



**BOARD OF DIRECTORS  
REGULAR MEETING**

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

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Wednesday, May 21, 2025

6:30 P.M.

Svore Municipal Boardroom

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**REGULAR MEETING AGENDA PACKET**

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

[attachments: Monthly Staff Reports](#)

**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. April 16, 2025, Regular Meeting Minutes

[attachments: April Meeting Minutes](#)

**REGULAR SESSION**

3. Discussion regarding the FY 2026 Fire Department budget. (Carr)
4. Consider and act to adopt Order No. 2025-0521 Declaring Onan 350kw Generator surplus property of the District and authorize staff to sell such property.

[attachments: Order No. 2025-0521](#)

5. Consider and act to approve Interlocal Cooperation Agreement for Property Tax Assessment and Collection between Denton County and Trophy Club Municipal Utility District No. 1.

[attachments: Property Tax ILA](#)

6. Consider and act to approve Task Order Agreement with Halff Associates Inc., for professional engineering services for an emergency connection to the City of Southlake.

[attachments: Task Order Agreement](#)

7. Consider and act to elect officers of the Board of Directors.

#### **EXECUTIVE SESSION**

8. Pursuant to Section 551.071 of the Texas Government Code, to consult with its attorney on pending or contemplated litigation or 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 on the following matters:

- a. Interlocal Cooperation Agreement for Administration of Fire Protection Services

#### **REGULAR SESSION**

9. Consider and act regarding item(s) discussed in Executive Session.

#### **FUTURE AGENDA ITEMS**

*Board Members may provide requests for discussion items for a future agenda in accordance with the board's approved bylaws. No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act*

10. Items for future agendas:

11. Upcoming Meetings – June 18, 2025, at 4:30 p.m. Joint Meeting with Town Council  
June 18, 2025, at 6:30 p.m. Regular Board Meeting

[attachments: June Meeting Calendar](#)

**THE BOARD OF DIRECTORS RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY MATTERS LISTED ON THE AGENDA, AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 551.071 (CONSULTATION WITH ATTORNEY), 551.072 (DELIBERATIONS ABOUT REAL PROPERTY), 551.073 (DELIBERATIONS ABOUT GIFTS AND DONATIONS), 551.074 (PERSONNEL MATTERS), 551.076 (DELIBERATIONS ABOUT SECURITY DEVICES), AND/OR 418.183 (HOMELAND SECURITY).**

#### **ADJOURN**



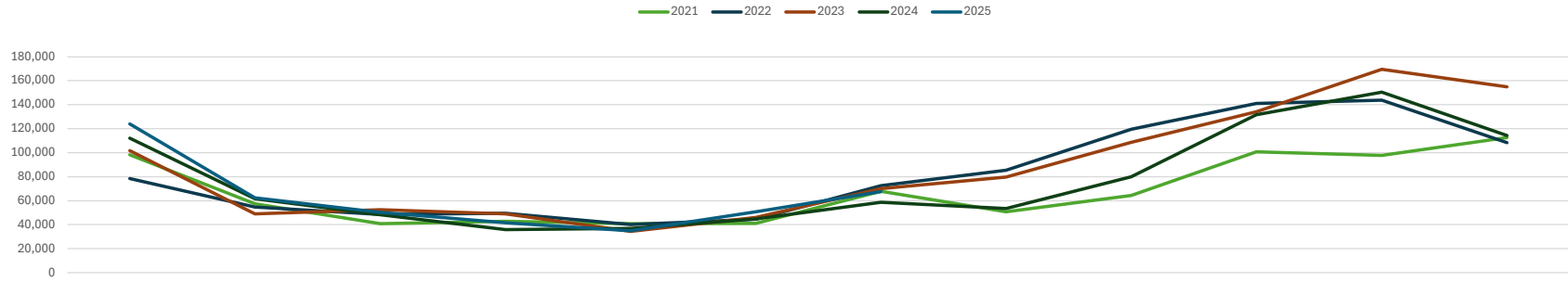
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## Capital Improvement Projects

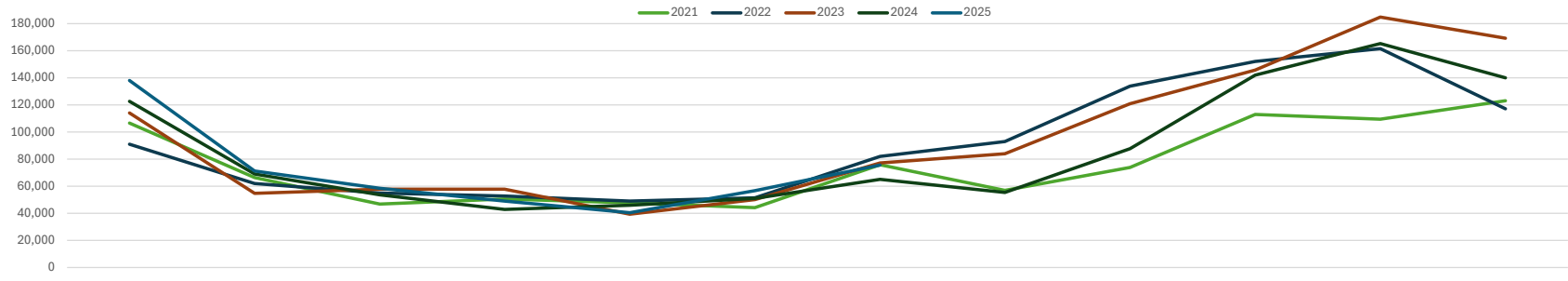
- FY 2025 Water Line Project – A construction contract has been approved, and a preconstruction meeting has been scheduled for the replacement of approximately 8,600 linear feet of water lines along and adjacent to Indian Creek Drive, Saint Andrews Court, Lake Forest Court, Turnbury Court, Glen Eagles Court, Alamosa Drive, Monterey Drive, Silver Rock Drive, and Durango Drive.
- Lift Station Improvements – A contract has been approved and notice to proceed has been issued for miscellaneous improvements at six lift stations and includes the following:
  - Installation of fall protection equipment at Lift Stations No. 2, 3, 4, 5, 6, and 7.
  - Removal and installation of chain link fence and installation of access drive to Lift Station No. 2.
  - Removal and installation of aluminum hatches on the check valve vaults at Lift Stations No. 2, 3, and 6.
  - Installation of manual vault bypass line with quick connect fitting at Lift Stations No. 2, 5, and 6.
  - Installation of gravel to match existing generator pad, minor electrical work, and coring drainage holes at Lift Stations No. 7.

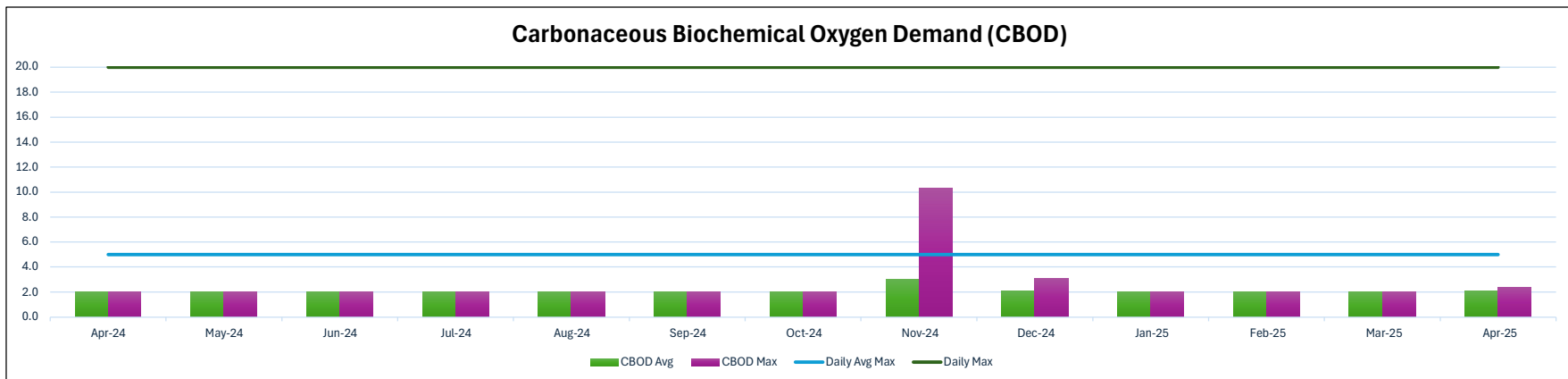
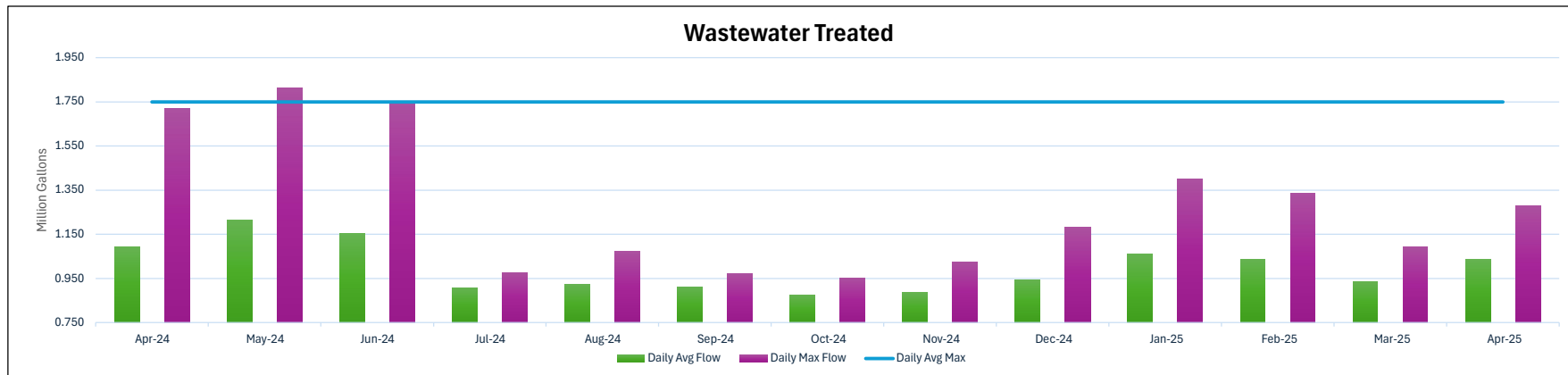
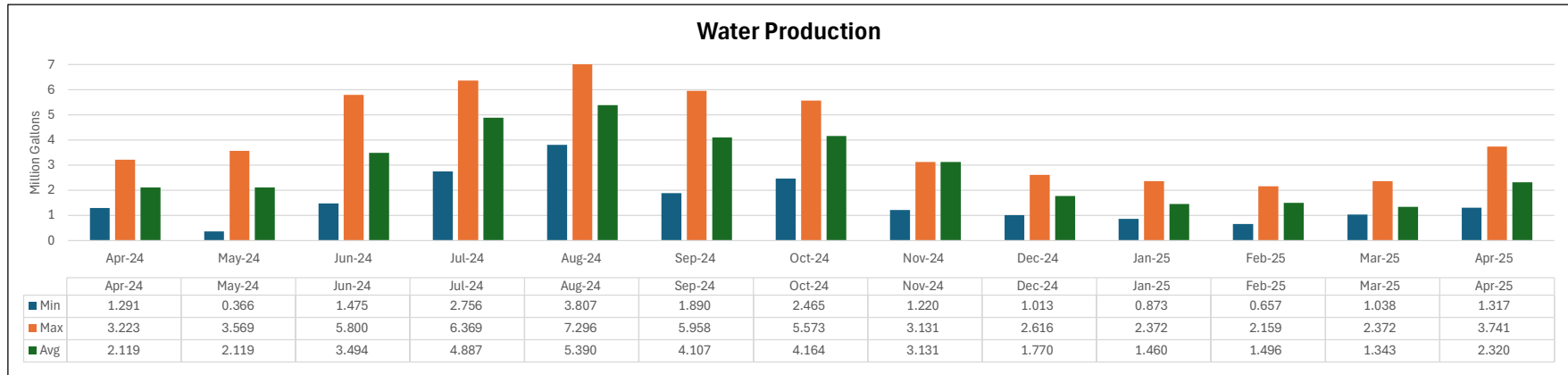
Submittals for materials have been approved, and order fulfillments are expected to begin arriving in the next few weeks. The potholing and discovery work for the bypass connections at Lift Stations 2, 5, and 6 has been completed and activities are scheduled to begin at Lift Station 7 and Lift Station 2 this month.

