES, AND AUTHORIZE ATTENDANCE AT SUMMER CONFERENCE

The Board discussed the AWBD mid-winter conference and considered authorizing attendance at the AWBD summer conference in Corpus Christi, Texas from June 22, 2023, through June 24, 2023. Following review and discussion, Director Wepler moved to: (1) approve the bookkeeping report, the checks presented for payment and the investment report, as presented; (2) authorize per diems for Board members who attended the AWBD mid-winter conference; (3) approve reimbursement of eligible expenses from the mid-winter conference; and (4) authorize attendance of Board members at the AWBD summer conference. Director Eaglin seconded the motion, which passed unanimously, with all directors voting "yea."

WORKERS COMPENSATION INSURANCE

The Board considered accepting a proposal in the amount of \$895.00, for workers compensation insurance from McDonald & Wessendorff Insurance, a copy of which is attached. Following review and discussion, Director Johnson moved to accept the workers compensation insurance proposal, as presented, and direct that the proposal be filed appropriately and retained in the District's official records. Director Eaglin seconded the motion, which passed unanimously, with all directors voting "yea."

ANNUAL REVIEW OF PROCEDURES FOR CONTINUING DISCLOSURE COMPLIANCE

The Board reviewed the District's procedures for continuing disclosure compliance. Ms. Miller stated that no changes are recommended at this time. Following discussion, there was no action on this matter.

TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Loaiza presented and reviewed the monthly tax report, a copy of which is attached, reflecting that 92.8% of the District's 2022 taxes were collected as of the end of January 2023. Ms. Loaiza reviewed the bills presented for payment including overpayment refunds and adjustments from the previous month. She reported on a large number of recent adjustments due to an error by the Harris Central Appraisal District ("HCAD") in neglecting to apply the District's over 65 and disabled exemption for the 2022 tax year. Following review and discussion, Director Bertrand moved to approve the tax report and payment of the checks drawn on the District's tax account, as presented. Director Eaglin seconded the motion, which passed unanimously, with all directors voting "yea."

## RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

The Board considered adopting a Resolution Concerning Exemptions from Taxation (the "Exemptions Resolution"), which provides for the exemption from ad valorem taxation of \$50,000 of the appraised value of residence homesteads of individuals who are disabled or are sixty-five years of age or older and a general homestead exemption of 20% of the appraised value (but not less than \$5,000) of residence homesteads. Director Bertrand requested the Board consider deferring action on the Exemptions Resolution and directing the District's financial advisor to prepare and present an analysis of the District's tax exemptions at \$50,000, \$60,000, and \$65,000, for review at the next regular Board meeting. Following discussion, the Board concurred unanimously to: (1) defer action on the Exemptions Resolution; and (2) direct the District's financial advisor to prepare and present an analysis, as discussed, for review at the next regular Board meeting.

## CHELFORD CITY REGIONAL WASTEWATER TREATMENT PLANT MATTERS

The Board discussed the possibility of further expanding the Chelford City Regional Wastewater Treatment Plant ("Plant") service area to serve West Harris County Municipal Utility District No. 4 ("MUD 4"). Mr. Fabian indicated that MUD 4 had previously indicated that they were unwilling to pay the price quoted by Chelford City Municipal Utility District to obtain capacity in the Plant. Discussion ensued regarding the District selling its surplus capacity directly to MUD 4 at a discounted rate. Following discussion, the Board determined that they would not like to pursue direct negotiations at this time.

## OPERATION OF DISTRICT FACILITIES

Mr. Smith presented and reviewed the operations report from Si, a copy of which is attached, including routine and preventative maintenance and repairs in the District. Mr. Smith reported that water accountability was 90.82% in the previous month. Mr. Smith reported on the current connections in the District, water production and distribution repairs, tap line repairs, sanitary sewer maintenance, lift station maintenance, fire hydrant maintenance, water meter replacements, and water well maintenance and repairs during the previous month.

Mr. Smith presented and reviewed a proposal from Si in the amount of \$76,630.00, for a 2023 valve survey, a copy of which is attached. He stated that the cost of the survey would be invoiced over time, rather than as a lump sum invoice. The Board reviewed details of the proposal.

