

**EMERALD BAY MUNICIPAL UTILITY DISTRICT**  
**FINAL AND APPROVED**  
**MINUTES OF REGULAR MEETING**  
**AUGUST 14, 2013**

The Board of Directors of the Emerald Bay Municipal Utility District met in regular session on Wednesday, August 14, 2013, at 10:00 a.m. at the District's Office, 155 LaSalle Drive, Bullard, TX 75757. Present were Directors Bill Harris, Deena Johnson, Paul Randolph, and Loretta Woodall. Director Dwight Cole was excused. District Clerk, Dawn Smith, and three (3) residents were in attendance.

Director Harris called the meeting to order at 10:10 a.m. and asked for comments on the Minutes of the July 15, 2013 (Regular) meeting. **Director Randolph made a motion to approve the Minutes of July 15 as written. Upon second (Woodall), the Minutes were approved by unanimous consent.**

President Harris advised that Treasurer Cole was out of town and the financial information for July and August will be covered in the September meeting.

District Clerk, Dawn Smith, advised that 19 past due letters were mailed on August 5 totaling \$2,385.93 and eight (8) accounts remain unpaid totaling \$813.27. Any accounts not paid in full by August 26 will be disconnected. As a courtesy, Director Woodall will contact any customers with past due accounts prior to disconnection of service.

Director Harris gave an update on operations noting:

- 1) Installed a new card in the SCADA system for Well #1.
- 2) Had problem with one of the blowers at the wastewater plant.
- 3) Pumping levels are down on our water wells due to continuing drought conditions.
- 4) The Infrastructure Group met regarding best means of communicating with residents about requirements for 2013 water distribution project; i.e. access agreements.

President Harris convened to closed session at 11:00 a.m. to discuss personnel policies for PTO, vacation and sick days.

**President Harris reconvened the regular open meeting at 11:24 a.m. Director Harris made a motion to (1) eliminate the District's current PTO (paid time off) policy as of August 31, 2013; (2) instigate a sick leave policy allowing each employee 3 sick days per year based on anniversary (hire date); and (3) establishing a vacation policy allowing one week after one full year of service, 2 weeks after two full years of service, and 3 weeks after 7 full years of service. Employees must**

**request vacation time at least 2 weeks in advance of vacation start date. Upon second (Johnson), the motion was approved by unanimous consent.**

**Director Harris made a motion to hire one additional trainee to assist in the upcoming 2013 water distribution project. Upon second (Johnson), the motion was approved by unanimous consent.**

There being no further action or business to be discussed, the meeting was adjourned at 11:41 a.m. upon motion duly made (Randolph) and seconded (Johnson).

Respectfully submitted,

\_\_\_\_\_  
Deena M. Johnson  
Secretary

\_\_\_\_\_  
William F. Harris  
President

Attachments:

Past Due Accounts Report for 8/14/13

Personnel Policy Revisions-PTO/Sick days/Vacation

**THE STATE OF TEXAS §**

**COUNTY OF SMITH §**

**BEFORE ME**, the undersigned authority, on this day personally appeared William F. Harris and Deena M. Johnson, President and Secretary, respectively, of the Emerald Bay Municipal Utility District; known to me to be the persons whose names are subscribed to the foregoing.

**SUBSCRIBED TO AND SWORN TO** before me, under my official hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Notary Public in and for the State of Texas