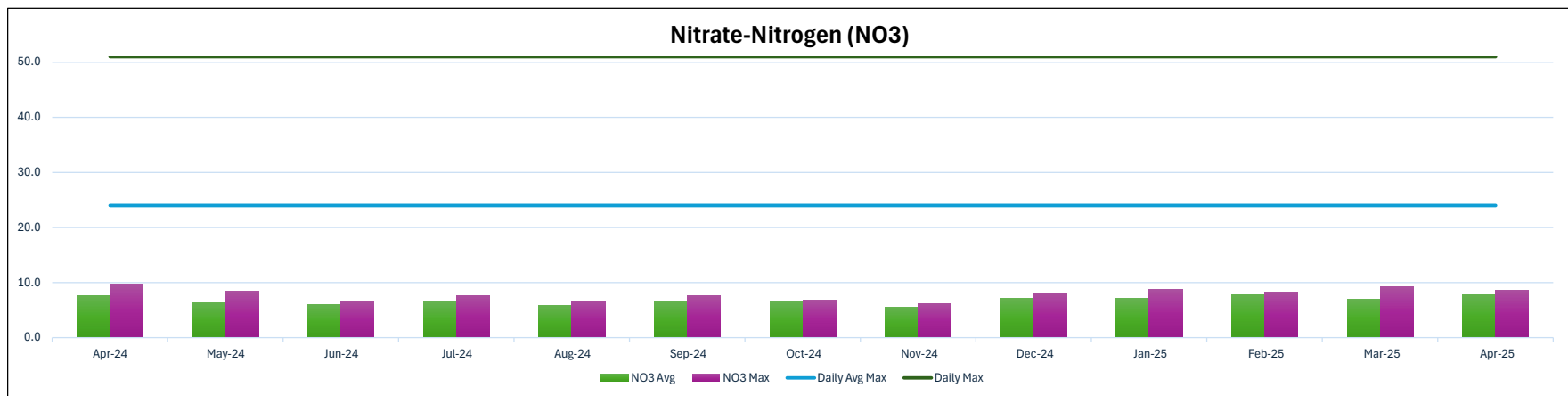
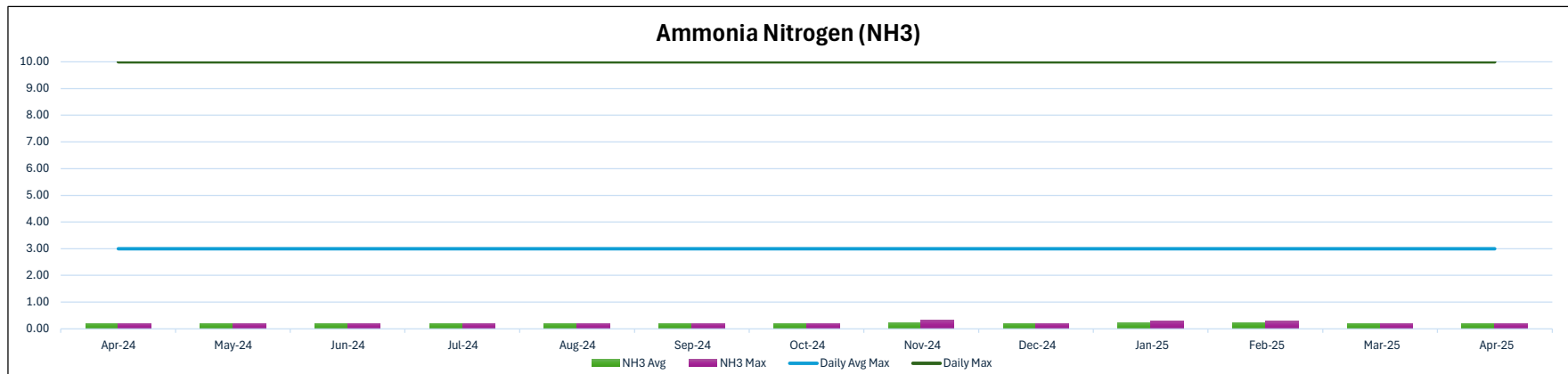
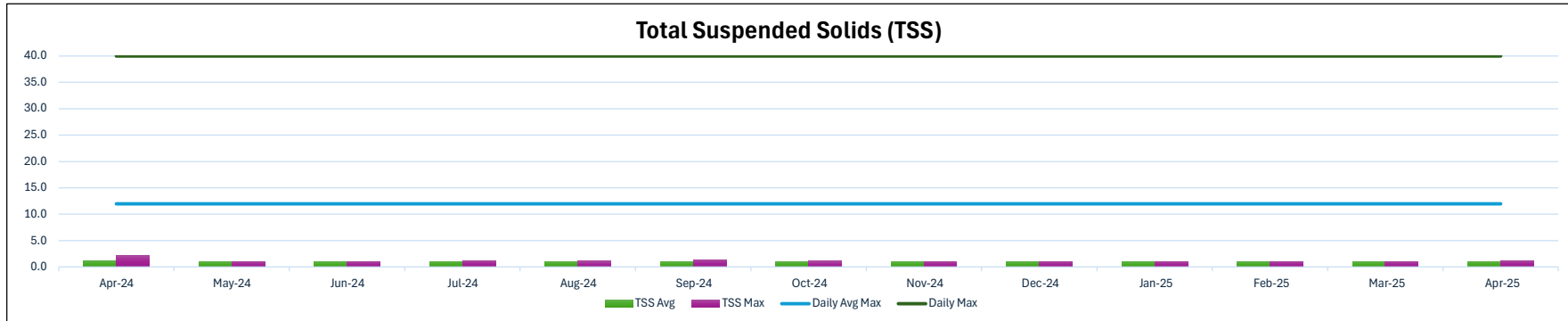
### Water Billed

