



**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA - AMENDED\*\***

**TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1  
100 MUNICIPAL DRIVE  
TROPHY CLUB, TEXAS 76262**

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Wednesday, December 13, 2023

6:30 P.M.

Svore Municipal Boardroom

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**REGULAR MEETING AGENDA**

**VIA VIDEOCONFERENCE \*\***

**THE PRESIDING OFFICER AND A QUORUM OF THE BOARD OF DIRECTORS WILL BE PHYSICALLY PRESENT AT, AND MEMBERS OF THE PUBLIC MAY ATTEND, THE MEETING AT THE LOCATION SPECIFIED ABOVE.**

**CALL TO ORDER AND ANNOUNCE A QUORUM**

**CITIZEN COMMENTS**

*This is an opportunity for citizens to address the Board on any matter whether or not it is posted on the agenda. The Board is not permitted to take action on or discuss any comments made to the Board at this time concerning an item not listed on the agenda. The Board will hear comments on specific agenda items prior to the Board addressing those items. You may speak up to four (4) minutes or the time limit determined by the President or presiding officer. To speak during this item, you must complete the Speaker's form that includes the topic(s) of your statement. Citizen Comments should be limited to matters over which the Board has authority.*

**REPORTS & UPDATES**

1. Staff Reports
  - a. Capital Improvement Projects

[Attachment: Staff Report](#)

**CONSENT AGENDA**

*All matters listed as Consent Agenda are considered to be routine by the Board of Directors and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.*

2. Consider and act to approve the Consent Agenda.
  - a. November 15, 2023, Regular Meeting minutes
  - b. November 28, 2023, Special Meeting minutes

[Attachments: November 15, 2023, Regular Meeting minutes](#)

[November 28, 2023, Regular Meeting minutes](#)

**EXECUTIVE SESSION**

3. Pursuant to Section 551.071 of the Texas Open Meetings Act, the Board may consult with its attorney in Executive Session on a matter in which the duty of the attorney to the Governmental Body under the Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act or to seek advice of counsel on legal matters involving pending or contemplated litigation or settlement offers:
  - a. Deliberations pursuant to Section 551.074(a)(1) of the Texas Open Meetings Act regarding appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Appointment of Director.

**REGULAR SESSION**

4. Consider and act to appoint a Director to Place 3 for a term ending in May of 2026.
5. Consider and take appropriate action to appoint two (2) directors to serve on the Audit Committee.
6. Items for future agendas:
7. Next Regular Meeting date – January 17, at 6:30 p.m.

[Attachment: January calendar](#)

**\*THE BOARD RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE MEETING PURSUANT TO THE APPLICABLE SECTION OF SUBCHAPTER D, CHAPTER 551, TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT, WITH RESPECT TO ANY ITEM ON THE AGENDA. NO FINAL ACTION, DECISION OR VOTE WILL BE TAKEN ON ANY SUBJECT OR MATTER IN EXECUTIVE SESSION. THIS NOTICE MODIFIES THE DISTRICT'S PRIOR PRACTICE OF SPECIFICALLY IDENTIFYING ALL AGENDA ITEMS TO BE DISCUSSED IN EXECUTIVE SESSION.**

**ADJOURN**



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## Capital Improvement Projects

- FY 2023 Water Line Project – Final cleanup on Skyline Drive and Lee Court is under way, and this project is complete. The processing of final documentation is in progress.
- Pump Station Improvement Project – Remaining submittals are in-progress, and the contractor is awaiting delivery of equipment and materials. This project is tentatively scheduled to be completed in May 2024 due to the long lead time for VFDs.
- Lift Station Generators – The remaining generators have been delivered and set in place. The contractor will begin completing remaining wiring and start-ups for each site will be scheduled. The anticipated final completion date is April 2024.
- FY 2024 Water Line Project – Design is in progress for the replacement of approximately 7,150 linear feet of water lines along and adjacent to Inverness Drive, Forest Hill Drive, Sonora Drive, Pagosa Court, Palo Duro Court, and Mesa Verde Court.
- WWTP CIP Improvements – Design is in progress for the installation of permanent Clean in Place (CIP) Systems to perform cleaning of the Membrane Bioreactor (MBR) permeate membranes at the Wastewater Treatment Plant (WWTP) including associated tanks, pumps, electrical, and piping; installation of an exhaust fan on the south side of MBRs 1 and 2; and replacement of the backflow preventer vault.
- FY 2024 Wastewater Improvements – Proposals are being obtained to complete recommended rehabilitation and repairs resulting from the annual wastewater system analysis performed in FY 2023.
- FY 2024 Lift Station Improvements – Design is under way of standard details, specifications, and updating of plan sheets for the removal and installation of chain link fence and driveway improvements at Lift Station No. 2; removal and installation of aluminum hatches on check valve vaults at Lift Stations No. 2, 3, and 6; removal and installation of new aluminum hatch on the wet well at Lift Station No. 4; installation of manual valve vault bypass line with quick connect at Lift Stations No. 2, 5, and 6; and installation of davit cranes at Lift Stations No. 2, 3, 4, 5, 6, 7, 8, 9.
- Southlake emergency connection – We are awaiting Southlake to complete a Water Master Plan Update, which is expected to be completed in May 2024.

