



**Emerald Bay Municipal Utility District Regular Meeting Minutes**  
**Monday, January 20, 2025 4:45 PM**

Emerald Bay Municipal Utility District Regular Session Minutes Monday, January 20, 2025, 4:45 PM.

The Emerald Bay Municipal Utility District Board of Directors met at the District Office, 155 LaSalle Road, Bullard, TX 75757. Directors Cayla Washburn, Steve Young, Bill Harris, and Becky Kirkpatrick were present. Business Manager Laurie Threet was also in attendance. Director Inge Grant was excused due to illness.

President Harris called the meeting to order at 4:45 PM.

Director Young made a motion to approve the Regular Session Minutes of December 11, 2024, as presented. Director Washburn seconded and the motion was approved unanimously.

Ms. Threet presented revisions to the Financial Report covering the 2025 Fiscal Year Budget as discussed at the meeting on December 11, 2024. Noted changes included adjustments for increased insurance premiums for both the water and sewer, fence repairs, increased utility rates, and a new PH meter. The proposed budget increased by \$67,702.00. Director Washburn made a motion to accept after inspection and Director Young seconded. The motion was approved unanimously.

President Harris presented the Operations Report, noting that the new bagger building is operational and new security cameras are in place. The plan for the new storage tanks is moving forward, however, he noted that the tank lead time is currently over 12 months. The replacement sewer pipe for bridge #8 is installed but not yet connected or pressure tested.

President Harris made a motion to accept the proposed revisions to District Ordinances sections 2.13 and 2.14. Director Young seconded, and the motion passed unanimously.

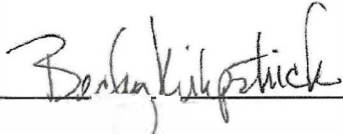
President Harris made a motion to accept the meeting guidelines as presented. Director Washburn seconded, and the motion passed unanimously.

The Board of Directors then adjourned to Executive Session at 5:20 PM for the discussion of potential legal issues.

The Board of Directors reconvened to Open Session at 6:31 PM, and with there being no further business, Director Harris adjourned the meeting at 6:32 PM.

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William F. Harris  
President



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Beck Kirkpatrick  
Secretary

Attachments:

Budget Revisions - Second Quarter

District Ordinances revisions Section 2.13 & Section 2.14

Emerald Bay Municipal Utility District Board Meeting Procedures

# Budget Revisions - Second Quarter

Use Profit & Loss vs Actual Report from First Quarter to Complete

GL	Original Budget Qtr 1	Actual Totals Qtr 1	Difference	Original Budget Qtr 2	New Budget Qtr 2	Increase/Decrease Qtr 2
Ins 420107	Total 8,351.70 Oct Nov Dec	Total 10,433.36 Oct Nov Dec	-2,081.66	Total 0.00 Jan Feb Mar	Total 2,100.00 Jan Feb Mar	2,100.00
Off-Coll 420112	Total 6,119.51 Oct Nov Dec	Total 7,649.46 Oct Nov Dec	-1,529.95	Total 6,404.87 Jan Feb Mar	Total 8,404.87 Jan 4,100.85 Feb 1,737.54 Mar 2,566.48	2,000.00
Off-Pay 420113	Total 11,976.61 Oct Nov Dec	Total 12,774.91 Oct Nov Dec	-798.30	Total 11,920.00 Jan Feb Mar	Total 13,520.00 Jan 4,142.55 Feb 4,768.00 Mar 4,609.45	1,600.00
Chlor-Supp 430101	Total 521.84 Oct Nov Dec	Total 1,334.05 Oct Nov Dec	-812.21	Total 1,087.44 Jan Feb Mar	Total 2,702.44 Jan 1,856.00 Feb 807.50 Mar 807.50	1,615.00
Test 430103	Total 1,134.20 Oct Nov Dec	Total 3,545.03 Oct Nov Dec	-2,410.83	Total 1,182.57 Jan Feb Mar	Total 5,793.57 Jan 1,931.19 Feb 1,931.19 Mar 1,931.19	4,611.00
Grounds 440125	Total 524.51	Total 7,690.61	-7,166.10	Total 159.27	Total 7,359.27	7,200.00



Test	630103	Total	177.21	Total	974.19	-796.98	Total	410.07	Total	1,360.07	950.00
		Oct					Jan		Jan	453.35	
		Nov					Feb		Feb	453.35	
		Dec					Mar		Mar	453.35	