Director Bertrand inquired about District water line leak surveys conducted by Si. Mr. Smith reported that standing water and water line leaks are surveyed

throughout the District by Accurate Meter & Backflow, LLC and that work orders are prepared on an as-needed basis in order to repair leaks each month.

#### HEARING REGARDING TERMINATION OF WATER AND SEWER SERVICE

Mr. Smith presented and reviewed a list of delinquent customers to the Directors and reported the residents on the termination list were delinquent in payment of their water and sewer bills and were given written notification, in accordance with the District's Rate Order, prior to the meeting of the opportunity to appear before the Board to explain, contest, or correct their bills and to show why utility services should not be terminated for reason of non-payment. Mr. Smith reviewed the timeline of the delinquencies, including the date of notice letters, door hangers, and scheduled terminations.

Following review and discussion, and based upon the operator's recommendation, Director Bertrand moved to: (1) approve the operations report, as presented; (2) approve the proposal from Si in the amount of \$76,630.00, for a 2023 valve survey, as presented; and (3) authorize termination of delinquent accounts in accordance with the District's Rate Order and direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director Johnson seconded the motion, which passed unanimously, with all directors voting "yea."

#### RESOLUTION APPROVING SUBMITTAL OF THE WATER SMART APPLICATION

The Board discussed the District's participation in the AWBD Water Smart Program. Mr. Smith reviewed a Resolution Approving Submittal of the Water Smart Application for Inclusion in the AWBD Water Smart Partners Program (the "Water Smart Application Resolution"). Following review and discussion, Director Johnson moved to adopt the Water Smart Application Resolution and direct that it be filed appropriately and retained in the District's official records. Director Bertrand seconded the motion, which passed unanimously, with all directors voting "yea."

#### WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA") MATTERS

There were no updates regarding WHCRWA matters.

#### ENGINEERING MATTERS

Mr. Fabian presented and reviewed an engineering report from AEI, a copy of which is attached.

## UPDATE ON DESIGN OF PERMANENT GENERATORS

The Board discussed the status of design and construction of the permanent generators for the District. Mr. Fabian reported that all agencies, including the City of Houston have approved plans for the generator project at Water Plant No. 1 and Water Plant No. 2. He stated that Langford Engineering, Inc. ("LEI") will be advertising and bidding the project, as previously discussed. Mr. Fabian stated that bids are tentatively scheduled to be presented at the March 2023 regular Board meeting and that AEI is waiting on confirmation of the bid schedule from LEI.

## UPDATE ON SANITARY SEWER CLEANING AND TELEVISIONING PROJECT

The Board discussed the District-wide sanitary sewer cleaning and televising project. Mr. Fabian reported that Kleen Environmental, LLC has completed the remaining televising work and that AEI is currently reviewing the televising tapes and will coordinate necessary repairs with Si.

## UPDATE ON RECOATING OF GROUND STORAGE TANK NO. 1 AND NO. 2 AT WATER PLANT NO. 2

The Board discussed the recoating project to serve ground storage tank no. 1 and ground storage tank no. 2 at water plant no. 2. Mr. Fabian reported that the Notice to Proceed was issued for February 6, 2023, a copy of which is attached to the engineer's report. Mr. Fabian stated that the contractor has one hundred eighty (180) calendar days to complete the project, that they have mobilized this week, and that they have begun blasting the interior of Ground Storage Tank No. 1. He stated that no pay estimates have been submitted at this time.

## PHOSPHATE ADDITION AT WATER WELL NO. 1 AT WATER PLANT NO. 1

Mr. Fabian updated the Board on the preparation of a preliminary engineering report for the addition of phosphate at water well no. 1. He stated that a site visit took place on February 17, 2023, with Si and that the equipment manufacturer will review available spacing on-site for tanks and equipment, as well as evaluate locations for the phosphate injection point. Mr. Fabian stated that AEI plans to submit the preliminary engineering report to the Texas Commission on Environmental Quality ("TCEQ") in March 2023 and that recommendations will be presented to the Board at the next regular Board meeting.

## REQUESTS FOR SERVICE OR UTILITY COMMITMENT LETTERS

Mr. Fabian updated the Board on the request to review plans for a new development at Star Pipe Productions located at 4018 Westhollow Parkway. He stated that the District has received a deposit but that the review is on hold until plans are submitted to AEI by the developer.

