

MINUTES
EMERALD FOREST UTILITY DISTRICT

January 24, 2023

The Board of Directors (the "Board") of Emerald Forest Utility District (the "District") met in special session, open to the public, on the 24th day of January, 2023, at the offices of AEI Engineering, a Baxter & Woodman Company, 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/Investment Officer
Donald F. Brooks	Assistant Vice President
DeWayne High	Assistant Secretary

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

Also present at the meeting in person or by telephone were Robert Camp, Linda Camp, and Deanna Brooks, residents of the District; Tally Jenkins of Woodedge Village Community Association ("Woodedge HOA"); Angie Hartwell of Touchstone District Services; Sergeant William Greer of the Harris County Sheriff's Office ("HCSO"); Brian Toldan of McCall Gibson Swedlund Barfoot PLLC; Lonnie Lee of Regional Water Corporation; Sherry Grant and Robel Giachero of AEI Engineering, a Baxter & Woodman Company ("AEI"); and Katie Sherborne and Jennifer Ramirez of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

There were no comments from the public.

DISCUSS REQUEST FROM WOODEDGE HOA REGARDING GARBAGE COLLECTION SERVICES

Ms. Camp addressed the Board regarding the Woodedge HOA's request for the District to take over responsibility for contracting for garbage collection service within Woodedge Village. Discussion ensued.

SECURITY SERVICES REPORT

The Board reviewed the December 2022 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.

APPROVE AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2022

The Board considered approving the District’s audit report for the fiscal year end September 30, 2022. Mr. Toldan reviewed a draft of the report with the Board. After review and discussion, Director Kimball moved to approve the audit report, subject to final review. Director High seconded the motion, which carried unanimously.

2023 OPERATION AND MAINTENANCE TAX ELECTION

Ms. Sherborne discussed procedures related to the 2023 Operation and Maintenance Tax Election.

ADOPT ORDER CALLING 2023 OPERATION AND MAINTENANCE ELECTION

Ms. Sherborne reviewed a proposed Order Calling Operation and Maintenance Tax Election for May 6, 2023. After review and discussion, Director Schmidt moved to adopt the Order Calling Operation and Maintenance Tax Election. Director Kimball seconded the motion, which passed unanimously.

ADOPT RESOLUTION DESIGNATING AN AGENT OF THE SECRETARY OF THE BOARD OF DIRECTORS

Ms. Sherborne reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2023 Operation and Maintenance Tax Election Period. Following review and discussion, Director Schmidt moved to adopt a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2023 Operation and Maintenance Tax Election appointing Jennifer Ramirez as the agent of the Secretary of the Board of Directors to perform the duties of the District’s Operation and Maintenance Tax Election, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District’s official records. Director Kimball seconded the motion, which passed unanimously.

CONSIDER USE OF ELECTRONIC VOTING SYSTEM AND AUTHORIZE NOTICE OF EXEMPTION

Ms. Sherborne discussed exemptions from using electronic voting systems during the 2023 Operation and Maintenance Tax Election. She stated that the basis of the District’s exemption is that the last directors election was cancelled. Following discussion, Director Schmidt moved to authorize the Secretary’s agent to publish Notice of Exemption in a newspaper of general circulation. Director Kimball seconded the motion, which passed unanimously.

SET PAY FOR ELECTION OFFICIALS

The Board discussed pay for election officials during the 2023 Operation and Maintenance Tax Election. Following discussion, Director Schmidt moved to set the pay for election officials at \$19.00 per hour. Director Kimball seconded the motion, which passed unanimously.

AUTHORIZE NOTICE OF ELECTION

Ms. Sherborne reported on requirements to post a Notice of Election. Following discussion, Director Schmidt moved to authorize the Secretary's agent to post the notice as required. Director Kimball seconded the motion, which passed unanimously.

AUTHORIZE NOTICE AND WRIT OF ELECTION

Ms. Sherborne stated that a Notice and Writ of Election is required to be provided to the election officials for the 2023 Operation and Maintenance Tax Election. After discussion, Director Schmidt moved to authorize the Secretary's agent to provide the Notice and Writ of Election to the election officials for the 2023 Operation and Maintenance Tax Election. Director Kimball seconded the motion, which passed unanimously.

AUTHORIZE POSTING OF EARLY VOTING ROSTER AND ELECTION DAY ROSTER

Ms. Sherborne stated that early voting rosters must be posted during the early voting period and an election day roster must be posted for the May 6, 2023, Operation and Maintenance Tax Election. Following review and discussion, Director Schmidt moved to authorize posting of the early voting rosters during the early voting period and the election day roster for the May 6, 2023, Operation and Maintenance Tax Election, as required, and to direct that the rosters be filed appropriately and retained in the District's official records. Director Kimball seconded the motion, which passed unanimously.