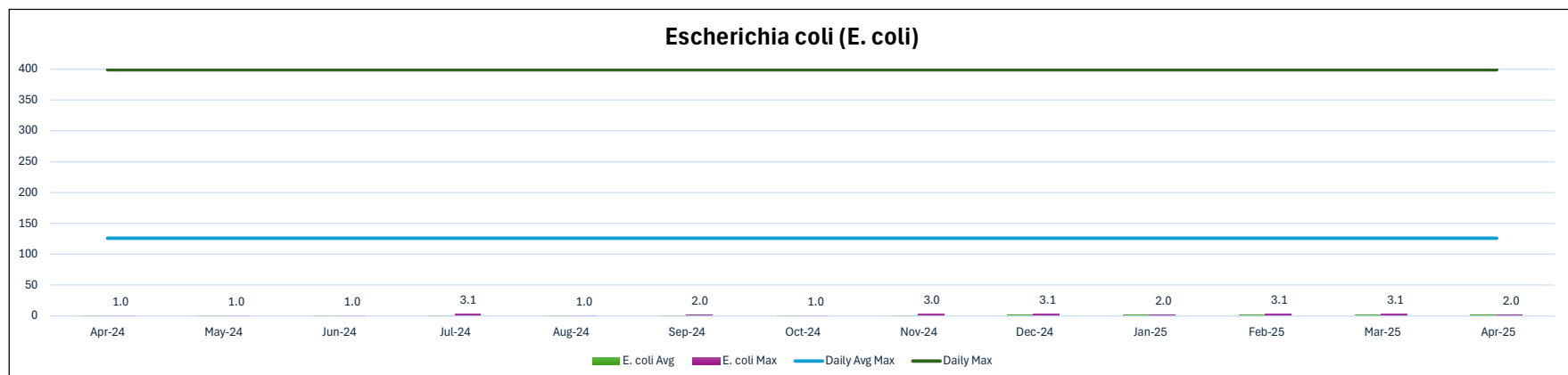
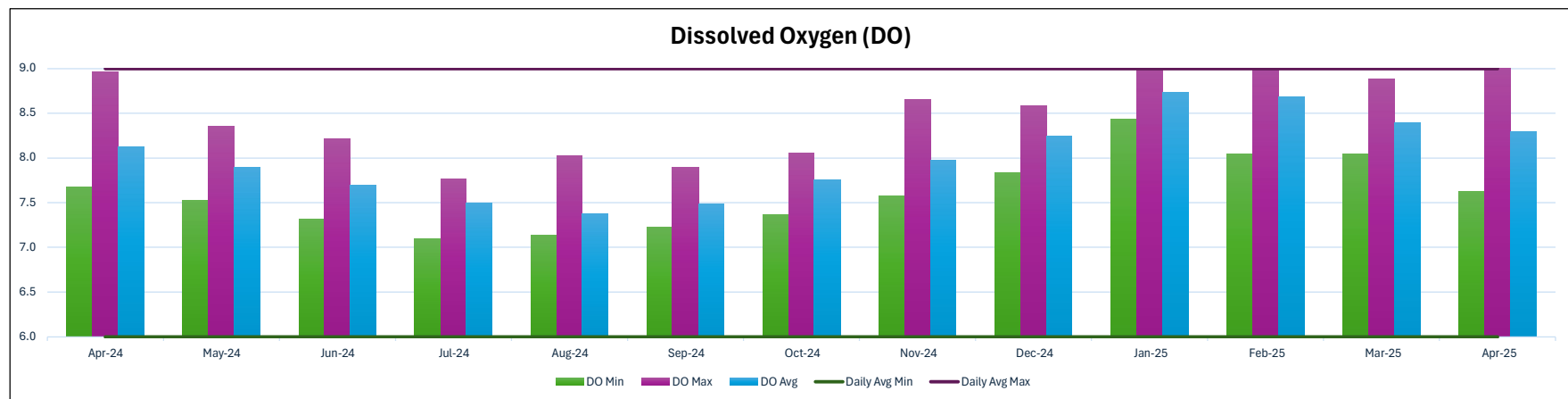
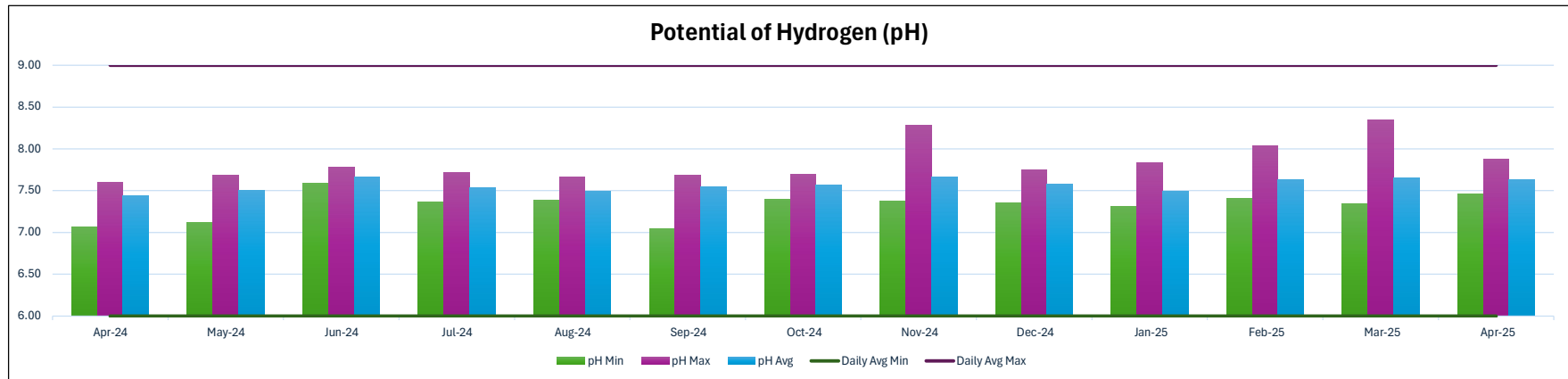


### Water Pumped











## Trophy Club Municipal Utility District No. 1

**Check Report**

By Check Number

Date Range: 04/01/2025 - 04/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Prosperity Bank-Prosperity Bank</b>						
<b>Payment Type: Regular</b>						
2222	Aflac	04/02/2025	Regular	0.00	463.22	11109
1926	Badger Meter, Inc	04/02/2025	Regular	0.00	205.76	11110
3197	BenefitMall	04/02/2025	Regular	0.00	8.00	11111
4018	BP Energy Holding Company LLC	04/02/2025	Regular	0.00	38,162.79	11112
3187	CLS Sewer Equipment Co.Inc	04/02/2025	Regular	0.00	765.62	11113
4003	CW Janitorial Services	04/02/2025	Regular	0.00	1,600.00	11114
2497	DHS Automation Inc	04/02/2025	Regular	0.00	2,222.32	11115
4088	Entech Sales & Service, LLC	04/02/2025	Regular	0.00	765.00	11116
4033	Health Care Service Corporation	04/02/2025	Regular	0.00	23,477.58	11117
4004	Insituform Technologies LLC	04/02/2025	Regular	0.00	101,325.00	11118
2943	JP Morgan Chase Bank NA	04/02/2025	Regular	0.00	11,352.48	11119
3216	M3 Networks	04/02/2025	Regular	0.00	43,624.69	11120
4089	Mas Talent LLC	04/02/2025	Regular	0.00	1,275.00	11121
3115	Metlife Group Benefits	04/02/2025	Regular	0.00	2,301.41	11122
2760	NDS Leasing	04/02/2025	Regular	0.00	175.00	11123
4019	Peterson Pump & Motor Service LLC	04/02/2025	Regular	0.00	1,770.25	11124
1466	Polydyne, Inc	04/02/2025	Regular	0.00	4,046.85	11125
1737	PVS DX INC	04/02/2025	Regular	0.00	1,557.08	11126
3175	Red Letter General Contractor, LLC	04/02/2025	Regular	0.00	11,767.40	11127
2821	Ricochet Fuel Distributors, Inc	04/02/2025	Regular	0.00	3,702.10	11128
2633	Sluder Emergency Power Service	04/02/2025	Regular	0.00	420.00	11129
3156	Southern Petroleum Lab Inc	04/02/2025	Regular	0.00	3,603.60	11130
2440	Tarrant County Public Health Laboratory	04/02/2025	Regular	0.00	120.00	11131
4027	Univar Solutions USA LLC	04/02/2025	Regular	0.00	2,210.92	11132
3225	US Bank Voyager Fleet Systems	04/02/2025	Regular	0.00	1,633.22	11133
3280	Watts Ellison LLC	04/02/2025	Regular	0.00	3,089.67	11134
2222	Aflac	04/15/2025	Regular	0.00	231.61	11135
2772	Allied Waste Industries	04/15/2025	Regular	0.00	11,302.74	11136
2683	Charter Communications	04/15/2025	Regular	0.00	903.74	11137
1030	City of Fort Worth	04/15/2025	Regular	0.00	53,926.00	11138
3187	CLS Sewer Equipment Co.Inc	04/15/2025	Regular	0.00	2,523.54	11139
2655	Core & Main LP	04/15/2025	Regular	0.00	2,228.86	11140
3184	Dataprose LLC	04/15/2025	Regular	0.00	5,244.62	11141
1026	Federal Express Corp	04/15/2025	Regular	0.00	139.44	11142
2606	Fiserv Solutions LLC	04/15/2025	Regular	0.00	50.00	11143
2796	Garver	04/15/2025	Regular	0.00	4,972.20	11144
2635	Halff Associates Inc.	04/15/2025	Regular	0.00	2,208.14	11145
2759	Hardys Painting	04/15/2025	Regular	0.00	2,580.00	11146
2783	JJ HVAC LLC	04/15/2025	Regular	0.00	75.00	11147
3278	Kyocera Document Solutions	04/15/2025	Regular	0.00	119.14	11148
3179	NewGen Strategies & Solutions	04/15/2025	Regular	0.00	2,500.00	11149
3134	Prime Controls LP	04/15/2025	Regular	0.00	1,718.00	11150
2633	Sluder Emergency Power Service	04/15/2025	Regular	0.00	10,467.37	11151
2633	Sluder Emergency Power Service	04/15/2025	Regular	0.00	764.78	11152
2440	Tarrant County Public Health Laboratory	04/15/2025	Regular	0.00	420.00	11153
2696	Texas Excavation Safety System	04/15/2025	Regular	0.00	204.70	11154
3118	Toby Wayne Zachary	04/15/2025	Regular	0.00	255.00	11155
1001	Town of Trophy Club	04/15/2025	Regular	0.00	251,494.67	11156
1081	Tri County Electric	04/15/2025	Regular	0.00	882.50	11157
1058	Verizon Wireless	04/15/2025	Regular	0.00	592.48	11158
2628	MCCI	04/16/2025	Regular	0.00	19,171.00	11159
<b>Total Regular:</b>				<b>0.00</b>	<b>636,620.49</b>	



## Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
3197	BenefitMall	04/11/2025	Bank Draft	0.00	457.71	DFT0000261
3113	TCDRS	04/30/2025	Bank Draft	0.00	9,969.28	DFT0000262
3124	IRS Tax Payment	04/11/2025	Bank Draft	0.00	13,323.86	DFT0000263
3197	BenefitMall	04/25/2025	Bank Draft	0.00	457.71	DFT0000264
3113	TCDRS	04/30/2025	Bank Draft	0.00	10,305.59	DFT0000265
3124	IRS Tax Payment	04/25/2025	Bank Draft	0.00	13,406.85	DFT0000266
Total Bank Draft:				0.00	47,921.00	

## Bank Code Prosperity Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	51	0.00	636,620.49
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	6	0.00	47,921.00
EFT's	0	0	0.00	0.00
	81	57	0.00	684,541.49

**All Bank Codes Check Summary**

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	75	51	0.00	636,620.49
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	6	0.00	47,921.00
EFT's	0	0	0.00	0.00
	<b>81</b>	<b>57</b>	<b>0.00</b>	<b>684,541.49</b>

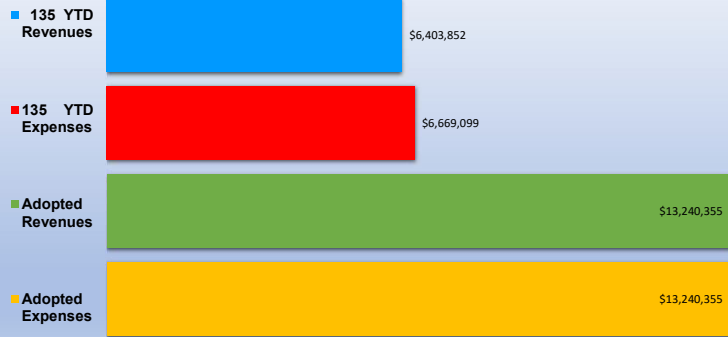
**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
996	MUD Consolidated Cash	4/2025	684,541.49
			<b>684,541.49</b>