**REGULAR MEETING MINUTES  
TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1  
BOARD OF DIRECTORS  
November 15, 2023, at 6:30 p.m.**

Trophy Club Municipal Utility District No. 1 Board of Directors, of Denton and Tarrant Counties, met in a regular session meeting on November 15, 2023, at 6:30 p.m., in the Boardroom of the Administration Building, 100 Municipal Drive, Trophy Club, Texas 76262. The meeting was held within the boundaries of the District and was open to the public.

STATE OF TEXAS §  
COUNTIES OF DENTON AND TARRANT §

**BOARD MEMBERS PRESENT:**

Kevin R. Carr President  
Doug Harper Secretary/Treasurer  
William C. Rose Director

**BOARD MEMBERS ABSENT:**

Tracey Hunter Director  
Ben Brewster Vice President

**STAFF PRESENT:**

Alan Fourmentin General Manager  
Laurie Slaght District Secretary  
Mike McMahon Operations Manager  
Steven Krolczyk Finance Manager  
Emily Rodgers General Legal Counsel

**CALL TO ORDER AND ANNOUNCE A QUORUM**

President Carr announced the date of November 15, 2023, called the meeting to order, and announced a quorum present at 6:32 p.m.

**CITIZEN COMMENTS**

There were no citizen comments.

**REPORTS & UPDATES**

1. Staff Reports
  - a. Capital Improvement Projects
  - b. Operations Reports
  - c. Finance Reports

General Manager Alan Fourmentin presented the monthly staff reports and answered questions related thereto.

**CONSENT AGENDA**

2. Consider and act to approve the Consent Agenda.

- a. October 25, 2023, Regular Meeting minutes

**Motion made by Director Rose and seconded by Director Harper to approve the October 25, 2023, Regular Meeting Minutes.**

**Motion carried unanimously**

**REGULAR SESSION**

3. Consider and act to approve the purchase and replacement of a vehicle as a part of our vehicle replacement program utilizing BuyBoard contract #601-19 in an amount of \$37,791 and authorize the General Manager to execute the necessary documents to complete the vehicle purchase.

**Motion made by Director Rose and seconded by Director Harper to approve the purchase and replacement of vehicle utilizing the BuyBoard contract #601-19 for an amount not to exceed \$37,791 and authorize the General Manager to execute the necessary documents.**

**Motion carried unanimously**

4. Consider and act to adopt Order No. 2023-1115A declaring the following operations vehicle to be surplus property of the District and authorize staff to sell such property.
  - a. 2018 Chevrolet Pickup

**Motion made by Director Rose and seconded by Director Harper to adopt Order No. 2023-1115A declaring the operations vehicle to be surplus property of the District and authorize staff to sell such property.**

**Motion carried unanimously**

5. Consider and act to approve the purchase and replacement of submersible pumps at Lift Station No. 3 and authorize the General Manager to execute the necessary documents.

**Motion made by Director Rose and seconded by Director Harper to approve the purchase and replacement of submersible pumps at Lift Station No. 3. utilizing Smith Pump & Co. BuyBoard contract #672-22 for an amount not to exceed \$44,650.00 and authorize the General Manager to execute the necessary documents.**

**Motion carried unanimously**

6. Consider and act regarding approval of employee health and ancillary benefits for the calendar year beginning January 1, 2024, and ending December 31, 2024, and authorize the General Manager to execute the necessary documents to implement Board action.

**Motion made by Director Carr and seconded by Director Harper to table this item until a meeting can be held with Director Brewster can be present and further information from surrounding areas is provided for review.**

**For: Carr, Harper**

**Opposed: Rose**

**Motion failed 2-1**

Motion made by Director Rose to approve the continuation of employee medical benefits with Blue Cross Blue Shield and employee ancillary benefits with MetLife for the calendar year beginning January 1, 2024, and ending on December 31, 2024, and authorize the General Manager to execute the necessary documents.