ENGINEER'S REPORT

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

SURFACE WATER, CHLORAMINE CONVERSION, AND CHLORINE DISINFECTION CONVERSION

Ms. Grant updated the Board on the status of the North Harris County Regional Water Authority's ("NHCRWA") construction at Water Plant No. 3, as reflected in her report.

FM 1960 LIFT STATION NO. 5

Ms. Grant updated the Board on the status of the FM 1960 lift station no. 5 project, as reflected in her report. She did not have any Pay Estimates or Change Orders from Persons Services Corporation for the Board's approval.

The Board discussed the delay in the delivery of the automatic transfer switch. Ms. Grant stated that the contractor is willing to utilize a temporary generator to power the lift station, but it would be a District cost. After discussion, the Board requested AEI obtain a cost estimate from the contractor for a rental generator.

Ms. Grant stated that the Nexus Park property owner has executed the required electric easement and the easement has been sent to CenterPoint Energy for execution.

FM 1960 WATER AND SANITARY SEWER EXTENSION

Ms. Grant updated the Board on the status of the FM 1960 water and sanitary sewer extension project, as reflected in her report. She did not have any Pay Estimates or Change Orders from D.L. Elliott Enterprises, Inc. for the Board's approval.

WATER AND SANITARY SEWER EXTENSION TO SERVE REPUBLIC BUSINESS CENTER ("RBC") TRACT

Ms. Grant updated the Board on the status of the public water line upsizing project to serve the RBC tract, as reflected in her report. She did not have any Pay Estimates or Change Orders from Aranda Industries LLC ("Aranda") for the Board's approval.

Ms. Grant updated the Board on the status of the public sanitary sewer extension at the wastewater treatment plant site, as reflected in her report. She did not have any Pay Estimates or Change Orders from Aranda for the Board's approval.

Ms. Sherborne stated that ABHR sent a draft Agreement for Maintenance Bond and Warranty to Aranda for review and execution. She stated that Aranda has requested that the start date for the extended maintenance period begin on the date the line was put into service, which was August 2, 2021. After discussion, the Board concurred to utilize August 2, 2021 as the start date for the extended maintenance period.

CYPRESS NORTH HOUSTON ROAD (LOUEDD ROAD) WIDENING

There was no discussion on this agenda item.

WOODEDGE VILLAGE SANITARY SEWER REHABILITATION

Ms. Grant updated the Board on the status of the Woodedge Village sanitary sewer and manhole rehabilitation project, as reflected in her report. She did not have any Pay Estimates or Change Orders from T. Gray Utility & Rehab Co., LLC for the Board's approval.

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.

CYPRESS GLEN SANITARY SEWER REPAIR PROJECT

Ms. Grant updated the Board on the status of the design of the sanitary sewer and manhole rehabilitation project for Cypress Glen, as reflected in her report.

UPDATE ON WASTE DISCHARGE PERMIT RENEWAL APPLICATION

Ms. Grant updated the Board on the status of the preparation of the wastewater treatment plant permit renewal application.

DEEDS, EASEMENTS, AND/OR CONSENTS TO ENCROACHMENT

There was no discussion on this agenda item.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN ("CIP")

Mr. Giachero reviewed the updated CIP, a copy of which is attached.

OTHER ENGINEERING MATTERS

Ms. Grant updated the Board on the status of the wastewater treatment plant permit renewal application.

Ms. Grant updated the Board regarding the preparation of the renewal applications for the District's general operating permits related to the storage of hazardous materials for water plant no. 2, water plant no. 3, and the wastewater treatment plant.

2023 OPERATION AND MAINTENANCE TAX ELECTION (CONT'D)

Ms. Hartwell reported on Touchstone's activities related to the 2023 Operation and Maintenance Tax Election.

PETITION FOR ADDITION OF CERTAIN LAND AND PETITION FOR CITY
CONSENT TO ANNEX LAND

There was no discussion on this agenda item.

OPERATIONS REPORT, INCLUDING CUSTOMER CORRESPONDENCE

Mr. Lee reviewed the Greens Bayou E. coli report acknowledging samples taken in December, 2022, and January, 2023, a copy of which is attached.

In response to an inquiry from the Board, Mr. Lee updated the Board on the status of the installation of District's smart meters.

DISCUSS REQUEST FROM WOODEDGE HOA REGARDING GARBAGE
COLLECTION SERVICES (CONT'D)

The Board discussed the request from the Woodedge HOA.

After discussion, Director Dillard moved to enter into a contract for garbage collection services for Woodedge Village for a term beginning on June 1, 2023. 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
Vice President

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