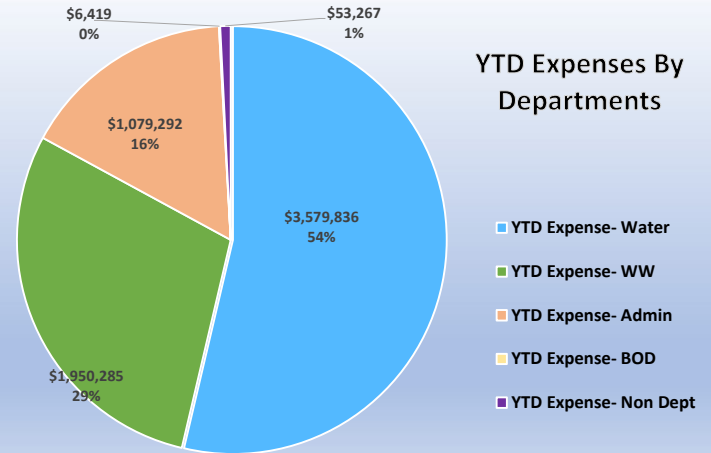
# FY 2025 Combined Financials

YTD as of 4/30/2025

Adopted Budget vs YTD Actuals Revenues & Expenses

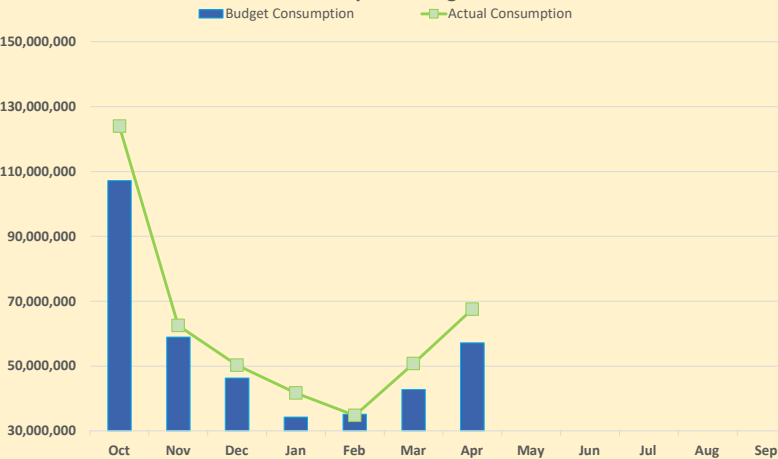


YTD Expenses By Departments

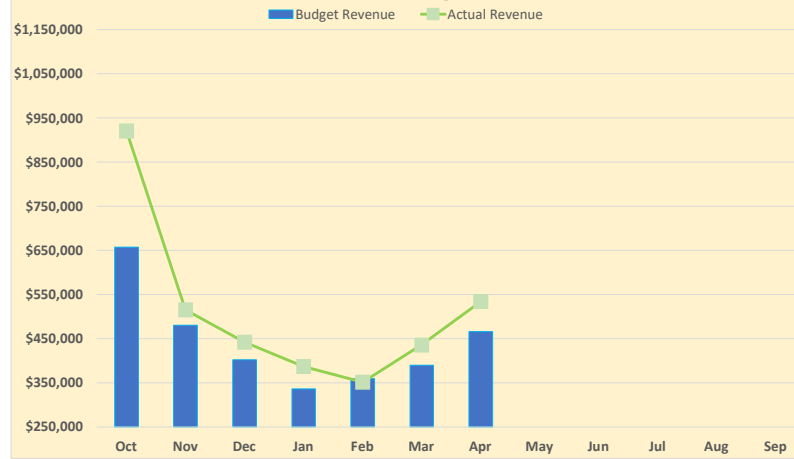


## Water Budget vs Actual

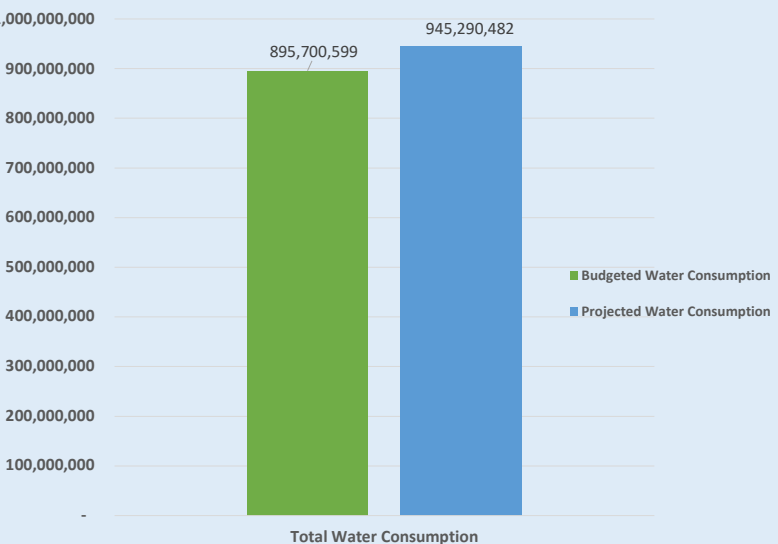
Water Consumption Budget vs Actual



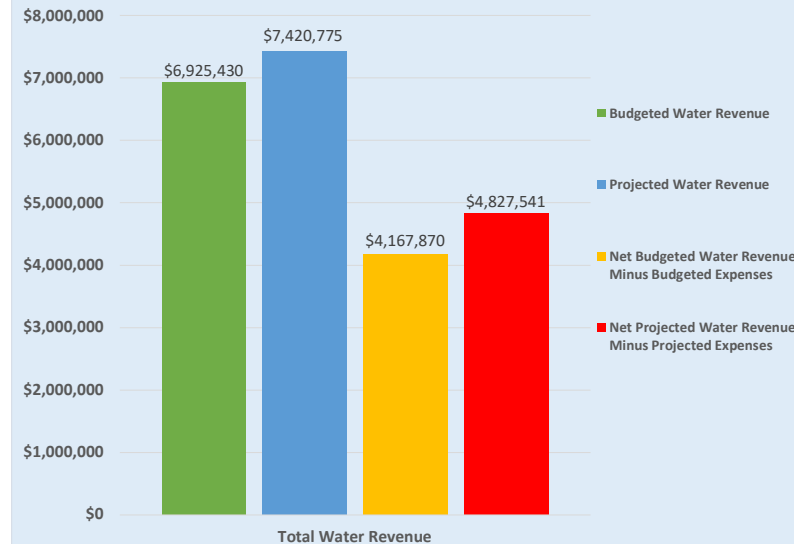
Water Revenue Budget vs Actual



Adopted Budget Water Consumption Vs Actual Water Consumption



Adopted Budget Water Revenue Vs Projected Water Revenue





## Trophy Club Municipal Utility District No. 1

# Budget Report

## Account Summary

For Fiscal: 2024-2025 Period Ending: 04/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 135 - General Fund</b>						
<b>Department: 000 - Revenue, Asset, Liability, &amp; Equity</b>						
<a href="#">135-000-40000-000</a>	Property Taxes	85,620.00	85,620.00	994.05	83,213.63	-2,406.37 2.81 %
<a href="#">135-000-40002-000</a>	Property Taxes/Delinquent	550.00	550.00	-0.12	-273.97	-823.97 149.81 %
<a href="#">135-000-40015-000</a>	Property Taxes/P & I	500.00	500.00	73.65	264.39	-235.61 47.12 %
<a href="#">135-000-40025-000</a>	PID Surcharges	143,160.00	143,160.00	10,124.20	82,182.50	-60,977.50 42.59 %
<a href="#">135-000-47000-000</a>	Water	6,925,430.00	6,925,430.00	534,217.09	3,586,346.91	-3,339,083.09 48.21 %
<a href="#">135-000-47005-000</a>	Sewer	3,773,500.00	3,773,500.00	305,648.21	2,111,298.96	-1,662,201.04 44.05 %
<a href="#">135-000-47025-000</a>	Penalties	105,800.00	105,800.00	4,196.29	69,123.22	-36,676.78 34.67 %
<a href="#">135-000-47030-000</a>	Service Charges	3,350.00	3,350.00	150.00	1,825.00	-1,525.00 45.52 %
<a href="#">135-000-47035-000</a>	Plumbing Inspections	300.00	300.00	0.00	3,450.00	3,150.00 1,150.00 %
<a href="#">135-000-47045-000</a>	Sewer Inspections	100.00	100.00	0.00	1,050.00	950.00 1,050.00 %
<a href="#">135-000-47070-000</a>	TCCC Effluent Charges	119,890.00	119,890.00	6,705.60	33,992.64	-85,897.36 71.65 %
<a href="#">135-000-49011-000</a>	Interest Income	533,725.00	533,725.00	36,173.25	261,915.76	-271,915.76 50.95 %
<a href="#">135-000-49016-000</a>	Cell Tower Revenue	50,930.00	50,930.00	4,120.00	29,581.60	-21,348.40 41.92 %
<a href="#">135-000-49026-000</a>	Proceeds from Sale of Assets	25,000.00	25,000.00	0.00	89,600.00	64,600.00 358.40 %
<a href="#">135-000-49036-000</a>	GASB Reserves	285,000.00	285,000.00	0.00	0.00	-285,000.00 100.00 %
<a href="#">135-000-49075-000</a>	Oversize Meter Reimbursement	2,100.00	2,100.00	0.00	9,416.00	7,316.00 448.38 %
<a href="#">135-000-49141-000</a>	Interfund Transfer In	1,178,400.00	1,178,400.00	0.00	0.00	-1,178,400.00 100.00 %
<a href="#">135-000-49900-000</a>	Miscellaneous Income	7,000.00	7,000.00	20,471.85	40,971.41	33,971.41 585.31 %
<b>Department: 000 - Revenue, Asset, Liability, &amp; Equity Total:</b>		<b>13,240,355.00</b>	<b>13,240,355.00</b>	<b>922,874.07</b>	<b>6,403,851.53</b>	<b>-6,836,503.47 51.63%</b>
<b>Department: 010 - Water</b>						
<a href="#">135-010-50005-000</a>	Salaries & Wages	448,840.00	448,840.00	34,271.85	250,278.89	198,561.11 44.24 %
<a href="#">135-010-50010-000</a>	Overtime	17,000.00	17,000.00	1,352.94	9,548.70	7,451.30 43.83 %
<a href="#">135-010-50016-000</a>	Longevity	6,540.00	6,540.00	0.00	6,537.50	2.50 0.04 %
<a href="#">135-010-50017-000</a>	Certification	3,300.00	3,300.00	275.00	1,875.00	1,425.00 43.18 %
<a href="#">135-010-50020-000</a>	Retirement	57,100.00	57,100.00	4,300.79	32,167.15	24,932.85 43.67 %
<a href="#">135-010-50026-000</a>	Medical Insurance	105,150.00	106,980.00	8,924.84	56,102.59	50,877.41 47.56 %
<a href="#">135-010-50027-000</a>	Dental Insurance	5,080.00	7,610.00	634.26	3,521.76	4,088.24 53.72 %
<a href="#">135-010-50028-000</a>	Vision Insurance	980.00	1,180.00	98.37	584.37	595.63 50.48 %
<a href="#">135-010-50029-000</a>	Life Insurance & Other	4,000.00	4,800.00	16.00	2,916.52	1,883.48 39.24 %
<a href="#">135-010-50030-000</a>	Social Security Taxes	29,490.00	29,490.00	2,164.97	16,203.44	13,286.56 45.05 %
<a href="#">135-010-50035-000</a>	Medicare Taxes	6,897.00	6,897.00	506.32	3,789.50	3,107.50 45.06 %
<a href="#">135-010-50040-000</a>	Unemployment Taxes	1,260.00	1,260.00	0.00	585.31	674.69 53.55 %
<a href="#">135-010-50045-000</a>	Workman's Compensation	13,200.00	13,200.00	1,136.90	7,958.30	5,241.70 39.71 %
<a href="#">135-010-50060-000</a>	Pre-emp Physicals/Testing	400.00	400.00	0.00	0.00	400.00 100.00 %
<a href="#">135-010-50070-000</a>	Employee Relations	300.00	300.00	0.00	111.80	188.20 62.73 %
<a href="#">135-010-55080-000</a>	Maintenance & Repairs	222,000.00	222,000.00	11,887.19	92,379.30	129,620.70 58.39 %
<a href="#">135-010-55085-000</a>	Generator Maint. and Repair	2,000.00	2,000.00	2,969.73	2,969.73	-969.73 -48.49 %
<a href="#">135-010-55090-000</a>	Vehicle Maintenance	5,000.00	5,000.00	0.00	5,655.92	-655.92 -13.12 %
<a href="#">135-010-55105-000</a>	Maintenance-Backhoe/SkidLoader	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<a href="#">135-010-55135-000</a>	Lab Analysis	7,500.00	7,500.00	300.00	4,008.00	3,492.00 46.56 %
<a href="#">135-010-55135-001</a>	Lab Analysis for PID	3,000.00	3,000.00	120.00	2,238.00	762.00 25.40 %
<a href="#">135-010-60010-000</a>	Communications/Mobiles	7,500.00	7,500.00	340.01	2,065.16	5,434.84 72.46 %
<a href="#">135-010-60020-000</a>	Electricity	216,400.00	216,400.00	16,080.79	116,693.84	99,706.16 46.07 %
<a href="#">135-010-60080-000</a>	Schools & Training	3,000.00	3,000.00	0.00	890.96	2,109.04 70.30 %
<a href="#">135-010-60100-000</a>	Travel & per diem	920.00	920.00	0.00	10.00	910.00 98.91 %
<a href="#">135-010-60135-000</a>	TCEQ Fees & Permits	29,500.00	29,500.00	0.00	20,007.67	9,492.33 32.18 %
<a href="#">135-010-60135-001</a>	TCEQ Fees & Permits for PID	500.00	500.00	0.00	0.00	500.00 100.00 %
<a href="#">135-010-60150-000</a>	Wholesale Water	2,757,560.00	2,757,560.00	153,309.73	928,424.34	1,829,135.66 66.33 %
<a href="#">135-010-60285-000</a>	Lawn Equipment & Maintenance	12,500.00	12,500.00	1,200.00	3,000.00	9,500.00 76.00 %
