

MINUTES
MISSION BEND MUNICIPAL UTILITY DISTRICT NO. 2

September 17, 2024

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 17th day of September 2024, and the roll was called of the members of the Board being present:

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

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

Also present at the meeting were Deputy Charles Hill of the Harris County Sheriff's Office ("HCSO"); Vicki Busboom of VLB Bookkeeping Services; Daniela Moderow and Miles Fabian of Baxter & Woodman Consulting Engineers, Inc. ("B&W"); Susan Cita of TBG Partners ("TBG"); Lina Loaiza of Bob Leared Interests; Linda Hubble of Public Finance Group, LLC; Carlous Smith of Si Environmental, LLC ("Si"); Emmanuel Vazquez of Vazquez Electronics, LLC ("Vazquez Electronics"); Tommy Gomez of J3 Electric, LLC ("J3 Electric"); Sarah Wheeler of Triton Consulting Group, Inc. ("Triton"); Bear Oakley of Acclaim Energy Advisors ("Acclaim"); and Christina Miller, Aidé Meza, and Patrick Coleman 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.

ENERGY MANAGEMENT AGREEMENT FROM ACCLAIM

Mr. Oakley updated the Board on the District's current energy aggregation contract. He presented and reviewed an Energy Management Agreement ("Management Agreement") between the District and Acclaim. He reviewed the proposed provisions of the Management Agreement, including Acclaim's rate for adding energy meters to the current District contract, handling of transfers of ownership, and aggregation management services. Mr. Oakley answered questions

from the Board, including circumstances for certain services as part of the District's course of business. He then presented and reviewed a micro grid pilot program presentation, a copy of which is attached. The Board reviewed the Management Agreement, and the micro grid pilot program presentation, as presented. Following review and discussion, the Board concurred unanimously to defer action on the Management Agreement and micro grid pilot program with Acclaim.

MINUTES

The Board considered approving the minutes of the August 20, 2024 (Regular), September 3, 2024 (Greenbelt), and September 9, 2024 (Chelford) meetings. Ms. Miller confirmed there was no quorum at the September 9, 2024 (Chelford) meeting, and therefore there were no minutes presented. Following review and discussion, Director Johnson moved to approve the August 20, 2024 (Regular) and September 3, 2024 (Greenbelt) meeting minutes, as presented. Director Eaglin seconded the motion, which passed unanimously.

SECURITY SERVICES MATTERS

REPORT FROM HCSO

The Board reviewed and acknowledged receipt of the August 2024 security services report from the HCSO, a copy of which is attached. Deputy Hill reported on recent criminal activity in the District, including a vehicle pursuit along State Highway 6 and Bellaire Boulevard.

UPDATE ON INSTALLATION OF SIGNS PROHIBITING COMMERCIAL VEHICLES FROM PARKING OVERNIGHT

Deputy Hill updated the Board on the ongoing matter of commercial vehicles parking in the District overnight. Deputy Hill stated that towing enforcement initiatives have continued to be conducted during the previous month.

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

PARK MAINTENANCE MATTERS

The Board reviewed a landscape maintenance report from Custom Scapes & Designs, Inc. ("Custom Scapes"), a copy of which is attached. The Board reviewed the general landscape maintenance invoices for Magnolia Park which are being presented for payment by the Board, including facility mowing in the amount of \$520.80; maintenance and mowing at Terra Del Sol in the amount of \$1,015.00; monthly maintenance at Little Villa Wetland Park ("LVWP") in the amount of \$3,984.00; monthly

maintenance at Magnolia Park in the amount of \$7,432.50; monthly maintenance of the Alief-Clodine Road right-of-way in the amount of \$576.00; monthly maintenance of the Bellaire Boulevard at Alief-Clodine Road median in the amount of \$420.00; and monthly maintenance of the Mission Bend Greenbelt Trail (the "Trail") in the amount of \$4,392.92.

The Board reviewed an invoice from Custom Scapes in the amount of \$6,792.00, for the trimming of broken tree branches at Magnolia Park, LVWP, and along Bellaire Boulevard and an invoice from Custom Scapes in the amount of \$300.00, for meeting attendance.

The Board reviewed estimate no. 1756 from Custom Scapes in the amount of \$2,590.00, for replacement of plants surrounding the new plaza at the Trail entrance to Magnolia Park, including ornamental grasses, iris plants, foxtail ferns, and lantanas. A copy of the proposal is attached to the landscape maintenance report.

