



MUD Special Session Minutes – November 11, 2025

The Emerald Bay Municipal Utility District Board of Directors held a special session on Tuesday, November 11, 2025, at 1:00 PM at the Emerald Bay Community Church located at 160 LaSalle Road, Bullard, TX.

The following Directors were present: Cayla Washburn, Steve Young, Bill Harris, and Jeff Dean. Director Becky Kirkpatrick was excused. A quorum was present.

President Harris gave a summary of the new ground storage tank project underway at Well Site No. 1, noting that the welding and fabrication portion of the project will be completed by the end of the week ending November 16, 2025. Painting will begin in early December. He then presented Pay Request No. 1 issued by the District Engineering Company, The Brannon Corporation. The pay request reflects Invoice No. 8696 from Tank and Vessel Builders of Baird, Texas in the amount of \$229,838.00. The requested amount represents an earned amount of \$241,935, less the 5% (12,096.75) retainage.

Director Young made a motion to approve the pay request as presented, and Director Dean seconded the motion. The motion was approved by all directors present.

President Harris then presented a request from District Business Manager Laurie Threet to contract with PAYSTAR Services, an online payment and credit card billing service. It will allow rate payers to view and pay their utility bills online if they wish to participate in the service. It was noted that this system does not require any additional cost increase to the District's capital or operating budget.

Director Dean made a motion to approve the PAYSTAR Service as requested by Ms. Threet, and Director Washburn seconded the motion. The motion was approved by all directors present.

At 1:23 PM, the board entered Executive Session to review General Manager - personnel job description modifications proposed by the District's General Counsel. At 1:40 PM, the Board returned to open session, and the following motions were proposed by Director Dean.

1) Approve the General Manager Job Description with the following change.

Under Section "Financial Management," change the wording of the 3rd bullet line from:

- Prepare grant applications, execute grant agreements, and adhere to reporting requirements.

Change to:

- Prepare bond and grant applications, execute bond and grant agreements, and adhere to reporting requirements.

- 2) Appoint President Harris as the Designated Director of the General Manager.

Director Washburn seconded both motions. Both motions were approved by all directors present.

Being no further business, President Harris adjourned the meeting at 1:45 PM.

William Harris, Acting as
Secretary for this meeting

William Harris, President