

MINUTES OF MEETING
OF THE
BOARD OF DIRECTORS

January 22, 2024

STATE OF TEXAS §

COUNTY OF LIBERTY §

LIBERTY COUNTY MUNICIPAL UTILITY DISTRICT NO. 1 §

The Board of Directors (the “Board”) of Liberty County Municipal Utility District No. 1 (the “District”) met in regular session, open to the public, at 12:00 p.m. on Monday, January 22, 2024, at 1680 County Road 3549, Cleveland, Texas 77327, a designated meeting place outside the boundaries of the District; whereupon, roll was called of the members of the Board of Directors, to-wit:

Ryan Crihfield	-	President
Patrick Thiel	-	Vice President
Donald Burton	-	Secretary
Ernesto Garcia	-	Assistant Secretary
Cory Anderson	-	Assistant Secretary

All members of the Board of Directors were present, except Director Burton, thus constituting a quorum.

Also present at the meeting were: John Harris, Damaris Watson and Clifton C. Cadle of Colony Ridge Development, LLC, a developer of land in the District; Savannah Crihfield of CH&P Management, LLC; Debra Loggins of L&S District Services, the District’s Bookkeeper; and Laken Kilgore, attorney, Emily Forswall, attorney, of Coats Rose, P.C. (“Coats Rose”), legal counsel for the District (“Attorney”).

Whereupon, the meeting was called to order at 12:03 p.m. A copy of the notice of the meeting is attached hereto as Exhibit “A”.

HEAR FROM THE PUBLIC

No members of the public were present.

APPROVE MINUTES OF MEETING

Proposed minutes of the meeting of the Board held on November 13, 2023, previously distributed to the Board, were considered for approval. Upon a motion duly made by Director Crihfield, seconded by Director Thiel, the Board voted unanimously to approve such minutes.

ADOPT RESOLUTION REGARDING 2024 TAX EXEMPTIONS

The Board next considered authorizing tax exemptions for 2024. Ms. Kilgore presented a Resolution Concerning Tax Exemptions for 2024 (the “Resolution”) for the Board’s review and consideration, a copy of which is attached hereto as Exhibit “B”.

After consideration, upon a motion duly made by Director Crihfield, seconded by Director Anderson, the Board voted unanimously to approve not granting any exemptions for 2024 and approving the Resolution evidencing the same.

HEAR BOOKKEEPER’S REPORT

The Board recognized Ms. Loggins, who reviewed the Bookkeeper’s Report and the bills listed therein, a copy of which is attached hereto as Exhibit “C”.

Review Investment Report

Ms. Loggins next reviewed the investment report, a copy of which is included in the Bookkeeper’s Report.

After consideration, upon a motion duly made by Director Crihfield, seconded by Director Thiel, the Board voted unanimously to approve the Bookkeeper’s report and the payment of the District’s bills as presented.

HEAR DEVELOPER’S REPORT

The Board recognized Mr. Cadle, who reviewed with the Board the status of development within the District. The Board noted that no action was needed in conjunction with the Developer’s Report.

HEAR ATTORNEY’S REPORT

The Board recognized Ms. Kilgore who presented the Attorney’s Report.

Adopt Order Calling Directors Election

The Board next considered adopting an Order Calling Directors Election (the “Order”) and appointing Coats Rose, P.C. as agent for the election. Ms. Kilgore reviewed and discussed the process of calling an election and the circumstances by which the District may cancel such election if the candidates to be listed on the ballot are unopposed. She noted that if an election is held, the date of the election will be May 4, 2024. A copy of the Order is attached hereto as Exhibit “D”.

Upon a motion duly made by Director Thiel, seconded by Director Crihfield, the Board voted unanimously to approve the Order Calling Director Election and approve the appointment of Coats Rose as agent for the election.

Adopt Resolution Adopting Policy Regarding Public Comment at Meetings of Board of Directors

Ms. Kilgore presented a Resolution Adopting Policy Regarding Public Comment at Meetings of the Board of Directors for the Board’s review and approval, a copy of which is attached hereto as Exhibit “E” (the “Public Comment Policy”). The Board of Directors determined that to conduct the business appearing on the agenda for regular and special meetings in a timely and expeditious manner, it is necessary to adopt a policy regarding comments from members of the public.

Adopt Resolution Adopting Public Information Act Policy

Next, Ms. Kilgore next presented for the Board's review and approval a Resolution Adopting Public Information Act Policy (the "PIA Policy"), under Section 552.275, Texas Government Code (the "Code"). Ms. Kilgore noted that the PIA Policy establishes (i) Coats Rose as the designated Public Information Officer of the District and (ii) all requests for public information submitted by any individual, firm or entity during any twelve (12) month period during the District's fiscal year shall be limited, as to the time required to respond, to fifteen (15) hours per month, and thirty-six (36) hours total for any given fiscal year, which is July 1st through June 30th, in accordance with the Code. A copy of the PIA Policy is attached hereto as Exhibit "F".

Upon a motion duly made by Director Anderson, seconded by Director Crihfield, the Board voted unanimously to approve (i) the Public Comment Policy and (ii) the PIA Policy.

There being no other business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned.

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PASSED, APPROVED AND ADOPTED, this 17th day of April, 2024.

(DISTRICT SEAL)



A handwritten signature in blue ink, consisting of a cursive name, positioned above a horizontal line.

Secretary, Board of Directors