<a href="#">135-010-60332-000</a>	Interfund Transfer Out-Rev I&S	568,498.00	568,498.00	51,681.71	361,771.97	206,726.03 36.36 %

## Budget Report

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">135-010-65005-000</a>	Fuel & Lube	23,580.00	23,580.00	786.97	8,105.27	15,474.73	65.63 %
<a href="#">135-010-65010-000</a>	Uniforms	4,360.00	4,360.00	0.00	1,446.16	2,913.84	66.83 %
<a href="#">135-010-65030-000</a>	Chemicals	35,000.00	35,000.00	2,286.21	19,226.76	15,773.24	45.07 %
<a href="#">135-010-65050-000</a>	Meter Expense	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<a href="#">135-010-65053-000</a>	Meter Change Out Program	130,000.00	130,000.00	9,090.00	116,520.00	13,480.00	10.37 %
<a href="#">135-010-69005-000</a>	Capital Outlays	2,265,000.00	2,265,000.00	28,666.57	1,075,652.28	1,189,347.72	52.51 %
<a href="#">135-010-69195-000</a>	GASB Reserve for Replacement	426,590.00	426,590.00	0.00	426,590.00	0.00	0.00 %
<b>Department: 010 - Water Total:</b>		<b>7,440,945.00</b>	<b>7,446,305.00</b>	<b>332,401.15</b>	<b>3,579,836.19</b>	<b>3,866,468.81</b>	<b>51.92%</b>
<b>Department: 020 - Wastewater</b>							
<a href="#">135-020-50005-000</a>	Salaries & Wages	275,760.00	194,150.00	16,467.66	100,353.73	93,796.27	48.31 %
<a href="#">135-020-50010-000</a>	Overtime	20,000.00	20,000.00	560.76	3,554.36	16,445.64	82.23 %
<a href="#">135-020-50016-000</a>	Longevity	2,770.00	2,770.00	0.00	2,772.50	-2.50	-0.09 %
<a href="#">135-020-50017-000</a>	Certification	5,700.00	5,100.00	250.00	1,650.00	3,450.00	67.65 %
<a href="#">135-020-50020-000</a>	Retirement	36,500.00	26,600.00	2,069.96	12,989.39	13,610.61	51.17 %
<a href="#">135-020-50026-000</a>	Medical Insurance	60,090.00	76,420.00	5,084.76	35,954.35	40,465.65	52.95 %
<a href="#">135-020-50027-000</a>	Dental Insurance	2,790.00	4,060.00	242.88	1,929.60	2,130.40	52.47 %
<a href="#">135-020-50028-000</a>	Vision Insurance	590.00	700.00	50.74	365.15	334.85	47.84 %
<a href="#">135-020-50029-000</a>	Life Insurance & Other	3,000.00	3,600.00	26.00	1,483.22	2,116.78	58.80 %
<a href="#">135-020-50030-000</a>	Social Security Taxes	18,860.00	13,770.00	1,061.13	6,487.07	7,282.93	52.89 %
<a href="#">135-020-50035-000</a>	Medicare Taxes	4,411.00	3,219.00	248.16	1,517.14	1,701.86	52.87 %
<a href="#">135-020-50040-000</a>	Unemployment Taxes	1,010.00	1,010.00	8.81	330.91	679.09	67.24 %
<a href="#">135-020-50045-000</a>	Workman's Compensation	8,356.00	6,048.00	727.15	5,090.05	957.95	15.84 %
<a href="#">135-020-50060-000</a>	Pre-emp Physicals/Testing	400.00	400.00	0.00	38.00	362.00	90.50 %
<a href="#">135-020-50070-000</a>	Employee Relations	300.00	300.00	0.00	111.80	188.20	62.73 %
<a href="#">135-020-55080-000</a>	Maintenance & Repairs	149,000.00	149,000.00	0.00	134,693.88	14,306.12	9.60 %
<a href="#">135-020-55081-000</a>	Mainten & Repairs Collections	330,000.00	330,000.00	11,486.23	111,983.43	218,016.57	66.07 %
<a href="#">135-020-55085-000</a>	Generator Maint. and Repair	11,000.00	11,000.00	8,798.98	8,798.98	2,201.02	20.01 %
<a href="#">135-020-55090-000</a>	Vehicle Maintenance	4,600.00	4,600.00	0.00	92.18	4,507.82	98.00 %
<a href="#">135-020-55091-000</a>	Veh Maintenance Collections	11,480.00	11,480.00	0.00	764.55	10,715.45	93.34 %
<a href="#">135-020-55105-000</a>	Maintenance-Backhoe/SkidLoader	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">135-020-55125-000</a>	Dumpster Services	103,000.00	103,000.00	11,302.74	55,058.31	47,941.69	46.55 %
<a href="#">135-020-55135-000</a>	Lab Analysis	60,000.00	60,000.00	4,692.00	41,764.00	18,236.00	30.39 %
<a href="#">135-020-60010-000</a>	Communications/Mobiles	5,000.00	5,000.00	202.69	1,651.94	3,348.06	66.96 %
<a href="#">135-020-60020-000</a>	Electricity	314,100.00	314,100.00	21,987.53	157,595.03	156,504.97	49.83 %
<a href="#">135-020-60080-000</a>	Schools & Training	2,420.00	2,420.00	0.00	1,133.45	1,286.55	53.16 %
<a href="#">135-020-60100-000</a>	Travel & per diem	870.00	870.00	0.00	32.40	837.60	96.28 %
<a href="#">135-020-60135-000</a>	TCEQ Fees & Permits	12,000.00	12,000.00	0.00	9,888.02	2,111.98	17.60 %
<a href="#">135-020-60285-000</a>	Lawn Equipment & Maintenance	16,000.00	16,000.00	1,420.00	3,610.00	12,390.00	77.44 %
<a href="#">135-020-60331-000</a>	Interfund Transfer Out-Tax I&S	115,708.00	115,708.00	10,518.91	73,632.37	42,075.63	36.36 %
<a href="#">135-020-60332-000</a>	Interfund Transfer Out-Rev I&S	704,820.00	704,820.00	64,074.57	448,521.99	256,298.01	36.36 %
<a href="#">135-020-65005-000</a>	Fuel & Lube	13,000.00	13,000.00	860.81	7,420.65	5,579.35	42.92 %
<a href="#">135-020-65010-000</a>	Uniforms	3,520.00	3,520.00	0.00	433.35	3,086.65	87.69 %
<a href="#">135-020-65030-000</a>	Chemicals	32,500.00	32,500.00	6,257.77	20,999.06	11,500.94	35.39 %
<a href="#">135-020-65031-000</a>	Chemicals Collections	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">135-020-65045-000</a>	Lab Supplies	33,000.00	33,000.00	0.00	22,639.97	10,360.03	31.39 %
<a href="#">135-020-69005-000</a>	Capital Outlays	1,140,000.00	1,140,000.00	123,621.27	337,563.71	802,436.29	70.39 %
<a href="#">135-020-69195-000</a>	GASB Reserve for Replacement	337,380.00	337,380.00	0.00	337,380.00	0.00	0.00 %
<b>Department: 020 - Wastewater Total:</b>		<b>3,852,935.00</b>	<b>3,770,545.00</b>	<b>292,021.51</b>	<b>1,950,284.54</b>	<b>1,820,260.46</b>	<b>48.28%</b>
<b>Department: 026 - Board of Directors</b>							
<a href="#">135-026-50045-000</a>	Workman's Compensation	20.00	20.00	0.66	4.62	15.38	76.90 %
<a href="#">135-026-60070-000</a>	Dues & Memberships	750.00	750.00	0.00	750.00	0.00	0.00 %
<a href="#">135-026-60075-000</a>	Meetings	1,500.00	1,500.00	0.00	695.84	804.16	53.61 %
<a href="#">135-026-60080-000</a>	Schools & Training	4,000.00	4,000.00	465.00	1,440.00	2,560.00	64.00 %
<a href="#">135-026-60100-000</a>	Travel & per diem	5,000.00	5,000.00	0.00	1,432.77	3,567.23	71.34 %
<a href="#">135-026-60245-000</a>	Miscellaneous Expenses	500.00	11,520.00	0.00	2,096.00	9,424.00	81.81 %
<b>Department: 026 - Board of Directors Total:</b>		<b>11,770.00</b>	<b>22,790.00</b>	<b>465.66</b>	<b>6,419.23</b>	<b>16,370.77</b>	<b>71.83%</b>