Pump Rep	640145	Total	46.45	Total	549.39	-502.94	Total	0.00	Total	750.00	750.00
		Oct					Jan		Jan	575.00	
		Nov					Feb		Feb	125.00	
		Dec					Mar		Mar	50.00	

Wat-Int	690101	Total	19,336.46	Total	20,141.07	-804.61	Total	19,504.00	Total	21,104.00	1,600.00
		Oct					Jan		Jan	7,519.00	
		Nov					Feb		Feb	6,792.50	
		Dec					Mar		Mar	6,792.50	

Payroll	640200	Total	13,186.94	Total	31,980.64	-18,793.70	Total	21,499.38	Total	42,799.38	21,300.00
		Oct					Jan		Jan	25,602.79	
		Nov					Feb		Feb	8,598.29	
		Dec					Mar		Mar	8,598.30	

Total Increase 67,702.00

Dep	440900	Total								45,440.00	
Dep	640900	Total								90,210.00	

Off-Pay	420113	Total	11,976.61	Total	12,774.91	-798.30					
Off-Pay	620113	Total	11,976.59	Total	12,774.89	-798.30					
Payroll	640200	Total	13,186.94	Total	31,980.64	-18,793.70					
Payroll	440200	Total	24,804.56	Total	23,464.02	1,340.54					



(b) To properly abandon, the owner shall conduct the following actions, in the order listed.

- (1) All tanks, boreholes, cesspools, seepage pits, holding tanks, and pump tanks shall have the wastewater removed by a waste transporter, holding a current registration with the executive director.
- (2) All tanks, boreholes, cesspools, seepage pits, holding tanks, and pump tanks shall be filled to ground level with fill material (less than three inches in diameter) which is free of organic and construction debris.

*Adopted May 23, 2001/Effective June 13, 2001*

Existing septic system addresses:

- 1) 106 Williamsburg
- 2) 108 Williamsburg
- 3) 112 South Bay Drive
- 4) 2 Hicks Drive

#### Sec. 2.13 Non-Domestic Waste

The discharge of non-domestic waste to the District's wastewater system is prohibited without compliance inspections and written approval from the District.

#### Sec. 2.14 Industrial Waste

The discharge of industrial waste to the District's wastewater system is prohibited without compliance inspections and written approval from the District.

#### Sec. 2.15 Toxic Wastes

The discharge of toxic wastes to the District's wastewater system is prohibited.

#### Sec. 2.16 Terminations of Water and/or Wastewater Service

- (a) When any applicant for new water service, new wastewater service, transfer of water and/or wastewater service, District required plumbing inspection, requested TRCC building inspection, whether the service is commercial or residential, makes application for any one (1) service or a combination of any of these services, the District will grant temporary water and/or wastewater service to the applicant. In the case of transfer of service, the Customer Service Inspection (CSI) and Backflow Test and Maintenance Reports are required to be completed and on file at the District Office within thirty (30) days of application for permanent service to continue. In the case of new construction or major renovation valued at over \$10,000, reasonable time will be granted up to one (1) year from the date of application for the completion of all required District Plumbing, requested Texas Residential Construction Commission (TRCC) Inspection Reports, Customer Service Inspection Reports, Backflow Test and Maintenance Reports, and Water and Wastewater "TAP" Location Sketches. If

connection on the District's water and wastewater systems to the building or premises served. The wastewater line shall be maintained to prevent infiltration of water to or ex-filtration of wastewater from the wastewater line. Gutters, drains, down-spouts or other sources of rain and stormwater shall not be connected to the plumbing or wastewater line of the building or premises served.

(b) The customer's responsibility to maintain the water and wastewater lines shall begin at the discharge side of the meter or the District's cut-off valve if there is no meter. The District's maintenance responsibility for water service ends at the discharge side of the water meter or the District's cut-off valve if there is no meter. The meter is the property of the District and the homeowner is not permitted to tamper with the meter. (See District Rules Sec. 2.08 (8) on tampering with meters.)

(c) The District's maintenance responsibility for wastewater collection line maintenance ends at the lateral service line tap to the wastewater collection main. The collection mains are defined as those lines represented on the District's collection system maps. (Note: Lateral service lines are not shown on the District's collection system maps.) The homeowner's responsibility begins at the point where the service line connects to the main. It is the responsibility of each homeowner to maintain their service line in proper working condition even if it crosses another person's property.

Sec. 2.06 Water and Wastewater (Sewer) Service Billing (Amended effective August 19, 2019)

(a) Payment of monthly rates for water and sewer services shall be the responsibility of the customer receiving water or sewer services, or both services. The property owner shall be responsible for payment of all fees and charges for water service and sewer service provided to a lot or tract of land regardless of the number of connections and regardless of whether the property is leased to another person.