Following review and discussion, Director Eaglin moved to: (1) approve estimate no. 1756 in the amount of \$2,590.00, as presented, and direct that it be filed appropriately and retained in the District's official records; and (2) approve the landscape maintenance report, as presented. Director Weppler seconded the motion, which passed unanimously.

LIGHTING MAINTENANCE AND REPAIR

Mr. Gomez presented and reviewed the routine lighting and maintenance report by J3 Electric for items at LVWP, Magnolia Park, and Altamira, a copy of which is attached. Mr. Gomez stated that monthly maintenance checks were performed during the previous month and reported that replacement light bulbs have been ordered for three lights along the Trail. He confirmed that there are no proposals for review and consideration at this time. Mr. Gomez presented and reviewed a photograph of one of the installed steel cages surrounding breaker boxes in the District, a copy of which is attached to the lighting and maintenance report. Following review and discussion, Director Weppler moved to approve the lighting and maintenance report, as presented. Director Eaglin seconded the motion, which passed unanimously.

DISTRICT SURVEILLANCE CAMERA MATTERS

Mr. Vazquez presented and reviewed a surveillance camera system report, a copy of which is attached. Mr. Vazquez reported on activity at Magnolia Park and LVWP during the previous month. Mr. Vazquez discussed possible irrigation sensors for Magnolia Park and LVWP. He stated that Vazquez Electronics will prepare a presentation regarding use of the sensors for review and consideration by the Board. Ms. Cita requested a copy of the presentation in order to assess whether the proposed sensors are compatible with the existing irrigation sensors at Magnolia Park and LVWP.

Director Villagomez requested coordination of a special meeting to discuss the use of the sensors. Director Villagomez stated that she will coordinate with Custom Scapes on a special meeting date to discuss irrigation sensors and will communicate with ABHR regarding appropriate meeting planning matters. Following review and discussion, Director Eaglin moved to approve the surveillance camera system report, as presented. Director Wepler seconded the motion, which passed unanimously.

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. She reported on received checks from the City of Houston in the amount of \$88,979.00, for sales tax revenue in accordance with the District's Strategic Partnership Agreement. Ms. Busboom reported on recent debt service payments. Following review and discussion, Director Wepler moved to approve the bookkeeping report, the checks presented for payment, and the investment report, as presented. Director Johnson seconded the motion, which passed unanimously.

AMEND BUDGET FOR FISCAL YEAR END SEPTEMBER 30, 2024

Ms. Busboom presented and reviewed a proposed amended budget for the District's fiscal year ending September 30, 2024, a copy of which is attached to the bookkeeper's report. Ms. Busboom reviewed the amended line items, including actual revenues and expenditures for the current fiscal year. Following review and discussion, Director Wepler moved to adopt the amended budget for the District's fiscal year end September 30, 2024, as presented, and direct that a copy of the amended budget be filed appropriately and retained in the District's official records. Director Johnson seconded the motion, which passed unanimously.

ADOPT BUDGET FOR FISCAL YEAR END SEPTEMBER 30, 2025

Ms. Busboom presented and reviewed a revised draft budget for the District's fiscal year ending September 30, 2025, a copy of which is attached to the bookkeeper's report. Ms. Busboom reviewed details of certain revisions to engineering and capital outlay line items for the next fiscal year. Following review and discussion, Director Wepler moved to adopt the revised budget for fiscal year end September 30, 2025, as presented, and direct that a copy of the budget be filed appropriately and retained in the District's official records. Director Johnson seconded the motion, which passed unanimously.

AUTHORIZE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2024

The Board reviewed an audit engagement continuance letter from McCall Gibson Swedlund Barfoot PLLC (“McCall Gibson”), a copy of which is attached, regarding preparation of the audit for the fiscal year end September 30, 2024. Following review and discussion, Director Johnson moved to authorize McCall Gibson to conduct the District’s audit for the fiscal year end September 30, 2024, for an estimated fee of \$22,000.00, to \$24,000.00. Director Eaglin seconded the motion, which passed unanimously.

RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE DISTRICT MAY ENGAGE IN INVESTMENT TRANSACTIONS

The Board considered adopting a Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions (the “List”). Following review and discussion, Director Eaglin moved to adopt the Resolution Establishing the Authorized Depository Institutions and Adopting the List and direct that it be filed appropriately and retained in the District’s official records. Director Johnson seconded the motion, which passed unanimously.

RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY

The Board considered adopting a Resolution Regarding Annual Review of Investment Policy, which provides that the Board conducted its annual review of the District’s investment policy and confirms that the November 21, 2017, investment policy remains in effect. Following review and discussion, Director Weppler moved to adopt the Resolution Regarding Annual Review of Investment Policy and direct that it be filed appropriately and retained in the District’s official records. Director Eaglin seconded the motion, which passed unanimously.