Mr. Fabian updated the Board on the request for a capacity commitment letter from a commercial tenant in the Sugarwell Plaza development at 14248 Bellaire Boulevard in the District. He stated that AEI has not received a deposit or the plumbing plans for the interior build-out since the last regular Board meeting.

Mr. Fabian reported on a new request for a capacity commitment letter from El Bolillo Bakery at 6766 Highway 6 South and Bellaire Boulevard. He stated that the deposit for the El Bolillo Bakery was received. Mr. Fabian stated that AEI has completed the plan review and provided a response letter, a copy of which is attached to the engineer's report.

Following review and discussion, and based upon the engineer's recommendation, Director Bertrand moved to approve the engineer's report, as presented. Director Eaglin seconded the motion, which passed unanimously, with all directors voting "yea."

## PARK AND RECREATIONAL FACILITY MATTERS

Ms. Cita presented and reviewed a report regarding the District's parks and recreational facilities, a copy of which is attached.

### MAGNOLIA PARK MAINTENANCE

Ms. Cita reported on pressure washing within the District. She stated there are no new power washing items to report at this time.

Ms. Cita updated the Board on lighting maintenance and repairs within the District. She stated that Houston Electrical has installed solar power at the Estrada Drive subdivision entry and a proposal for solar power at the Mission Bell subdivision entry is being prepared. Ms. Cita reported that Houston Electrical will request a substantial walk-through for both parks upon completion of all repairs and installations. She stated that no invoices have been submitted for payment at this time. Mr. Gomez updated the Board on the installation of solar panel lighting at Magnolia Park and Little Villa Wetland Park ("LVWP"). He stated that installation of new lighting at the parks is complete and that Houston Electrical is conducting ongoing maintenance checks. Director Johnson reported on sightings of power outages throughout the District and Mr.

Gomez confirmed that the reported outage locations will be inspected. Mr. Gomez restated that the proposal for additional solar panels at the Mission Bell subdivision entry is not complete, however, he stated that the price is approximately \$9,000.00. Director Eaglin inquired about details of the specifications for the solar panels. Director Weppler inquired about details of the timing of the solar panel lights. Mr. Gomez answered all questions from the Board. The Board discussed the proposal for additional solar panels and considered delegating authority to authorize the final proposal from Houston Electrical to Director Villagomez in an amount not to exceed \$9,000.00, as discussed.

The Board asked for meeting attendees to exit the room in order for the Board to discuss meeting protocols and procedures. Ms. Miller and Ms. Meza were also present. The Board generally discussed meeting protocols and interactions with consultants, as well as fees typically paid to consultants for meeting attendance. Following discussion, the meeting attendees reentered the meeting room to continue to the regular meeting.

Ms. Cita updated the Board on the Phase III improvements project. Mr. Fabian reported that AEI has received the survey file for Magnolia Park and that the file is currently under review by TBG for design work. Ms. Cita reported that TBG is performing information discovery.

Ms. Cita reported on the general landscape maintenance invoices for Magnolia Park from Custom Scapes that have been authorized for payment by the Board. She presented and reviewed invoice no. 3114 for monthly District landscape maintenance in the amount of \$8,428.50, invoice no. 3113 for monthly maintenance and mowing of Reserve E in Terra Del Sol, Section 7 in the amount of \$720.00, and invoice no. 3112 for facility mowing in the amount of \$520.80, copies of which are attached to the parks and recreational facilities report.

Ms. Cita presented and recommended for approval an estimate from Custom Scapes in the amount of \$4,260.00, for replacement of six backflow preventor cages with locks along Mission Bell.

Ms. Cita presented and recommended for approval estimate no. 3123 from Custom Scapes in the amount of \$1,120.00, for tree trimming along Rancho Mission Drive.

Ms. Cita discussed a proposal from Custom Scapes in the preliminary amount of \$10,370.00, for median landscape improvements at Tres Lagunas Drive and recommended the Board defer action on this matter so that AEI and TBG can determine if there are utilities within the median and coordinate with Custom Scapes on permitting matters with the County.



