

MINUTES  
EMERALD FOREST UTILITY DISTRICT

January 23, 2024

The Board of Directors (the "Board") of Emerald Forest Utility District (the "District") met in special session, open to the public, on the 23rd day of January, 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, thus constituting a quorum.

Also present at the meeting were Merrill Willgrubs of BD Realty Advisors on behalf of Harris County Emergency Services District No. 13 ("ESD 13"); Sergeant William Greer of the Harris County Sheriff's Office ("HCSO"); 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.

PUBLIC COMMENTS

There were no comments from the public.

SECURITY SERVICES REPORT

The Board reviewed the December 2023 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.

ENGINEER'S REPORT

Mr. Willgrubs introduced himself and stated that ESD 13 is under contract to purchase an approximately 10-acre tract on Barely Lane for the construction of administration buildings and potentially certain training facilities. He reviewed preliminary plan information, a copy of which is attached. Mr. Willgrubs stated that there is currently no water and sewer service to the tract, which is located outside the boundaries of the District, and ESD 13 is requesting the District investigate the feasibility of providing service to the tract. He stated that ESD 13 has prepared the required deposit for preparation of a feasibility study. After review and discussion, Director High moved

to authorize B&W to prepare a feasibility study, subject to receipt of the required deposit. Director Kimball seconded the motion, which passed unanimously.

The Board discussed the timeline for preparation of the feasibility study and whether to require annexation of the tract into the boundaries of the District. After review and discussion, Director Dillard moved to (1) authorize Directors Dillard and Kimball to approve the draft feasibility study outside of a Board meeting if necessary; and (2) direct that B&W prepare the feasibility study with the tract remaining outside the boundaries of the District in lieu of requiring annexation. Director Schmidt seconded the motion, which passed unanimously.

Ms. Grant reviewed the engineer's report, a copy of which is attached. She updated the Board on the status of preparation of the bond application.

#### SURFACE WATER, CHLORAMINE CONVERSION, AND BLEACH DISINFECTION CONVERSION

Ms. Grant stated that there were no updates on the preparation of a revised payment request and missing documentation by the North Harris County Regional Water Authority and AECOM.

#### 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 Cy-Fair Independent School District ("Cy-Fair ISD") has requested the District authorize the installation of separate irrigation meters within their development after the existing master meter. She stated that Cy-Fair ISD would like to report the amount of irrigation usage each month in order to receive a credit on the sewer portion of their bill for the irrigation usage. After discussion, the Board concurred to deny the request.

Ms. Grant also reminded the Board that an amendment to the Water Supply and Waste Disposal Contract with Cy-Fair ISD is still necessary to address a land swap and the sale of a portion of the property in 2019/2020. She stated that the engineer for Cy-Fair ISD will be providing the necessary acreage and exhibits in order to ensure all Cy-Fair ISD property is correctly included in a contract amendment. The Board then discussed the ownership of the Perry Road lift station which serves the Cy-Fair ISD property, noting certain maintenance issues

that need to be addressed. The Board concurred to include specific terms regarding the ownership and maintenance responsibilities of the Perry Road lift station in a future contract amendment.

Ms. Grant discussed the 1.345-acre Kensinger-Donnelly tract and stated that she will inform the owner of the tract that the District will require the installation of one large grease trap sized for all three existing buildings. Ms. Grant stated that the properties have tied into the District's sanitary sewer system but have not yet completed the necessary steps to tie into the District's water distribution system, including plugging the private well. Mr. Lee noted that the three existing businesses are not yet being charged for utility service. After discussion, the Board directed RWC to begin charging all three buildings for water and sewer service beginning in February, 2024.

Ms. Grant presented the draft feasibility study report for the proposed multi-family development located on a 6.2-acre tract at the northeast corner of Jones Road and Woodedge Drive, a copy of which is attached. She estimated that the usage for the development is 70,560 gallons per day for water and 49,000 gallons per day for wastewater. Ms. Grant noted that the District does have sufficient water and sanitary sewer capacity to serve the proposed development. She reported that the District does not have public utility lines in the vicinity of the tract so the construction of water and sanitary sewer lines will be necessary to serve the tract. She reviewed two options for such utility extensions, one of which calls for a public sanitary sewer line. After discussion, the Board concurred to require that the sanitary sewer line be public. After review and discussion, Director Dillard moved to approve the feasibility study, subject to finalization and revised as discussed. Director Schmidt seconded the motion, which passed unanimously. Ms. Grant stated that B&W will revise the draft feasibility study and provide it to the developer for review and approval by the end of the following week. The Board also requested that B&W expedite the completion of the annexation application for submittal to the City of Houston.

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

#### UPDATES TO EMERGENCY PREPAREDNESS PLAN ("EPP") AND EMERGENCY RESPONSE PLAN ("ERP")

Ms. Grant stated that B&W is finalizing the ERP and EPP for filing with the appropriate entities.

SERVICE LINE INVENTORY FOR LEAD AND COPPER RULE COMPLIANCE

Ms. Grant updated the Board on the preparation of the service line inventory for the Lead and Copper Rule compliance program.

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

Ms. Grant updated the Board on the status of preparation of the exception request for the missing documentation for water well no. 2. She stated that she anticipates submitting the exception request to the TCEQ by the end of January.

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.

OTHER ENGINEERING MATTERS

Ms. Grant reported that the general operating permits related to the storage of hazardous materials for water plant no. 2, water plant no. 3, and the wastewater treatment plant will expire on March 13, 2024 and requested authorization to begin work on the permit renewals. After review and discussion, Director Dillard moved to authorize B&W to proceed with obtaining the required permit renewals. Director Brooks seconded the motion, which passed unanimously.

OPERATIONS REPORT, INCLUDING CUSTOMER CORRESPONDENCE

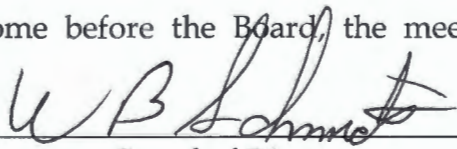
Mr. Lee reviewed the Greens Bayou E. coli report acknowledging samples taken in January, 2024, a copy of which is attached.

Director Schmidt stated that he attended a seminar on security at the Association of Water Board Directors winter conference and he would like to invite Today's Integration, Inc. ("T.I.") to attend a Board meeting to give a presentation to the Board. After discussion, the Board concurred to invite T.I. to give a presentation to the Board at the February special meeting.

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

(SEAL)



  
Secretary, Board of Directors

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