AMENDMENTS TO CONSULTANT SERVICE AGREEMENTS

The Board reviewed proposed amendments to certain consultant Service Agreements, including to reflect hourly rates for meeting attendance by consultants. The Board considered approving the proposed exhibit amendments to Service Agreements for Custom Scapes, Vazquez Electronics, and J3 Electric reflecting a flat fee of \$150.00, per consultant, for each Board meeting attended, effective August 20, 2024. Following discussion, Director Johnson moved to approve the amendments, as presented, and direct that they be filed appropriately and retained in the District’s official records. Director Eaglin seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Loaiza presented and reviewed the monthly tax report, a copy of which is attached, reflecting that 98.4% of the District's 2023 taxes were collected as of the end of August 2024. Ms. Loaiza reviewed the bills presented for payment including overpayment refunds and adjustments from the previous month. She reported on refund check no. 1290 in the amount of \$23,634.16, to Plaza on Westheimer and stated that the property was granted a reduction in value by the Harris Central Appraisal District. Following review and discussion, Director Johnson moved to approve the tax report and payment of the checks drawn on the District's tax account, including overpayment and value adjustment refunds, as presented. Director Eaglin seconded the motion, which passed unanimously.

DISCUSS 2024 TAX RATE, SET PUBLIC HEARING DATE, AND AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAX RATE

The Board discussed the District's 2024 tax rate. Ms. Hubble presented and reviewed a tax rate analysis reflecting the recommendation for the District to levy a 2024 water, sewer, and drainage debt service tax rate of \$0.1875, per \$100 of assessed valuation and an operations and maintenance tax rate of \$0.3409, per \$100 of assessed valuation. A copy of the 2024 tax rate recommendation is attached. Ms. Hubble discussed the two-step process for setting the District's tax rate.

Following review and discussion, Director Wepler moved to: (1) set the public hearing date for October 15, 2024; and (2) authorize the tax assessor/collector to publish notice of the District's meeting on October 15, 2024, to hold a hearing and consider setting the proposed 2024 total tax rate in an amount not to exceed \$0.5284, per \$100 of assessed valuation, with \$0.1875, allocated for debt service on water, sewer, and drainage bonds, and \$0.3409, allocated for operations and maintenance. Director Eaglin seconded the motion, which passed unanimously.

CHELFORD CITY REGIONAL WASTEWATER TREATMENT PLANT ("CHELFORD") MATTERS

The Board briefly discussed Chelford meeting matters, including the adopted Chelford budget for fiscal year end September 30, 2025, a copy of which is attached. Following review and discussion, there was no action on this matter.

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

The Board discussed WHCRWA matters. Ms. Miller presented and reviewed a Notice of Anticipated Fees from the WHCRWA stating that there will be no annual fee increase on January 1, 2025, a copy of which is attached. Following discussion, there was no action on this matter.

The Board discussed WHCRWA matters, including the preliminary engineering work for the chloramine conversion project necessary for the District to receive surface water. Ms. Moderow restated that the preliminary engineering work is underway. She stated that the timeline for surface water delivery is estimated for June 2026 and that B&W continues to coordinate with 5Engineering on the meter location for both water plants. Following discussion, there was no action on this matter.

OPERATION OF DISTRICT FACILITIES

Mr. Smith presented and reviewed the operations report from Si, a copy of which is attached. Mr. Smith reported that water accountability was 98.02% 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 replacement and maintenance, water meter repairs and replacements, and water well maintenance and repairs during the previous month.

Mr. Smith updated the Board on the previously approved District valve survey. He presented and reviewed photographs of the survey work, copies of which are attached to the operator's report. Mr. Smith reported on a recent fire hydrant replacement along the median at Bellaire Boulevard. Director Eaglin inquired about details of the fire hydrant replacement and Mr. Smith answered questions from the Board. He then updated the Board on the ongoing sanitary sewer line televising project.

Mr. Smith presented and reviewed a proposal from Si in the amount of \$11,733.00, for replacement of sump pump no. 2 at lift station no. 1 with an additional estimate of \$800.00, for labor. A copy of the proposal is attached to the operator's report. He stated that the previous sump pump parts are obsolete and recommended replacement of the pump. The Board considered approving the proposal.

Mr. Smith reported that Si will begin utilizing a new software system that integrates photographs of work orders within the monthly invoice. He stated that work order photographs will no longer be included within the monthly operator's report.

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.