## MISSION BEND GREENBELT TRAIL ("TRAIL") IMPROVEMENTS PROJECT

Ms. Cita and Mr. Fabian updated the Board on the Trail improvements project. Ms. Cita reported that D.L. Meacham, LP ("D.L. Meacham") is currently addressing landscape punchlist items, including reseeding and is working on wildflower establishment. Ms. Cita presented and recommended for approval Pay Application No. 18 in the amount of \$3,013.20, for January 2023 Trail maintenance and Pay Application No. 19 in the amount of \$3,013.20, for February 2023 Trail maintenance, submitted by D.L. Meacham. Ms. Cita discussed and recommended a request from D.L. Meacham for a 5% reduction in retainage in the amount of \$59,327.90. Director Villagomez discussed the condition of plants and grass along the Trail and in Magnolia Park. Ms. Cita confirmed that certain plants will need to be replaced and replanted. She stated that TBG will conduct a walk-through at the Trail and Magnolia Park ahead of the next regular Board meeting. Director Villagomez requested that certain plants be shielded ahead of future cold weather events. Ms. Cita reported that certain plants may not be recoverable regardless of a weather shield, depending on the species of plant.

Ms. Cita and Mr. Fabian updated the Board on the west side Trail improvements project. Mr. Fabian reported that AEI completed a walk-through of the project site and confirmed the survey with TBG on February 10, 2023. Mr. Fabian stated that a site visit was conducted following a heavy rain event which took place on February 8, 2023, and that there was evidence of poor drainage along the proposed trail alignment. He reported that AEI recommends addressing the drainage issues during design of the project since proposed improvements will require ongoing maintenance by the District. He also recommended the Board consider authorizing AEI and TBG to coordinate with the Harris County Flood Control District ("HCFCD") to create and maintain a backslope swale to repair the current drainage issues. The Board discussed the necessity of repairing erosion in the backslope swale ahead of proceeding with the proposed west side Trail improvements.

## LVWP IMPROVEMENTS

Ms. Cita updated the Board on the western park boundary fence at LVWP. Ms. Cita confirmed that plans have been advertised for bids. She presented and reviewed the bid tabulation, a copy of which is attached to the parks and recreational facilities report. Ms. Cita recommended the Board accept the low bid in the amount of \$203,750.00, submitted by HD Outdoor Designs, LLC ("HD Outdoor"). The Board concurred that HD Outdoor is the most responsible bidder and that award of a contract to HD Outdoor will be most advantageous to the District and will result in the best and most economical completion of the project. Director Villagomez inquired about the timeline for commencement of

the project and Ms. Cita confirmed that the timeline is pending execution of the construction contract by all parties.

Ms. Cita updated the Board on the status of an approximate 8-foot Consent to Encroachments and License Agreement (the "Consent to Encroachment") between the District and the International Church of the Foursquare Gospel (the "Church"). Ms. Cita stated that TBG has requested the Church's signature on the Consent to Encroachment, but that the document has not been executed yet. The Board considered authorizing ABHR to draft and transmit a letter to the Church on behalf of the District.

Ms. Cita reported on the general landscape maintenance invoice for LVWP from Custom Scapes that has been authorized for payment by the Board. She presented and reviewed invoice no. 3115 for monthly maintenance at LVWP in the amount of \$3,984.00.

Director Villagomez requested the Board consider authorizing TBG to solicit bids for repainting the light poles within the District.

UPDATE ON BOND APPLICATION NO. 11, INCLUDING RESOLUTION REQUESTING APPRAISAL OF PROPERTY AND CERTIFICATE OF ESTIMATED APPRAISED VALUE

The Board discussed bond application no. 11. Mr. Fabian confirmed that AEI submitted the bond application report to the TCEQ on January 25, 2023, and that a Declared Administratively Complete letter was issued on January 26, 2023.

The Board considered adopting a Resolution Requesting Appraisal of Property and Certificate of Estimated Appraised Value (the "Appraisal Resolution") from HCAD as of March 1, 2023. Ms. Miller stated that the District's tax assessor/collector may need to request an updated Certificate of Assessed Value as of January 1, 2023, from HCAD in connection with the Series 2023 Unlimited Tax Bonds.

