

MINUTES  
EMERALD FOREST UTILITY DISTRICT

February 10, 2025

The Board of Directors (the "Board") of Emerald Forest Utility District (the "District") met in regular session, open to the public, on the 10<sup>th</sup> day of February, 2025, 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, thus constituting a quorum.

Also present at the meeting were Jared Welsh of Masterson Advisors LLC; Danae DeHoyos 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 January 13, 2025, regular meeting and the January 28, 2025, special meeting. After review and discussion, Director High moved to approve the minutes of the January 13, 2025, regular meeting and the January 28, 2025, special meeting, as submitted. Director Schmidt seconded the motion, which passed unanimously.

WEBSITE AND COMMUNICATION MATTERS

Ms. DeHoyos reviewed the website and communication report, a copy of which is attached.

GARBAGE COLLECTION MATTERS

There was no discussion on this agenda item.

## RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

Mr. Welsh reviewed an analysis of the optional tax rate exemptions the District may offer, a copy of which is attached. He noted that the District granted a homestead exemption of \$25,000 for disabled persons or persons over 65 years of age and a 15% residential homestead exemption for the 2024 tax year.

The Board discussed the optional tax rate exemptions. After review and discussion, Director Brooks moved to adopt a Resolution Concerning Exemptions From Taxation providing for the exemption from ad valorem taxation of \$30,000 of the appraised value of residence homesteads of individuals who are disabled or are sixty-five years of age or older and 20% of the total appraised value of residential homesteads and direct that the Resolution be filed appropriately and retained in the District's official records. Director Dillard 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 91.7% of the District's 2024 taxes were collected as of January 31, 2025. Ms. Arellano then reviewed the District's delinquent tax roll.

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

## DISCUSS ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") WINTER CONFERENCE, REIMBURSEMENT OF ELIGIBLE EXPENSES, AND ATTENDANCE AT SUMMER CONFERENCE

The Board considered approving reimbursement to the directors for eligible expenses incurred in attending the AWBD winter conference and authorizing attendance at the AWBD summer conference. After review and discussion, Director Schmidt moved to approve reimbursement of the AWBD winter conference expenses and to authorize attendance of Board members at the AWBD summer conference. Director High seconded the motion, which passed unanimously.

## 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 unanimously.

## 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 86.5%.

Mr. Lee updated the Board on the status of the repair of the sanitary sewer line on Ridge Run Drive.

After review and discussion, Director High moved to approve the operator's report. Director Schmidt seconded the motion, which passed unanimously.

## 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 High 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 Schmidt seconded the motion, which passed unanimously.

## 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 reviewed the revised plans for the proposed expansion of Cypress Creek Fire Station No. 24 and provided a letter of no objection on February 6, 2025, a copy of which is attached to the engineer's report.

Mr. Giackero stated that the District received a request from Greg Leger with Brooks & Sparks, Inc. for a plan review for a proposed renovation of the Cypress-Fairbanks Independent School District's ALC East building on February 4, 2025. He stated that B&W informed Mr. Leger of the District's plan review

process, including the required deposit. Mr. Giackero stated that the deposit was submitted, so B&W is commencing with the plan review.

#### 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 stated that the contractor has completed almost all of the punch list items. Mr. Giackero did not have any Pay Estimates or Change Orders from Texas Pride Utilities, LLC for the Board's approval.

#### UPDATE REGARDING EXCEPTION REQUESTS FROM TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ("TCEQ") AND COMPLIANCE WITH ENFORCEMENT ORDER

Mr. Giackero updated the Board on the TCEQ's review of the District's exception requests required in the TCEQ enforcement order. He stated that, based on the review timeline provided by the TCEQ plan review section, a copy of which is attached to the engineer's report, the review will not be completed by the deadlines included in the TCEQ enforcement order. Mr. Giackero stated that B&W will submit a request for an extension to the deadlines to the enforcement division.

#### WASTEWATER TREATMENT PLANT GENERATOR REPLACEMENT PROJECT

Mr. Giackero updated the Board on the status of design of the wastewater treatment plant generator replacement project.

#### GREEN CREEK LIFT STATION GENERATOR REPLACEMENT PROJECT

Mr. Giackero updated the Board on the status of design of the Green Creek lift station generator replacement project.

#### FUTURE CAPITAL PROJECTS AND FUNDING FOR SAME

The Board discussed the capital projects included on the District's Capital Improvement Plan for the 2025 year. The Board discussed funding options for the proposed capital projects, including the use of available surplus capital projects funds. After discussion, the Board tabled discussed on the projects.

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

There was no discussion on this agenda item.

OTHER ENGINEERING MATTERS

There was no discussion on this agenda item.

UPDATE ON 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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