

MINUTES
EMERALD FOREST UTILITY DISTRICT

August 27, 2024

The Board of Directors (the "Board") of Emerald Forest Utility District (the "District") met in special session, open to the public, on the 27th day of August, 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 either in person or on the telephone were 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

There were no comments from the public.

OPERATIONS REPORT, INCLUDING CUSTOMER CORRESPONDENCE

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. 1-30-00745-00 requesting a bill adjustment for a high water and sewer bill in August, 2024, due to a pool fill.

Mr. Lee reviewed a request from account no. 1-30-05135-04 requesting a bill adjustment for a high water and sewer bills in July and August, 2024, due to a leaking toilet.

Mr. Lee reviewed a request from account no. 1-30-08225-04 requesting a bill adjustment for a high water and sewer bill in May, 2024, due to a leak in the front yard.

Mr. Lee discussed the account no. 1-30-50245-02, noting that the property management company has failed to make timely payments per an existing payment plan. He stated that account is now on the delinquent list. The Board considered

authorizing ABHR to send correspondence to the property management company stating that the delinquent amount must be paid in full by September 6, 2024, or the account will be terminated for nonpayment on September 9, 2024.

The Board reviewed correspondence from a customer requesting the District adopt a formal policy on the assessment of late fees, a copy of which is attached. After discussion, the Board took no action.

After review and discussion, Director Brooks moved to (1) deny the request for a bill adjustment for account no. 1-30-00745-00, but authorize RWC to offer a three-month payment plan, plus the current month's bill as it becomes due; (2) deny the request for a bill adjustment for account no. 1-30-05135-04, but authorize RWC to offer a three-month payment plan, plus the current month's bill as it becomes due; (3) credit the excess sewer charge for account no. 1-30-08225-04 and authorize RWC to offer a three-month payment plan, plus the current month's bill as it becomes due; and (4) authorize ABHR to send correspondence to the property manager for account no. 1-30-50245-02, as discussed. Director Schmidt seconded the motion, which passed unanimously.

SECURITY SERVICES REPORT

The Board reviewed the July 2024 security services report from the HCSO, a copy of which is attached.

ENGINEERING MATTERS

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

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

The Board reviewed a letter from the TCEQ regarding enforcement action resulting from the notice of violation received on February 13, 2024, including an administrative penalty in the total amount of \$1,020.00, a copy of which is attached. The Board reviewed the proposed agreed order, which lowers the administrative penalty to \$816.00 if the District complies with the ordering provisions within the specified time frames.

The Board discussed the ordering provisions. Mr. Lee stated that RWC will conduct the required testing. The Board discussed the acquisition of sanitary control easements from all property owners with 150' of water well no. 2 and directed B&W to coordinate the preparation of legal descriptions for the necessary sanitary control easements. The Board considered delegating authority to Director High to approve offer amounts for the acquisition of the sanitary control easements.

After review and discussion, Director Dillard moved to (1) delegate authority to Director Dillard to approve the payment of the administrative penalty to the TCEQ and execute the proposed agreed order; and (2) delegate authority to Director High to approve offer amounts for the acquisition of the sanitary control easements. Director Schmidt seconded the motion, which passed unanimously.

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 provided 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 to the owner on August 27, 2024, copies of which are attached to the engineer's report.

Ms. Grant stated that B&W received and reviewed plans for a fire sprinkler line for the 7 Day Tire & Wheel located at 12026 Jones Road and provided a plan review letter on August 19, 2024, a copy of which is attached to the engineer's report.

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 did not have any Pay Estimates or Change Orders from Texas Pride Utilities, LLC for the Board's approval.

DEEDS, EASEMENTS, AND/OR CONSENTS TO ENCROACHMENT

There was no discussion on this agenda item.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN ("CIP")

Ms. Grant stated that the next quarterly update to the CIP will be presented at the October special meeting.

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. Grant stated that B&W received the draft Third Addendum to Water Supply and Waste Disposal Contract with Cy-Fair Independent School District ("Cy-Fair ISD") from ABHR on August 12, 2024, which B&W is reviewing.

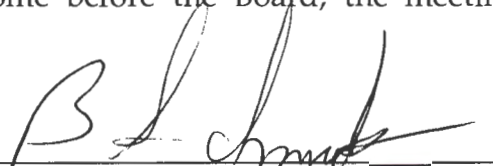
Ms. Grant stated that Cy-Fair ISD has requested a will-serve letter, which is required to begin the Harris County plan review process for renovations to Old Windfern High School. She also stated that Cy-Fair ISD submitted plans for a new fire water line connection and proposed grease trap as part of the renovations to Old Windfern High School, which B&W is reviewing.

The Board concurred to discuss the organization of the Board at the next regular meeting.

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

(SEAL)




Secretary, Board of Directors

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