

MINUTES  
EMERALD FOREST UTILITY DISTRICT

July 23, 2024

The Board of Directors (the "Board") of Emerald Forest Utility District (the "District") met in regular session, open to the public, on the 23<sup>rd</sup> day of July, 2024, at the offices of Baxter & Woodman, Inc., 11450 Compaq Center West Drive, Suite 660, Houston, TX 77070, outside the boundaries of the District, and the roll was called of the members of the Board:

Bobby G. Dillard	President
Robert M. Kimball	Vice President
William B. Schmidt	Secretary
Donald F. Brooks	Assistant Vice President
DeWayne High	Assistant Secretary

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

Also present at the meeting were Danny Way, member of the public; Grant Rexrode and Brian Baker of Alliance Industrial Company ("Alliance"); Jack Baber of Lexington Associates; Sergeant William Greer of the Harris County Sheriff's Office ("HCSO"); Debbie Arellano of Bob Leared Interests; Stephanie Viator of District Data Services, Inc.; Lonnie Lee of Regional Water Corporation ("RWC"); Sherry Grant of Baxter & Woodman, Inc. ("B&W"); and Katie Sherborne and Jennifer Ramirez of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Mr. Baber addressed the Board regarding funds due for reimbursement to Montco Lots, LLC. He reviewed a written request for the District to reimburse Montco Lots, LLC out of surplus operating funds, a copy of which is attached. After discussion, the Board concurred to discuss the request with the District's financial advisor at the next regular meeting.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Viator reviewed the bookkeeper's report, including the District's investments and the budget comparison, and submitted the bills for payment. A copy of the bookkeeper's report is attached.

After review and discussion, Director Kimball moved to approve the bookkeeper's report and payment of the bills. Director Brooks seconded the motion, which passed unanimously.

## APPROVE MINUTES

The Board considered approving the minutes of the June 10, 2024, regular meeting and June 25, 2024, special meeting. After review and discussion, Director Dillard moved to approve the minutes of the June 10, 2024, regular meeting and the June 25, 2024, special meeting, as submitted. Director Brooks seconded the motion, which passed unanimously.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Arellano presented the monthly tax report, a copy of which is attached. She stated that 98.4% of the District's 2023 taxes were collected as of June 30, 2024. Ms. Arellano then reviewed the District's delinquent tax roll.

After review and discussion, Director Kimball moved to approve the tax report and payment of the tax bills. Director Dillard seconded the motion, which passed unanimously.

## ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") CONFERENCES

The Board discussed the AWBD summer conference and reviewed the conference expenses submitted by directors for reimbursement. The Board also considered authorizing attendance at the AWBD winter conference. After discussion, Director Kimball moved to approve reimbursement of eligible directors' expenses from the summer AWBD conference, which the bookkeeper confirmed are in compliance with the District's Travel Reimbursement Guidelines, and authorize any interested directors to attend the winter AWBD conference. Director Dillard seconded the motion, which passed unanimously.

## RENEWAL OF DISTRICT'S INSURANCE POLICIES

The Board reviewed a renewal proposal from Waterworks Insurance Network ("W.I.N.") on behalf of Arthur J. Gallagher Co. After review and discussion, Director Kimball moved to accept the W.I.N. proposal for renewal of the District's insurance policies and direct that the proposal be filed appropriately and retained in the District's official records. Director Brooks seconded the motion, which passed unanimously.

## SECURITY SERVICES REPORT

The Board reviewed the June 2024 security services report from the HCSO, a copy of which is attached. Sergeant Greer updated the Board on the status of security in the District.

## ENGINEERING MATTERS

Ms. Grant stated that the District received a service request from Alliance for a 11.7-acre proposed warehouse development, a copy of which is attached to the engineer's report. Mr. Rexrode introduced himself and discussed the proposed development. He requested the Board authorize B&W to prepare an annexation feasibility study. After review and discussion, Director Schmidt moved to authorize B&W to prepare an annexation feasibility study, subject to receipt of the required deposit. Director Kimball seconded the motion, which passed unanimously.

## PUBLIC COMMENTS (CONT'D)

Mr. Way addressed the Board regarding the FM 1960 water and sanitary sewer extension project and the delays in receiving instructions on how to connect to the District's system for some of the project participants. Ms. Grant stated that she will send communication to the remaining participants regarding the steps necessary to connect to the District's water and sanitary sewer system the following day.