(b) Residential bills for water service each month shall be computed on the **applicable service period's** usage at rates provided in Schedule A of Chapter 2. The District may levy additional fees in connection with water service for capital improvements or facility expansions.

(c) Residential bills for sewer service each month are outlined in Schedule A of Chapter 2. The District may levy additional fees in connection with sewer service for capital improvements or facility expansions.

(d) A statement of all current and past due fees and charges for water service and sewer service shall be sent to each property owner. The statements shall be mailed on or before the 5<sup>th</sup> day of the month following the month the service is provided.

(e) All bills shall be due when rendered and are delinquent if **full** payment is not received by the District **or its authorized payment agency by 5:00 PM** on the last **business** day of the billing month. **If the due date falls on a holiday or weekend, the due date for payment purposes is the next business day after the due date.**

(1) Emerald Bay Municipal Utility District residents are responsible for paying



their bill each month by the due date or a late fee will be assessed. Customers **are still responsible** for their bill regardless if it is received in the mail or not. Not receiving the bill doesn't excuse residents from paying their utility bills by the due date of the last day of the month.

(f) Any fees and charges for water service or for sewer service provided by the District which remain unpaid on the last **business day of the billing month** shall be considered delinquent. The District shall then send the property owner written notice of the delinquency by certified and/or regular mail. The Notice shall state:

- (1) The name of the property owner and the amount due for services provided by the District;
- (2) That the water or sewer connection **can** be disconnected if the delinquent statement is not paid in full **by the last business day of said notice month.**

(g) The District may disconnect water service or sewer service if:

- (1) A Delinquent statement owed to the District is not paid **by the last business day of the month in which** the property owner receives **the Delinquency Notice** in accordance with this Section.
- (2) If a customer's bill is paid with a check or draft that is not honored by the **bank**, the District may give the customer **ten (10) days'** notice that the bill shall be paid in a form and manner specified in the notice, failing which water and sewer services will be terminated. **The District may offer a deferred payment plan to residential customers who cannot pay an outstanding bill in full but are willing to pay the balance in reasonable installments.** If the bill is not paid in the manner and within the time specified in the **Delinquency Notice**, the customer's water and sewer services may be terminated by the District. In addition, a person who pays a bill with a check or draft that is not honored by the **bank** may be charged **an administrative fee of \$25.00.**
- (3) If the account has not been paid **in full by the last business day of the month in which the customer receives notice of the delinquency, a Termination Notice will be mailed to the property owner stating that water and/or sewer services may be terminated by the District by the end of the month in which the Termination Notice was sent.** A District representative will be directed to disconnect water and/or sewer service on the **date specified in the Termination Notice.** Water service will be disconnected by locking the water meter (see Schedule A for fees and charges **for disconnection and/or reconnection of water service.**) If the District provides only sewer services to the property owner, such sewer service will be disconnected by digging up the sewer tap. The property owner will be billed for actual costs incurred **for the disconnection and/or reconnection of sewer service.**

(h) The remedies provided in this Section are in addition to other remedies provided by law.



**BOARD MEETING PROCEDURES**  
**EMERALD BAY MUNICIPAL UTILITY DISTRICT**  
(Adopted January \_\_, 2025)

**1. MEETINGS**

ALL MEETINGS OF THE BOARD SHALL BE HELD AT 155 LA SALLE DRIVE, BULLARD, TEXAS 75757, UNLESS THE BOARD PRESIDENT, FOR REASONS STATED IN THE NOTICE OF THE MEETING, DESIGNATES ANOTHER PLACE LOCATED IN THE DISTRICT FOR THE MEETING TO BE HELD.

ALL MEETINGS OF THE BOARD SHALL BE OPEN TO THE PUBLIC, UNLESS A CLOSED SESSION IS AUTHORIZED UNDER THE OPEN MEETINGS ACT.

**A. Regular Meetings.** Regular meetings shall be held quarterly on the date and at the time stated in the notice posted for the regular meeting.

**B. Called Meetings.** The Board President or any two members of the Board may call a meeting to consider and act on urgent matters that should not be delayed until the next regular meeting or to hear reports and discuss matters that the Board wishes to explore in detail, including but not limited to a budget or policy workshop. Called meetings shall be on the date and at the time stated in the notice posted for the called meeting.