## Budget Report

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 030 - Administration</b>							
<a href="#">135-030-50005-000</a>	Salaries & Wages	662,170.00	701,990.00	53,944.14	380,827.69	321,162.31	45.75 %
<a href="#">135-030-50010-000</a>	Overtime	2,000.00	2,000.00	0.00	414.98	1,585.02	79.25 %
<a href="#">135-030-50016-000</a>	Longevity	2,290.00	2,290.00	0.00	2,285.00	5.00	0.22 %
<a href="#">135-030-50020-000</a>	Retirement	79,976.00	84,754.00	6,426.54	45,759.22	38,994.78	46.01 %
<a href="#">135-030-50026-000</a>	Medical Insurance	105,150.00	106,980.00	8,278.40	50,584.03	56,395.97	52.72 %
<a href="#">135-030-50027-000</a>	Dental Insurance	3,810.00	5,080.00	332.98	2,093.79	2,986.21	58.78 %
<a href="#">135-030-50028-000</a>	Vision Insurance	830.00	910.00	55.07	415.85	494.15	54.30 %
<a href="#">135-030-50029-000</a>	Life Insurance & Other	4,800.00	6,300.00	34.00	3,713.63	2,586.37	41.05 %
<a href="#">135-030-50030-000</a>	Social Security Taxes	41,320.00	43,790.00	3,222.00	22,175.55	21,614.45	49.36 %
<a href="#">135-030-50035-000</a>	Medicare Taxes	9,660.00	10,240.00	753.54	5,373.13	4,866.87	47.53 %
<a href="#">135-030-50040-000</a>	Unemployment Taxes	1,510.00	1,760.00	0.00	840.86	919.14	52.22 %
<a href="#">135-030-50045-000</a>	Workman's Compensation	1,703.00	1,771.00	143.71	1,005.97	765.03	43.20 %
<a href="#">135-030-50060-000</a>	Pre-emp Physicals/Testing	400.00	400.00	0.00	38.00	362.00	90.50 %
<a href="#">135-030-50070-000</a>	Employee Relations	4,000.00	4,000.00	0.00	3,273.48	726.52	18.16 %
<a href="#">135-030-55030-000</a>	Software & Support	153,810.00	153,810.00	2,006.74	83,275.30	70,534.70	45.86 %
<a href="#">135-030-55080-000</a>	Maintenance & Repairs	23,000.00	23,000.00	255.00	17,742.91	5,257.09	22.86 %
<a href="#">135-030-55085-000</a>	Generator Maint. and Repair	1,000.00	1,000.00	716.79	716.79	283.21	28.32 %
<a href="#">135-030-55120-000</a>	Cleaning Services	20,000.00	20,000.00	1,600.00	12,800.00	7,200.00	36.00 %
<a href="#">135-030-55160-000</a>	Professional Outside Services	100,000.00	129,500.00	6,025.00	105,965.83	23,534.17	18.17 %
<a href="#">135-030-55205-000</a>	Utility Billing Contract	9,000.00	9,000.00	1,102.97	4,366.54	4,633.46	51.48 %
<a href="#">135-030-60005-000</a>	Telephone	6,000.00	6,000.00	0.00	2,534.32	3,465.68	57.76 %
<a href="#">135-030-60010-000</a>	Communications/Mobiles	3,000.00	3,000.00	49.78	294.18	2,705.82	90.19 %
<a href="#">135-030-60020-000</a>	Electricity/Gas	20,300.00	20,300.00	1,624.04	14,984.90	5,315.10	26.18 %
<a href="#">135-030-60035-000</a>	Postage	30,000.00	30,000.00	4,345.47	16,457.17	13,542.83	45.14 %
<a href="#">135-030-60040-000</a>	Service Charges & Fees	155,000.00	155,000.00	8,744.09	67,755.52	87,244.48	56.29 %
<a href="#">135-030-60050-000</a>	Bad Debt Expense	13,000.00	13,000.00	0.00	0.00	13,000.00	100.00 %
<a href="#">135-030-60055-000</a>	Insurance	129,860.00	129,860.00	10,640.69	74,484.83	55,375.17	42.64 %
<a href="#">135-030-60070-000</a>	Dues & Memberships	2,560.00	2,560.00	0.00	610.00	1,950.00	76.17 %
<a href="#">135-030-60080-000</a>	Schools & Training	3,550.00	3,550.00	0.00	1,745.00	1,805.00	50.85 %
<a href="#">135-030-60100-000</a>	Travel & per diem	4,270.00	4,270.00	334.15	2,459.18	1,810.82	42.41 %
<a href="#">135-030-60285-000</a>	Lawn Equipment & Maintenance	6,000.00	6,000.00	469.67	1,409.01	4,590.99	76.52 %
<a href="#">135-030-65010-000</a>	Uniforms	530.00	530.00	0.00	0.00	530.00	100.00 %
<a href="#">135-030-65055-000</a>	Hardware	50,000.00	50,000.00	42,521.69	42,521.69	7,478.31	14.96 %
<a href="#">135-030-65085-000</a>	Office Supplies	5,000.00	5,000.00	0.00	1,857.34	3,142.66	62.85 %
<a href="#">135-030-65095-000</a>	Maintenance Supplies	6,000.00	6,000.00	0.00	5,907.45	92.55	1.54 %
<a href="#">135-030-69005-000</a>	Capital Outlays	115,000.00	115,000.00	19,171.00	75,677.44	39,322.56	34.19 %
<a href="#">135-030-69170-000</a>	Copier Lease Installments	4,000.00	4,000.00	294.14	1,925.65	2,074.35	51.86 %
<a href="#">135-030-69195-000</a>	GASB Reserve for Replacement	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00 %
<b>Department: 030 - Administration Total:</b>		<b>1,805,499.00</b>	<b>1,887,645.00</b>	<b>173,091.60</b>	<b>1,079,292.23</b>	<b>808,352.77</b>	<b>42.82%</b>
<b>Department: 039 - Non Departmental</b>							
<a href="#">135-039-55045-000</a>	Legal	65,000.00	65,000.00	0.00	15,661.75	49,338.25	75.91 %
<a href="#">135-039-55055-000</a>	Auditing	30,000.00	30,000.00	0.00	22,292.04	7,707.96	25.69 %
<a href="#">135-039-55060-000</a>	Appraisal	13,070.00	13,070.00	0.00	11,275.88	1,794.12	13.73 %
<a href="#">135-039-55065-000</a>	Tax Admin Fees	5,000.00	5,000.00	0.00	4,037.00	963.00	19.26 %
<b>Department: 039 - Non Departmental Total:</b>		<b>113,070.00</b>	<b>113,070.00</b>	<b>0.00</b>	<b>53,266.67</b>	<b>59,803.33</b>	<b>52.89%</b>
<b>Fund: 135 - General Fund Surplus (Deficit): Report</b>		<b>16,136.00</b>	<b>0.00</b>	<b>124,894.15</b>	<b>-265,247.33</b>	<b>-265,247.33</b>	<b>0.00%</b>
<b>Surplus (Deficit):</b>		<b>16,136.00</b>	<b>0.00</b>	<b>124,894.15</b>	<b>-265,247.33</b>	<b>-265,247.33</b>	<b>0.00%</b>

## Budget Report

For Fiscal: 2024-2025 Period Ending: 04/30/2025

## Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 135 - General Fund</b>						
000 - Revenue, Asset, Liability, & Equity	13,240,355.00	13,240,355.00	922,874.07	6,403,851.53	-6,836,503.47	51.63%
010 - Water	7,440,945.00	7,446,305.00	332,401.15	3,579,836.19	3,866,468.81	51.92%
020 - Wastewater	3,852,935.00	3,770,545.00	292,021.51	1,950,284.54	1,820,260.46	48.28%
026 - Board of Directors	11,770.00	22,790.00	465.66	6,419.23	16,370.77	71.83%
030 - Administration	1,805,499.00	1,887,645.00	173,091.60	1,079,292.23	808,352.77	42.82%
039 - Non Departmental	113,070.00	113,070.00	0.00	53,266.67	59,803.33	52.89%
<b>Fund: 135 - General Fund Surplus (Deficit):</b>	<b>16,136.00</b>	<b>0.00</b>	<b>124,894.15</b>	<b>-265,247.33</b>	<b>-265,247.33</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>16,136.00</b>	<b>0.00</b>	<b>124,894.15</b>	<b>-265,247.33</b>	<b>-265,247.33</b>	<b>0.00%</b>