## ENGINEERING MATTERS (CONT'D)

Ms. Grant reviewed the engineer's report, a copy of which is attached.

## CYPRESS NORTH HOUSTON ROAD (LOUEDD ROAD) WIDENING

There was no discussion on this agenda item.

## FEASIBILITY STUDIES, PLAN REVIEWS, AND UTILITY AVAILABILITY REQUESTS

Ms. Grant updated the Board on the status of the pending plan reviews, service requests, and feasibility studies, as reflected in her report.

Ms. Grant stated that B&W is preparing plan review letters for the revised plans for the individual grease traps for the two individual buildings on the 1.345-acre Kensinger-Donnelly tract.

## CYPRESS GLEN SANITARY SEWER REPAIR PROJECT

Ms. Grant updated the Board on the status of the sanitary sewer and manhole rehabilitation project for Cypress Glen, as reflected in her report. She reviewed and recommended approval of Pay Estimate No. 3 in the amount of \$66,505.23, submitted by Texas Pride Utilities, LLC ("TPU").

After review and discussion, Director Kimball moved to approve Pay Estimate No. 3 in the amount of \$66,505.23 to TPU, as recommended. Director Brooks seconded the motion, which passed unanimously.

## UPDATE REGARDING REQUEST FOR EXCEPTION FROM TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ("TCEQ")

Ms. Grant reviewed the response letter from the TCEQ regarding the District's exception request for the missing documentation for water well no. 2, a copy of which is attached to the engineer's report. Discussion ensued regarding further actions needed.

## DEEDS, EASEMENTS, AND/OR CONSENTS TO ENCROACHMENT

There was no discussion on this agenda item.

## FIVE-YEAR CAPITAL IMPROVEMENT PLAN ("CIP")

Ms. Grant reviewed the updated CIP, a copy of which is attached.

## UPDATE ON PREPARATION OF BOND APPLICATION

Ms. Grant updated the Board on the preparation of the District's bond application, as reflected in her report.

## OTHER ENGINEERING MATTERS

Ms. Sherborne stated that she reviewed the documentation received from White Oak Bend Municipal Utility District ("White Oak") regarding the water service area that falls under its purview pursuant to an agreement with the Environmental Protection Agency and discussed the matter with the attorney for White Oak. She reported that White Oak proposed to provide water service to the developments within the area while the District provides sewer service, which Ms. Sherborne stated she does not recommend. She stated that it appears the District is unable to provide service to the 7C Jones tract. After discussion, the Board concurred to no longer proceed with the annexation of the 7C Jones tract and directed ABHR to send a letter to the developers of 7C Jones informing them that the District will not be able to serve them.

Ms. Grant stated that one-year warranty inspection for the Woodedge Village sanitary sewer and manhole rehabilitation project was conducted on June 25, 2024 and no deficiencies were found, so B&W issued an acceptance certificate, a copy of which is attached to the engineer's report. She stated that RWC requested B&W reconfirm that all of the curb markers were installed.

Ms. Grant stated that the one-year warranty inspection for the lift station no. 5 project was conducted on July 11, 2024, and B&W prepared a punch list for the contractor, a copy of which is attached to the engineer's report.

OPERATIONS REPORT, INCLUDING CUSTOMER CORRESPONDENCE

Mr. Lee updated the Board on the status of the District's facilities after Hurricane Beryl. He stated that there were issues with the generator at the wastewater treatment plant and discussed previous issues with the generator at water plant no. 3. Mr. Lee recommended the Board include replacement generators in the upcoming bond application and the Board concurred with his recommendation.

Mr. Lee reviewed the Greens Bayou E. coli report acknowledging samples taken in July, 2024, a copy of which is attached.

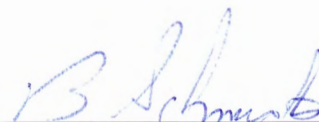
Mr. Lee reviewed a request from account no. 1-30-03670-03 requesting a bill adjustment for high water and sewer bills from November, 2023, to June, 2024, due to a leaking toilet.

After review and discussion, Director Brooks moved to deny the request for a bill adjustment for account no. 1-30-03670-03, but authorize RWC to offer a three-month payment plan. Director Schmidt seconded the motion, which passed unanimously.

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

(SEAL)



  
Secretary, Board of Directors

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