Following review and discussion, and based upon the landscape architect's recommendation, Director Bertrand moved to: (1) approve the parks and recreational facilities report, as presented; (2) delegate authority to Director Villagomez for approval of the final proposal from Houston Electrical in an amount not to exceed \$9,000.00, for additional solar panels at the Mission Bell subdivision entry; (3) direct the District's attorney to review Service Agreement amendments for certain consultants, as discussed; (4) approve the general landscape, maintenance, and repair invoices for Magnolia Park by Custom Scapes that were authorized for payment by the Board, as presented; (5) approve the estimate from Custom Scapes in the amount of \$4,260.00, for replacement of six backflow preventor cages along Mission Bell; (6) approve estimate

no. 3123 from Custom Scapes in the amount of \$1,120.00, for tree trimming along Rancho Mission Drive; (7) approve Pay Application No. 18 in the amount of \$3,013.20, for January 2023 Trail maintenance from D.L. Meacham; (8) approve Pay Application No. 19 in the amount of \$3,013.20, for February 2023 Trail maintenance, from D.L. Meacham; (9) approve the 5% reduction in retainage from D.L. Meacham in the amount of \$59,327.90, for the Trail improvements project; (10) authorize AEI and TBG to coordinate with the HCFCD to create and maintain a backslope swale to repair the current drainage issues ahead of proceeding with the proposed west side Trail improvements project; (11) award the western park boundary fence contract to serve LVWP to HD Outdoor in the amount of \$203,750.00, based upon the landscape architect's recommendation and subject to approval of payment, performance, and maintenance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor; (12) authorize ABHR to draft and transmit a letter to the Church, on behalf of the District, for the previously approved Consent to Encroachment; (13) approve the general landscape, maintenance, and repair invoice for LVWP by Custom Scapes that was authorized for payment by the Board, as presented; (14) authorize TBG to solicit bids for repainting the light poles within the District; (15) adopt the Appraisal Resolution as of March 1, 2023, and direct that it be filed appropriately and retained in the District's official records; and (16) authorize the District's tax assessor/collector to request a Certificate of Assessed Value as of January 1, 2023, from the HCAD, if appropriate. Director Eaglin seconded the motion, which passed unanimously, with all directors voting "yea."

#### DISCUSS PARK SURVEILLANCE CAMERA OPTIONS

Mr. Vazquez updated the Board on the installation and implementation of a monitored surveillance camera system at Magnolia Park and LVWP as well as ongoing monthly monitoring by Vazquez Electronics. He presented and reviewed a surveillance camera system report, a copy of which is attached. Mr. Vazquez stated that all of the equipment installation is complete at Magnolia Park and at LVWP.

Mr. Vazquez presented and reviewed quote no. S00180 from Vazquez Electronics in the amount of \$15,000.00, for a one-year storage backup server, as previously discussed with Director Eaglin, for both Magnolia Park and LVWP, a copy of which is attached to the surveillance camera system report. Director Eaglin discussed the necessity of the storage backup server. Mr. Vazquez then presented and reviewed quote no. S00181 from Vazquez Electronics in the amount of \$25,000.00, for unmounting of the cameras and antennas, painting of the components, and reassembling of the equipment at both Magnolia Park and LVWP, a copy of which is attached to the surveillance camera system report.

Mr. Vazquez reported that District residents have asked about the additional signs prohibiting commercial vehicles from parking overnight near LVWP. The Board

requested that Mr. Vazquez inform residents that the Board is working with the HCSO and the County on installing and implementing enforcement of the signs.

Following review and discussion, Director Eaglin moved to: (1) approve the proposal from Vazquez Electronics in the amount of \$15,000.00, for the one-year storage backup server; and (2) accept the surveillance camera system report, as presented. Director Bertrand seconded the motion, which passed unanimously, with all directors voting "yea."

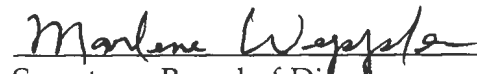
DISTRICT TECHNOLOGY MATTERS

The Board discussed the transition of website hosting and monitoring services as well as emergency alert notifications to Triton Consulting Group, Inc. ("Triton"). Ms. Miller stated that Triton has reported that both transitions for website hosting and emergency notification services have been transitioned successfully. Following review and discussion, there was no action on this matter.

MEETING SCHEDULE AND PLANNING MATTERS

The Board discussed the next regular meeting date and concurred to hold the next regular Board meeting on Tuesday, March 21, 2023, at 6:00 p.m. at ABHR.

There being no further matters to come before the Board, the meeting was adjourned.

  
Secretary, Board of Directors



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