

MINUTES
EMERALD FOREST UTILITY DISTRICT

December 9, 2024

The Board of Directors (the "Board") of Emerald Forest Utility District (the "District") met in regular session, open to the public, on the 9th day of December, 2024, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2600, Houston, Texas, 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	Asst. Vice President
DeWayne High	Assistant Secretary

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

Also present at the meeting were Michael Willett of Touchstone District Services; Luly Stripling of District Data Services, Inc.; Robel Giackero of Baxter & Woodman, Inc. ("B&W"); Lonnie Lee of Regional Water Corporation ("RWC"); Debbie Arellano of Bob Leared Interests; and Katie Sherborne and Jennifer Ramirez of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

There were no comments from the public.

APPROVE MINUTES

The Board considered approving the minutes of the November 11, 2024, regular meeting and the November 26, 2024, special meeting. After review and discussion, Director High moved to approve the minutes of the November 11, 2024, regular meeting and the November 26, 2024, special meeting, as submitted. Director Schmidt seconded the motion, which passed by a vote of 3-0, with Director Dillard absent from the meeting.

REORGANIZE THE BOARD AND ELECT OFFICERS

The Board tabled discussed on this agenda item.

AUTHORIZE FILING OF DISTRICT REGISTRATION FORM WITH TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ("TCEQ")

The Board tabled discussion on this agenda item.

WEBSITE AND COMMUNICATION MATTERS

Mr. Willett reviewed the website and communication report, a copy of which is attached.

GARBAGE COLLECTION MATTERS

There was no discussion on this agenda item.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Arellano presented the monthly tax report, a copy of which is attached. She stated that 7.2% of the District's 2024 taxes were collected as of November 30, 2024. Ms. Arellano then reviewed the District's delinquent tax roll.

The Board reviewed the delinquent tax report provided by Perdue, Brandon, Fielder, Collins & Mott, LLP, a copy of which is attached.

After review and discussion, Director Schmidt moved to approve the tax report and payment of the tax bills. Director High seconded the motion, which passed by a vote of 3-0, with Director Dillard absent from the meeting.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Stripling 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 High moved to approve the bookkeeper's report and payment of the bills. Director Schmidt seconded the motion, which passed by a vote of 3-0, with Director Dillard absent from the meeting.

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") WINTER CONFERENCE

The Board generally discussed the Board's Travel Reimbursement Guidelines and Director expenses for the AWBD winter conference.

REVIEW AND UPDATE EMINENT DOMAIN REPORT TO THE TEXAS COMPTROLLER

Ms. Sherborne reported ABHR has filed the District's Eminent Domain Authority Annual Report with the Comptroller of the State of Texas.

OPERATION OF DISTRICT FACILITIES

Mr. Lee presented the operations report from RWC, a copy of which is attached. He reported on routine maintenance and repair items in the District. He stated that water accountability for the prior billing cycle was 88.6%.

Mr. Lee updated the Board on the District's lead and copper service line inventory (the "Lead & Copper Inventory"), as reflected in the operator's report. Discussion ensued and the Board concurred to post the following notice to the public as part of these minutes:

The District has completed the Lead & Copper Inventory as required by the Environmental Protection Agency. Through records research and field investigation of the distribution system, it has been determined that the system has no lead service lines or galvanized lines requiring replacement service lines. If you would like a copy of the Lead & Copper Inventory, please submit your request to emeud000@txdistricts.info.

After review and discussion, Director Schmidt moved to (1) approve the operator's report; and (2) approve the District's Lead & Copper Inventory, make a copy of the Inventory available by request submitted to emeud000@txdistricts.info and post notice of the availability of the inventory in these minutes, as stated above. Director High seconded the motion, which passed by a vote of 3-0, with Director Dillard absent from the meeting.

AMEND DISTRICT RATE ORDER

The Board tabled discussion on this agenda item.

HEARING REGARDING TERMINATION OF WATER AND SEWER SERVICE

The Board conducted a hearing on the termination of water and sewer service to delinquent accounts. Mr. Lee stated that the residents on the list were delinquent in payment of their water and sewer bills and had been given written notification prior to the meeting of the opportunity to appear before the Board to explain, contest, or correct the utility service bills and to show reason for nonpayment, all in accordance with the District's Rate Order. After discussion, Director Schmidt moved that, because the customers on the list were neither present at the meeting nor had presented any written statement on the matter, water and sewer service for accounts totaling \$10 or more would be terminated the following week in accordance with the District's Rate Order, except (i) accounts in compliance with payment agreements, and (ii) commercial accounts, which are to be contacted first by RWC and then terminated the following Monday if payment has not been received. Director High seconded the motion, which passed by a vote of 3-0, with Director Dillard absent from the meeting.

ENGINEERING MATTERS

Mr. Giackero reviewed the engineer's report, a copy of which is attached.

FEASIBILITY STUDIES, PLAN REVIEWS, AND SERVICE REQUESTS

Mr. Giackero updated the Board on the status of the pending plan reviews and service requests, as reflected in his report.

Mr. Giackero stated that B&W received revised plans for the proposed renovations of the Old Windfern High School on December 4, 2024, which B&W is reviewing.

Mr. Giackero stated that B&W and RWC will conduct a site visit to the third building located on the 1.345-acre Kensinger-Donnelly tract on December 11, 2024, to determine if a grease trap will be required for the business.

Mr. Giackero stated that B&W reviewed the plans for the proposed expansion of Cypress Creek Fire Station No. 24 and issued a plan review letter on December 3, 2024, a copy of which is attached to the engineer's report. He stated that B&W also issued the will-serve letter, a copy of which is attached to the engineer's report, as previously authorized by the Board.

CYPRESS GLEN SANITARY SEWER REPAIR PROJECT

Mr. Giackero updated the Board on the status of the sanitary sewer and manhole rehabilitation project for Cypress Glen, as reflected in his report. He did not have any Pay Estimates or Change Orders from Texas Pride Utilities, LLC for the Board's approval.

Director Dillard entered the meeting.

UPDATE REGARDING EXCEPTION REQUESTS FROM TCEQ AND COMPLIANCE WITH ENFORCEMENT ORDER

Mr. Giackero stated that the TCEQ has signed the Agreed Order, a copy of which is attached to the engineer's report. He reviewed the order requirements, including deadlines for completion.

DEEDS, EASEMENTS, AND/OR CONSENTS TO ENCROACHMENT

There was no discussion on this agenda item.

OTHER ENGINEERING MATTERS

Mr. Giackero stated that B&W is finalizing the revised project plans,

including the variance approval, for submittal to the City for the FM 1960 water and sanitary sewer extension project.

Mr. Giackero reviewed B&W's new schedule of hourly rates, effective January 1, 2025, a copy of which is attached to the engineer's report.

UPDATE ON PREPARATION OF BOND APPLICATION

Mr. Giackero updated the Board on the preparation of the District's bond application, as reflected in his report.


ATTORNEY'S REPORT

There was no discussion on this agenda item.

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

(SEAL)




Secretary, Board of Directors

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