Motion failed for lack of a second

Direction was provided to staff to gather additional information and schedule a special session meeting for November 28<sup>th</sup> for further discussion and action.

7. Consider and take possible action on Proposed Class Action Settlement in the Aqueous Film-Forming Foams Products Liability Litigation.

**Motion made by Director Carr and seconded by Director Rose to approve Resolution No. 2023-1115A to opt out of the Aqueous Film-Forming Foams Products Liability Litigation.**

**Motion carried unanimously**

8. Items for future agendas:

Employee Benefits

Accept Director Hunter's resignation

Filling Director vacancy

9. Next Meeting dates: November 28, 2023, Special Session Meeting  
December 20, 2023, Regular Meeting

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**DECISION, OR VOTE WILL BE TAKEN ON ANY SUBJECT OR MATTER IN EXECUTIVE SESSION. THIS NOTICE MODIFIES THE DISTRICT'S PRIOR PRACTICE OF SPECIFICALLY IDENTIFYING ALL AGENDA ITEMS TO BE DISCUSSED IN EXECUTIVE SESSION.**

**ADJOURN**

President Carr called the meeting adjourned at 7:29 p.m.

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Kevin R. Carr, President

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Doug Harper, Secretary/Treasurer

(SEAL)

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Laurie Slaght, District Secretary

**SPECIAL MEETING MINUTES**  
**TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1**  
**BOARD OF DIRECTORS**  
**November 28, 2023, at 4:00 p.m.**

Trophy Club Municipal Utility District No. 1 Board of Directors, of Denton and Tarrant Counties, met in a special session meeting on November 28, 2023, at 4:00 p.m., in the Boardroom of the Administration Building, 100 Municipal Drive, Trophy Club, Texas 76262. The meeting was held within the boundaries of the District and was open to the public.

STATE OF TEXAS §  
COUNTIES OF DENTON AND TARRANT §

**BOARD MEMBERS PRESENT:**

Kevin R. Carr President  
Ben Brewster Vice President  
Doug Harper Secretary/Treasurer (via Zoom)  
William C. Rose Director

**BOARD MEMBERS ABSENT:**

Tracey Hunter Director

**STAFF PRESENT:**

Alan Fourmentin General Manager  
Laurie Slaght District Secretary  
Mike McMahon Operations Manager  
Steven Krolczyk Finance Manager  
Emily Rodgers General Legal Counsel

**CALL TO ORDER AND ANNOUNCE A QUORUM**

President Carr announced the date of November 28, 2023, called the meeting to order and announced a quorum present at 4:15 p.m.

**CITIZEN COMMENTS**

There were no citizen comments.

**REGULAR SESSION**

1. Discussion and possible action regarding employee health and ancillary benefits for the calendar year beginning January 1, 2024, and ending December 31, 2024, and authorize the General Manager to execute the necessary documents to implement Board action.

**Motion made by Director Rose and seconded by Director Brewster to approve the continuation of employee medical benefits with Blue Cross Blue Shield and employee ancillary benefits with MetLife for**



**the calendar year beginning January 1, 2024, and ending on December 31, 2024, and authorize the General Manager to execute the necessary documents.**

**Motion carried unanimously.**

2. Consider and act to accept the resignation of Director Tracey Hunter, Place 3, from the Board of Directors.

**Motion made by Director Carr and seconded by Director Brewster to accept the resignation of Director Tracey Hunter, Place 3, from the Board of Directors.**

**Motion carried unanimously.**

3. Discussion and possible action on procedures for the appointment of a new Director to fill the vacancy in Place 3.

**Motion made by Director Carr and seconded by Director Harper to use the current process and application. Applications will be due by end of business day on December 12, 2023. The Board will meet in regular session on December 13, 2023, to review applications and take action to appoint a new Director.**

**Motion carried unanimously**

4. Discussion and possible action regarding appointment to fill the vacancy of Director, Place 3, for a term ending in May of 2026.

No action

5. Items for future agendas:

6. Set future meeting date(s). December 13, 2023

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**ADJOURN**

President Carr called the meeting adjourned at 4:57 p.m.

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Kevin R. Carr, President

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Doug Harper, Secretary/Treasurer

(SEAL)

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Laurie Slaght, District Secretary

# Trophy Club Municipal Utility District No. 1

## January 2024

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Dec 31, 2023	Jan 1 New Year - Office Closed	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15 Martin Luther King Day -	16	17 Board of Directors Reg	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30	31	Feb 1	2	3