**C. Emergency Meetings.** The Board President or Vice President may call an emergency meeting only if immediate action is required of the Board because of: (1) an imminent threat to public health and safety, including an imminent threat described herein; or (2) a reasonably unforeseeable situation, including: (A) fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm; (B) power failure, transportation failure, or interruption of communication facilities; (C) epidemic; or (D) riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence. Emergency meetings shall be held on the date and at the time stated in the notice posted for the emergency meeting.

**2. AGENDA**

**A. Preparing the Agenda.** An agenda shall be prepared for each meeting by the District Secretary or District Manager. A Board member may place an item on an agenda by submitting it in writing to the District Secretary or District Manager. Items received at least 24 hours prior to the posting deadline shall be included on the agenda. Items received less than 24 hours prior to the posting deadline may be placed on the agenda or placed on the agenda for the next meeting.

Routine matters to be decided by the Board without discussion or debate may be grouped together and designated as "Consent Agenda" items.

**B. Call to Order.** The presiding officer shall call a meeting to order promptly at the hour stated for the meeting, unless a quorum of the Board is not present. If a quorum is not present for a meeting, then the meeting shall be recessed and the items on the agenda shall be placed on the agenda for the next meeting.

**C. Order Agenda Items are Considered.** The presiding officer may call an item out of order.

**D. Consent Agenda.** Routine items designated as "Consent Agenda" items may be decided by the Board without discussion or debate. However, if a member of the Board requests discussion or debate on any individual item listed as a Consent Agenda item, then the matter shall be considered and decided separately as directed by the presiding officer.

**E. Presentation of Agenda Items.** The presiding officer may present an agenda item or call on another person to present the item. If someone other than a Board member or the District Manager is recognized to present an item, the speaker shall state his or her name, the agency represented, if any, and present the item. The speaker may be questioned by Board members and shall remain until excused by the presiding officer.

**F. Public Participation on Agenda Items.** A member of the public who desires to address the Board regarding an item on the agenda for an open meeting, shall be allowed to address the Board regarding the item. After an item is presented but before the Board discusses or votes on the item, the presiding officer shall identify members of the public who wish to address the Board regarding the item. When a member of the public is recognized by the presiding officer, he or she shall state his or her name, the agency represented, if any, and address the Board regarding the item. A five minute time limit will be imposed on each speaker. Provided however, if more than five members of the public wish to address the Board on an item, then each speaker shall be limited to three minutes, and if more than ten members wish to address the Board on any item, then each speaker shall be limited to two minutes. The presiding officer may ask members of the public not to repeat comments made by other members of the public. The speaker may be questioned by Board members and shall remain until excused by the presiding officer.

UNLESS RECOGNIZED BY THE PRESIDING OFFICER, A MEMBER OF THE PUBLIC SHALL NOT SPEAK NOR OTHERWISE INTERRUPT A MEETING. A MEMBER OF THE PUBLIC WHO CONTINUES TO SPEAK OR INTERRUPTS A MEETING AFTER BEING WARNED BY THE PRESIDING OFFICER MAY BE REMOVED FROM THE MEETING.

**G. Action by the Board in Open Meeting.** After an agenda item has been presented and members of the public have been given an opportunity to address the Board on the matter, then the presiding officer shall ask for a motion on the agenda item. If a motion is made and there is a second from another board member, then the presiding officer shall allow the

comments that a Board member directs to be included in the minutes regarding an agenda item.

The minutes should include the names of guests in attendance, the identity of each guest who speaks to an agenda item, the subject of the agenda item, and a summary of the comments made and action requested.

**B. Preparation and Approval.** The Board Secretary is responsible for preparing and keeping minutes of each open meeting. A draft of the minutes shall be completed and disseminated to each Board member. Discussion and possible approval of the minutes shall be on the agenda at the next regular or called meeting.

**C. Minutes Available to the Public.** The minutes of open meetings are public records and shall be available for public inspection and copying on written request to the Secretary of the Board.<sup>8</sup> Minutes of open meetings shall be published on the District's website.

**D. Certified Agenda of Closed Meeting.** The District shall keep a certified agenda of each closed meeting, except a private consultation with the District's attorney permitted under Section 551.071, Texas Government Code. The certified agenda shall include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and the end of the closed meeting indicating the date and time. The presiding officer shall certify that the agenda is a true and correct record of the proceedings.<sup>9</sup>

The certified agenda of a closed meeting shall be preserved by the District for at least two years. The certified agenda of a closed meeting is available for public inspection and copying only under a court order issued under State law.<sup>10</sup>

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<sup>8</sup>Government Code Section 551.022

<sup>9</sup>Government Code Section 551.104(a) and (b).

<sup>10</sup>Government Code Section 551.104(c)