<b>CASH STATUS AS OF APRIL 2025</b>		<b>Restricted - Unable to be spent</b>	<b>Unrestricted- Available for spending</b>	<b>Total in Accounts (Restricted &amp; Unrestricted)</b>
135-10250	TexPool O & M (XXXXX0002) General Fund Operating	\$0	\$1,077,585	\$1,077,585
135-10300	Prosperity Bank (XXXXX2660) General Fund Operating (* Customer Deposits)	\$156,460	\$5,395,055	\$5,551,515
135-10305	Prosperity Bank Reserve-Savings Acct (XXXXX7724)	\$2,037,397	\$0	\$2,037,397
135-11100	Petty Cash Administration	\$0	\$150	\$150
135-11150	Petty Cash Utility Billing	\$0	\$450	\$450
137-10250	TexPool O & M (XXXXX0002) GASB Replacement	\$5,655,403	\$0	\$5,655,403
519-10300	Prosperity Bank (XXXXX2660) SWIFT	\$85,052	\$0	\$85,052
519-11155	Cash-Bond Escrow Bank of Texas (SWIFT)	\$872,784	\$0	\$872,784
520-10250	Texpool Revenue Bond Water & Wastewater Systems 2019 (XXXXX018)	\$0	\$0	\$0
520-10300	Prosperity Bank (XXXXX2660)- Construction Water & Wastewater Systems	\$0	\$0	\$0
528-10250	TexPool Revenue Bond Reserve (XXXXX014) WWTP Improvements	\$1,020,220	\$0	\$1,020,220
533-10250	TexPool Tax I & S (XXXXX0003)	\$333,028	\$0	\$333,028
533-10300	Prosperity Bank (XXXXX2660) Tax I&S	\$0	\$0	\$0
534-10250	TexPool Revenue I & S (XXXXX013) WWTP Improvements	\$367,591	\$0	\$367,591
535-10250	Texpool Revenue I & S (XXXXX017) SWIFT	\$170,699	\$0	\$170,699
536-10250	TexPool Revenue I & S (XXXXX020) Water & Wastewater Systems	\$154,553	\$0	\$154,553
	<b>Balance</b>		<b>\$6,473,240</b>	<b>\$17,326,426</b>

## Fire Department Cash

122-10250	TexPool O & M (XXXXX0002)-Fire Operating Cash	\$0	\$1,143,847	\$1,143,847
122-10300	Prosperity Bank (XXXXX2660) Fire Operating	\$0	\$140,544	\$140,544
	<b>Balance</b>	<b>\$0</b>	<b>\$1,284,392</b>	<b>\$1,284,392</b>

## General Fund 135 Available

\$	5,395,055	Prosperity General Fund
\$	1,077,585	Texpool General Fund
\$	600	Petty Cash
\$	<u>6,473,240</u>	

Total General Fund 135 Available for Spending

## General Fund 135 Fund Balances

Nonspendable Fund Balance (Prepays)	\$	5,130
Assigned Fund Balance (FY2024 Capital Projects plus prior year carry forward)	\$	1,946,960
Unassigned Fund Balance	\$	7,612,994
Current Year Revenue/Expenses	\$	(265,247)
<b>Total Nonspendable, Assigned &amp; Committed Fund Balances - General Fund 135</b>		<b>\$9,299,837</b>



### April Utility Billing Report Fiscal Year 2025

	April 2024	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025
ebills	1,741	1,738	1,724	1,720	1,719	1,721	1,720	1,713	1,710	1,701	1,710	1,714	1,705
Bills Mailed	3,747	3,753	3,758	3,768	3,774	3,759	3,772	3,815	3,785	3,776	3,787	3,797	3,810
Bank Draft	562	562	557	546	543	544	537	545	537	528	563	562	562
Online Payments	2,992	3,152	3,197	3,136	3,263	3,095	3,200	3,070	3,287	3,258	3,165	3,357	3,133
Late Notices	245	295	277	242	326	275	286	422	361	365	269	279	273
Disconnects	3	3	3	0	4	2	1	5	8	3	8	3	2
Connections MUD	3,394	3,394	3,394	3,394	3,394	3,396	3,396	3,396	3,396	3,396	3,396	3,397	3,397
Connections Town	1,450	1,453	1,453	1,454	1,456	1,457	1,457	1,466	1,468	1,468	1,471	1,478	1,478

### April Permits Fiscal Year 2025

Date of Permit	Permit No.	Customer Deposit	Due to FW Water	Meter Fee	Plumbing Inspections	Sewer Inspections	Fire Line	Misc. Income	Total
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**REGULAR MEETING MINUTES  
Trophy Club Municipal Utility District No. 1  
BOARD OF DIRECTORS  
April 16, 2025, at 6:30 p.m.**

Trophy Club Municipal Utility District No. 1 Board of Directors, of Denton and Tarrant Counties, met in a regular meeting on April 16, 2025, 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
William C. Rose	Vice President
Doug Harper	Secretary/Treasurer
Jim Thomas	Director
Neil Twomey	Director

**STAFF PRESENT:**

Alan Fourmentin	General Manager
Laurie Slaght	District Secretary
Mike McMahon	Operations Manager
Regina Van Dyke	Finance Manager
Pam Liston	General Legal Counsel

**CALL TO ORDER AND ANNOUNCE A QUORUM**

President Carr announced the date of April 16, 2025, called the meeting to order and announced a quorum present at 6:31 p.m.

**CITIZEN COMMENTS**

There were no citizens wishing to speak

**REPORTS & UPDATES**

1. Monthly Staff Reports
  - a. Monthly Capital Improvement Projects
  - b. Monthly Operations Reports
  - c. Monthly Finance Reports
    - Quarterly Tax Collections – 2<sup>nd</sup> Quarter
    - Quarterly Investment Report – 2<sup>nd</sup> Quarter

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. March 19, 2025, Regular Meeting Minutes

**Motion made by Director Twomey and seconded by Director Rose to approve the consent agenda.**

**Motion carried unanimously**

**REGULAR SESSION**

3. Consider and take appropriate action to approve copier lease with service agreement and installation and authorize the General Manager to execute the necessary documents.

**Motion made by Director Rose and seconded by Director Thomas to approve the Standley Systems, Inc. copier lease agreement for a five-year term ending in July of 2030 at an estimated cost of \$17,325.43 and authorize the General Manager to execute necessary documents.**

**Motion carried unanimously**

4. Consider and act to award bid and approve Contract 2025041601 for replacement of water lines as part of FY 2025 Capital Improvement Projects and authorize the General Manager to execute the necessary documents.

**Motion made by Director Rose and seconded by Director Twomey to award bid and approve Contract No. 2025041601 for replacement of water lines as part of FY 2025 Capital Improvement Projects to Excel 4 Construction for an amount not to exceed \$2,390,127 and authorize the General Manager to execute any necessary documents.**

**Motion carried unanimously**

5. Discussion and possible action regarding high service pump station generator.

**Motion made by Director Rose and seconded by Director Harper to approve the purchase of the Generac unit from Clifford Power through BuyBoard contract #757-24 for an amount not to exceed \$120,241 and authorize the General Manager to execute the necessary documents.**

**Motion carried unanimously**

**The Board convened into Executive Session at 6:45 p.m. and reconvened into Regular Session at 7:58 p.m.**

**EXECUTIVE SESSION**

6. Pursuant to Section 551.071 of the Texas Government Code, to consult with its attorney on pending or contemplated litigation or 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 on the following matters:
  - a. Possible transfer of District Assets.
  - b. Amended and Restated Contract for Wholesale Water and Wastewater to Town of Trophy Club.
  - c. Interlocal Cooperation Agreement for Administration of Fire Protection Services

## REGULAR SESSION

7. Consider and act regarding item(s) discussed in Executive Session.

No action was taken on items a. and b.

### Item c

**Director Rose stated that the Board plans to amend now what needs to be amended for the fiscal year 2026 budget process we're starting into; and then second, we'll work toward an agreement for the following year 2027.**

Director Rose clarified that the statement's basic purpose is to advise that the District will be dividing the ILA discussion into two parts, and that some things need to be done now for the current budget process.

## FUTURE AGENDA ITEMS

*Board Members may provide requests for discussion items for a future agenda in accordance with the board's approved bylaws. No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act*

8. Items for future agendas:
9. Next Regular Meeting date – May 21, 2025, at 6:30 p.m.

**THE BOARD OF DIRECTORS RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY MATTERS LISTED ON THE AGENDA, AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 551.071 (CONSULTATION WITH ATTORNEY), 551.072 (DELIBERATIONS ABOUT REAL PROPERTY), 551.073 (DELIBERATIONS ABOUT GIFTS AND DONATIONS), 551.074 (PERSONNEL MATTERS), 551.076 (DELIBERATIONS ABOUT SECURITY DEVICES), AND/OR 418.183 (HOMELAND SECURITY).**

## ADJOURN

President Carr called the meeting adjourned at 8:18 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



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## STAFF REPORT

AGENDA ITEM: Consider and act to adopt Order No. 2025-0521 declaring the Onan 350kw Generator to be surplus property of the District and authorize staff to sell such property.

DESCRIPTION: This Onan 350kw Generator serviced the High Service Pump station, has been replaced and is no longer needed.

RECOMMENDATION: Approve Order No. 2025-0521 declaring the Onan 350kw Generator to be surplus property of the District and authorize staff to sell such property.

