

**CERTIFICATE OF RESOLUTION
REGARDING PUBLIC INFORMATION
MAINTAINED ON PRIVATELY OWNED DEVICES**

**STATE OF TEXAS
COUNTY OF MONTGOMERY
FAR HILLS UTILITY DISTRICT**

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We, the undersigned officers of the Board of Directors (the "Board") of **FAR HILLS UTILITY DISTRICT** (the "District"), hereby certify as follows:

The Board convened in regular session, open to the public, on Thursday, November 14, 2019, at 5:00 p.m., at 10320 Cude Cemetery Road, Willis, Texas 77318, and the roll was called of the members of the Board, to-wit:

James M. Haymon	President
Christopher A. Kuhl	Vice President/Tax Compliance Officer
Melinda M. Shelly	Secretary
H. Douglas Hall	Assistant Secretary
J. Richard Cutler	Director

All members of the Board were present except the following: None, thus constituting a quorum. Whereupon other business, the following was transacted at such Meeting: A written

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was duly introduced for the consideration of the Board. It was then duly moved and seconded that such Resolution be adopted; and after full discussion, such motion, carrying with it the adoption of such Resolution prevailed, carried, and became effective by the following vote:

AYES: 5 NOES: 0

A true, full and correct copy of the aforesaid Resolution adopted at the Meeting described in the above foregoing paragraph is attached to and follows this Certificate; such Resolution has been duly recorded in the Board's minutes of such Meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the Board's minutes of such Meeting pertaining to the adoption of such Resolution; the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board are duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of such Meeting, and that such Resolution would be introduced and considered for adoption at such meeting, and each of the officers and members consented, in advance, to the holding of such Meeting for such purpose; and such Meeting was open to the public and public notice of the time, place, and purpose of such Meeting was given, all as required by Chapter 551, Texas Government Code and Section 49.063, Texas Water Code, as amended.

SIGNED AND SEALED this 14th day of November, 2019.

M. Shelly
Secretary, Board of Directors

J. Key
President, Board of Directors

(DISTRICT SEAL)



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WHEREAS, Far Hills Utility District (the "District"), a body politic and corporate and a political subdivision of the State of Texas, has been duly organized pursuant to Article XVI, Section 59, Texas Constitution, and operates as a water control and improvement district pursuant to Chapters 49 and 51, Texas Water Code; and

WHEREAS, the 86th Texas Legislature (2019) passed Senate Bill 944 (Section 552.004, Texas Government Code), effective September 1, 2019, which requires a current or former officer or employee of a governmental body who maintains public information, as that term is defined in Chapter 552 of the Texas Government Code, on a privately owned device to: (1) forward or transfer the public information to the governmental body or a governmental body server to be preserved, or (2) preserve the public information in its original form in a backup or archive and on the privately owned device for the time prescribed in the governmental body's records retention program; and

WHEREAS, the Board of Directors (the "Board") of the District now desires to establish procedures in order to comply with the requirements of Section 552.004, Texas Government Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF FAR HILLS UTILITY DISTRICT THAT:

Section 1. The facts and recitations set forth in the preamble of this resolution are hereby adopted and confirmed as findings of the District's Board.

Section 2. Pursuant to the provisions of Section 552.004, Texas Government Code, the following policies shall be enforced:

- a. Each current or former member of the Board shall transfer all public information created or received by such Board member to such Director's District email address immediately upon the creation or receipt of the public information by such Board member.
- b. Each current member of the Board shall be prohibited from using a privately-owned device to conduct District business, unless all information is separately maintained on a server maintained by or accessible to the District.
- c. The District shall provide email addresses for each current Board member. All Board members shall only use the District-provided email address to conduct District business. The District, through its consultants, shall ensure proper storage and backup of data at the server level.
- d. The use of text messages for conducting District business is strictly prohibited, whether by Board members or District consultants. In the event a current member of the Board receives a text message in regards to District business, the Board member shall immediately document such text message, through screen capture, copy and

paste or other comparable method, and transfer via email to such Director's District email address to ensure such public information is properly preserved.

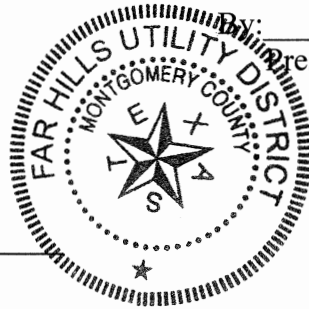
[EXECUTION PAGES FOLLOW]

WITNESS OUR HANDS AND THE SEAL OF THE DISTRICT this 14th day of November, 2019.

FAR HILLS UTILITY DISTRICT

ATTEST:

By: M. Shelly
Secretary, Board of Directors



By: J. Kay
President, Board of Directors