Following review and discussion, and based upon the operator's recommendation, Director Eaglin moved to: (1) approve the proposal from Si in the

amount of \$11,733.00, for replacement of sump pump no. 2 at lift station no. 1 with an additional estimate of \$800.00, for labor, as presented, and direct that it be filed appropriately and retained in the District's official records; and (2) approve the operations report, 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 Weppler seconded the motion, which passed unanimously.

ENGINEERING MATTERS

Ms. Moderow presented and reviewed an engineering report from B&W, a copy of which is attached.

PERMANENT GENERATOR PROJECT

The Board discussed the status of construction of the permanent generators for the District. Ms. Moderow stated that the water plant no. 2 generator start-up and training were completed on August 22, 2024. She reported that the contractor is currently working on the generator foundation at water plant no 1. Ms. Moderow presented and recommended for approval Pay Estimate No. 6 from Long & Son, Inc. in the amount of \$80,122.50. She confirmed that this amount represents partial payment for startup and testing of the generator at water plant no. 2, demolition of the existing booster pumps, foundations, suction lines, valve replacements, and the chlorine feed line at water plant no. 1. Ms. Moderow stated that the work appears to have been completed in conformance with plans and specifications.

SANITARY SEWER CLEANING AND TELEVISIONING PROJECT

The Board discussed the District-wide sanitary sewer cleaning and televising project. Ms. Moderow reported that B&W has categorized the sanitary sewer rehabilitation recommendations into three phases. She reported that the construction cost for Phase I is approximately \$1,087,000.00, and that the construction cost for Phase II is approximately \$757,000.00. She stated that B&W is working on the construction costs for Phase III of the project.

WATER PLANT NO. 1 GROUND STORAGE TANK ("GST") REHABILITATION

Mr. Fabian discussed the rehabilitation of the GST at water plant no. 1. He reported that B&W is finalizing the plans and specifications and contract documents for the project. He requested the Board consider authorizing B&W to advertise for bids for the project this month and present bids at the October 2024 meeting. Mr. Fabian confirmed that he will send Director Eaglin and Director Villagomez calendar invitations for the bid opening at B&W's office.

STORM WATER QUALITY ("SWQ") INSPECTIONS AND PERMITTING FOR TERRA DEL SOL

Mr. Fabian discussed SWQ inspections and permitting at Terra Del Sol. He stated that B&W will perform the quarterly detention pond inspection in September 2024. Director Eaglin inquired about the details of the detention pond inspection and Mr. Fabian answered questions from the Board.

The Board reviewed storm water management program ("SWMP") report submitted by Storm Water Solutions, LLC, a copy of which is attached.

REQUESTS FOR SERVICE OR UTILITY COMMITMENT LETTERS

There was no discussion on this matter.

Following review and discussion, and based upon the engineer's recommendation, Director Weppler moved to: (1) approve Pay Estimate No. 6 in the amount of \$80,122.50, for the permanent generators project to serve the District; (2) authorize B&W to advertise for bids for the rehabilitation project to serve the GST at water plant no. 1; and (3) accept the engineer's report, as presented. Director Eaglin seconded the motion, which passed unanimously.

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 IMPROVEMENTS

Mr. Fabian confirmed that B&W has received the base file from TBG for the Phase III improvements project and is working on preliminary engineering for the detention and drainage for park improvements as well as the drainage analysis for the site.

Mr. Fabian updated the Board on the permanent access to Magnolia Park project. He stated that B&W plans to submit the construction plan set to Harris County Flood Control District ("HCFCD") for review and approval next week. He confirmed that B&W will solicit bids for the project after HCFCD approval. Director Eaglin inquired about the process of bidding the project and Mr. Fabian answered questions from the Board.

Ms. Cita updated the Board on the Phase III improvements project. She stated that schematic design refinement is underway, as previously presented and discussed.

Ms. Cita reported on damage to a District fence behind residential lots along Ladera Drive due to a fallen tree at the Iman Academy Southwest during Hurricane Beryl. Ms. Cita stated that TBG has solicited proposals for brick fence repairs. She presented and reviewed a proposal from HD Outdoor Designs, LLC ("HD Outdoor") in the amount of \$15,132.00, for brick fence repair services. The Board discussed the fence repair and considered approving the proposal from HD Outdoor, as presented, and authorizing ABHR to transmit a letter to the Iman Academy Southwest requesting reimbursement in the amount of \$15,132.00, on behalf of the District.

TRAIL IMPROVEMENTS PROJECT

Mr. Fabian updated the Board on the civil engineering plans for the alignment option connecting to the Alief-Clodine Road sidewalk via an easement from Alief Independent School District. He stated that TBG is preparing trail landscaping sheets. Mr. Fabian reported that once the design plans are complete, B&W will submit the plans for approval by Harris County.

Mr. Fabian reported that B&W is coordinating with J3 Electric on the proposed lighting structures along the Trail in order to prepare a plan submittal to the HCFCFCD for approval.

Ms. Cita reported on the review of the west side Trail improvements project and construction plans. She stated that TBG has received additional utility documentation from B&W and that the information is being incorporated into the construction plans.

Ms. Cita requested the Board consider approving a Service Agreement with Fast Signs for the fabrication and installation of the previously approved "Coming Soon" sign graphics.

LVWP IMPROVEMENTS

Mr. Fabian stated that the survey is complete and that the survey file has been provided to TBG.

Ms. Cita reported on rusted and damaged trash receptacles at LVWP. Ms. Cita recommended the Board authorize TBG to coordinate replacement of 2 trash receptacles in an estimated amount of \$3,800.00, for the purchase and delivery of the receptacles. She stated that TBG will reach out to Custom Scapes for an installation estimate.

PRESSURE WASHING IN THE DISTRICT

Ms. Cita stated there are no action items at this time.

MEDIAN IMPROVEMENTS

Ms. Cita restated that TBG has developed schematic detailing for the Harris County Precinct No. 4 (“HCP4”) grant application through the 2024 Places for People Call for Projects for vehicular damage prevention to medians in the District.

Following review and discussion, and based upon the landscape architect’s recommendation, Director Eaglin moved to: (1) approve the proposal from HD Outdoor in the amount of \$15,132.00, for brick fence repair services, as presented, and direct that it be filed appropriately and retained in the District’s official records; (2) authorize ABHR to transmit a letter to the Iman Academy Southwest requesting reimbursement for brick fence repairs in the amount of \$15,132.00, on behalf of the District; (3) approve the Service Agreement with Fast Signs, as presented, and direct that it be filed appropriately and retained in the District’s official records; (4) authorize TBG to coordinate the replacement of 2 rusted and damaged trash receptacles at LVWP in an estimated amount of \$3,800.00, for the purchase and delivery of the receptacles; and (5) approve the parks and recreational facilities report, as presented. Director Johnson seconded the motion, which passed unanimously.

HCP4 MATTERS

PLACES FOR PEOPLE CALL FOR PROJECTS 2023

The Board discussed the award of two grants to the District for the 2023 Places for People Call for Projects by HCP4. Ms. Miller reported that the Interlocal Agreements from HCP4 are being prepared and stated that comments are being incorporated by HCP4. Following discussion, there was no action on this matter.

PLACES FOR PEOPLE CALL FOR PROJECTS 2024

The Board discussed applications for 2024 grants for the Places for People Call for Projects by HCP4. Ms. Cita confirmed that applications for capital improvement projects, including LVWP Improvements, Magnolia Park Improvements, and District Median Improvements have been submitted. Following discussion, there was no action on this matter.

INVENTORY AND INTERLOCAL AGREEMENT FOR PUBLIC INFRASTRUCTURE MAINTENANCE

Ms. Cita restated that TBG has compiled an inventory of the District’s current irrigation systems and landscaping in HCP4’s right-of-way and medians. Following discussion, there was no action on this matter.

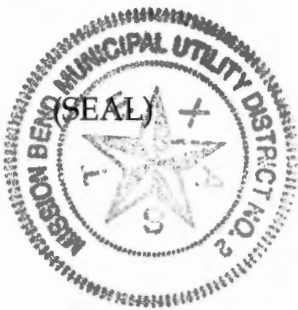
DISTRICT TECHNOLOGY MATTERS

Ms. Wheeler presented and reviewed a communications report from Triton, a copy of which is attached. Ms. Wheeler reported on news posts published during the previous month. The Board considered authorizing Triton to post a notice regarding the "No Parking" signs petition on the District's website and to transmit an alert via text message to Altamira residents. Following discussion, the Board concurred unanimously to: (1) authorize Triton to post the "No Parking" signs petition on the District's website; (2) authorize Triton to transmit a text message alert to Altamira residents regarding the "No Parking" signs petition on the District's website, as discussed; and (3) accept the communications report from Triton, as presented.

MEETING SCHEDULE AND PLANNING MATTERS

The Board discussed the next regular Board meeting and concurred to hold the next regular meeting on Tuesday, October 15, 2024, at 6:00 p.m. at the offices of ABHR.

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



Marlene Wheeler
Secretary, Board of Directors

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