ATTACHMENTS: Order No. 2025-0521

**ORDER NO. 2025-0521**

**ORDER DECLARING PROPERTY SURPLUS AND AUTHORIZING  
DISPOSITION THEREOF**

WHEREAS, Trophy Club Municipal Utility District No. 1 (the “District”) is a conservation and reclamation district, a body corporate and politic and governmental agency of the State of Texas, created under Article XVI, Sec. 59 of the Texas Constitution by order of the Texas Water Commission, now the Texas Commission on Environmental Quality (“TCEQ”), and the District operates under Chapters 49 and 54 of the Texas Water Code, as amended;

WHEREAS, Section 49.226 of the Texas Water Code provides that any personal property valued at more than \$300 which is found by the board to be surplus and is not needed by the district may be sold under order of the board either by public or private sale;

WHEREAS, the District owns that certain property more particularly described in **Exhibit “A”** attached hereto, which property is surplus and no longer used, useful or needed by the District for its operations (the “Property”); and

WHEREAS, the Board of Directors desires to declare the Property to be surplus and not needed by the District and further desires to authorize the disposal thereof.

**NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF DIRECTORS  
OF TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1 THAT:**

Section 1. The facts and recitations in the preamble of this Order are hereby found and declared to be true and correct and are incorporated by reference herein and expressly made a part hereof, as if copied verbatim.

Section 2. The Board of Directors of the District hereby finds and declares that the Property is surplus and not needed by the District.

Section 3. The Board of Directors hereby orders and directs that the Property be disposed of by public sale.

Section 4. The General Manager is hereby authorized to take any and all actions necessary to effectuate this Order.

Section 5. Upon adoption of this Order, an original Order shall be filed in the permanent records of the District.

**PASSED AND APPROVED** this 21<sup>st</sup> day of May 2025.

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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

**Exhibit “A”**  
**Surplus Property**

1. Onan 350kw Generator (High Service Pump Station)





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## STAFF REPORT

**AGENDA ITEM:** Consider and act to approve Interlocal Cooperation Agreement for Property Tax Assessment and Collection between Denton County and Trophy Club Municipal Utility District No. 1.

**DESCRIPTION:** The current Interlocal Agreement (ILA), executed in July 2018, established a per-parcel cost of \$1.00 with automatic one-year term renewals. Over the last seven years, there has been a significant increase in the cost of doing business—specifically, the cost of paper has risen by 51%, and postage costs have increased by 46%. In response to these rising expenses, the Denton County Tax Assessor-Collector has proposed a new ILA reflecting a revised per-parcel rate of \$1.41, while maintaining the same automatic one-year renewal terms. This adjustment will increase the District’s annual cost by approximately \$1,800.

**ATTACHMENTS:** Interlocal Cooperation Agreement for Property Tax Assessment and Collection

**RECOMMENDATION:** Staff recommends approval of the Interlocal Cooperation Agreement for Property Tax Assessment and Collection between Denton County and Trophy Club Municipal Utility District No. 1., effective October 1, 2025.



Office of Dawn Waye  
Denton County Tax Assessor – Collector

May 2, 2025

**Subject: Updated Contract and Parcel Fee Adjustments**

Dear TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1

I hope this message finds you well. Enclosed is the updated contract for services provided by the Denton County Tax Assessor-Collector's Office. We value our partnership and appreciate the opportunity to continue serving your entity.

Following our annual review, we revisited the cost basis and breakeven analysis and will be implementing a modest per-parcel fee of \$1.41, effective October 1, 2025. This breakeven adjustment helps offset increased expenses related to staffing, technology, postage, and materials broken down below.

The last adjustment to the parcel fee was implemented in 2018. In 2021, our printing-mailing partner notified us that uncontrollable costs had escalated by 51% since the original contract had been signed. Although the Commissioners Court authorized an 18% increase at that time, the parcel fee charged to taxing entities remained unchanged.

By statute, parcel fees must achieve a zero net result, meaning the Tax Office is not allowed to profit from these charges but allowed to break even. However, over the past seven to eight years, we have consistently operated at a deficit, unable to recover the actual cost of providing services.

Key cost increases since 2018 include:

- **Paper costs:** Increased by 51%
- **Postage rates:** Increased by 46%, with seven individual rate hikes during this period
- **Cost of living (based on the PCE Index):** Increased by 22.88% from 2018 to 2025
- **Cost of living (based on CPI)** Increased 27.29% over the same period

1505 E. McKinney Street  
Denton, TX 75209  
940-340-3506



Office of Dawn Waye  
Denton County Tax Assessor – Collector

Given these significant cost escalations, the current parcel fee is no longer sufficient to meet statutory requirements for cost recovery.

For entities that do not meet the established parcel benchmark, a minimum annual fee of \$200 will apply to cover the baseline costs of service. Entities that exceed the benchmark and generate fees above this threshold will not be subject to the minimum.

**Key updates include:**

- A new per-parcel fee of \$1.41
- A \$200 minimum annual fee for entities below the parcel benchmark

Please review the attached contract and return the signed copy by July 1, 2025 to ensure timely continuation of services. We remain committed to sustainability, transparency, efficiency, and maintaining the high standard of service you expect.

If you have questions or need further clarification, feel free to contact me directly.

Thank you for your continued partnership.

Sincerely,

Dawn M. Waye  
Denton County Tax Assessor-Collector  
940-949-3506 Direct  
214-223-6090 Cell

1505 E. McKinney Street  
Denton, TX 75209  
940-340-3506



**THE STATE OF TEXAS   §**

**COUNTY OF DENTON   §**

**INTERLOCAL COOPERATION AGREEMENT FOR PROPERTY TAX  
ASSESSMENT AND COLLECTION BETWEEN  
DENTON COUNTY, TEXAS AND  
TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1, TEXAS**

**INTERLOCAL COOPERATION AGREEMENT –TAX COLLECTION**

**THIS AGREEMENT** is made and entered into by and between **DENTON COUNTY**, a political subdivision of the State of Texas, hereinafter referred to as "**COUNTY**," and **TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1**, Denton County, Texas, also a political subdivision of the State of Texas, hereinafter referred to as "**DISTRICT**."

**WHEREAS, COUNTY** and **DISTRICT** mutually desire to be subject to the provisions of Texas Government Code, Chapter 791, the Interlocal Cooperation Act, and and Section 6.24 of the Texas Tax Code, and;

**WHEREAS, DISTRICT** has the authority to contract with the **COUNTY** for the **COUNTY** to act as tax assessor and collector for **DISTRICT** and **COUNTY** has the authority to so act.

**NOW THEREFORE, COUNTY and DISTRICT,** for and in consideration of the mutual promises, covenants, and agreements herein contained, do agree as follows:

Throughout this Agreement, the term "Property Tax Code" means Title 1 of the Texas Tax Code. Throughout this Agreement, the term "tax year" means the calendar year in which the applicable tax lien attaches to the taxable property. The term "collection year" refers to the period commencing on October 1st of the applicable tax year and continuing through the end of the applicable term (September 30th of the following year), in which collection and billing services are to be performed under this Agreement.

I.

The effective date of this Agreement shall be October 1, 2025. The initial term of this Agreement shall be for a period of one year beginning on the effective date and ending September 30, 2026. The initial term of the Agreement is for tax year 2025 property tax rate calculation, billing and collection services. Following the initial term, this Agreement shall automatically renew for subsequent one-year terms, unless written notice of termination is provided by **COUNTY** or **DISTRICT** no later than one hundred-eighty (180) days prior to the expiration date of the then-current term of the Agreement. If said notice is provided, this Agreement shall terminate at the end of the then-current term. Each renewal term shall be for property tax rate calculation, billing and collection services for the applicable tax year (the first renewal term will be for tax year 2026, the second renewal terms for tax year 2027, etc.).

## II.

For the purposes and consideration herein stated and contemplated, **COUNTY** shall provide the following necessary and appropriate services for **DISTRICT** to the maximum extent authorized by this Agreement, without regard to race, sex, religion, color, age, disability, or national origin:

1. **COUNTY**, by and through its duly qualified tax assessor-collector, shall serve as Tax Assessor-Collector for **DISTRICT** for ad valorem tax collection for the tax year. **COUNTY** agrees to perform all necessary ad valorem assessing and collecting duties for **DISTRICT** and **DISTRICT** does hereby expressly authorize **COUNTY** to do and perform all acts necessary and proper to assess and collect taxes for **DISTRICT**. **COUNTY** agrees to collect base taxes, penalties, interest, and attorney's fees.

2. **COUNTY** agrees to prepare and mail all current and delinquent tax statements required by statute, supplemental changes for applicable property accounts, as well as prepare and mail any other mailing as deemed necessary and appropriate by **COUNTY**; provide daily, monthly and annual collection reports to **DISTRICT**; prepare tax certificates; develop and maintain both current and delinquent tax rolls, disburse tax monies to **DISTRICT** daily (business day) based on prior day tax postings, approve and refund overpayment or erroneous payment of taxes for **DISTRICT** pursuant to Property Tax Code Section 31 from available current tax collections of **DISTRICT**; and to meet the requirements of Section 26.04 and Section 42 Subchapter C and develop and maintain such other records and forms as are necessary or required by State law, rules, or regulations. If daily disbursal is to be delayed, **COUNTY** will notify **DISTRICT** in the secured web entity folder the reason for the delay.

3. **COUNTY** further agrees that it make for **DISTRICT** the property tax rate calculations required by Property Code Section 26.04 (currently identified in the Section by terms “no new revenue tax rate” and “voter-approval tax rate”), and will do so in accordance with all requirements therein. All such rate calculations will be performed using only the Texas State Comptroller’s “Truth In Taxation” formulas, and at no additional cost to **DISTRICT**. The information concerning the rate calculations described in this Article II.3 and publications will be provided to **DISTRICT** in the form prescribed by the Comptroller of Public Accounts of the State of Texas, and as required by Section 26. **DISTRICT** shall be responsible for all publications as required by Chapter 26. In the event **DISTRICT** requires early calculation based on certified estimate values, **COUNTY** will perform the tax rate calculations described in this Article II.3 and provide the required publications to **DISTRICT** in the same manner as performing the tax rate calculations pursuant to the annual appraisal district reports required to be Certified on July 25 of each tax year.

4. **COUNTY** agrees, upon request, to offer guidance and the necessary forms for posting notices as required by Chapter 26 of the Property Tax Code if **DISTRICT** requests such no less than 7 days in advance of the intended publication date. **DISTRICT** must approve all calculations and notices, in the format required by **COUNTY** and Property Tax Code Section 26. The accuracy and timeliness of all required notices are the responsibility of **DISTRICT**. **COUNTY** will update tax transparency databases, as required in Property Tax Code Section 26.17(b),(5A,B),(7),(12),(13) and 26.17(e)(2) with applicable Truth In Taxation worksheets and Notices. **DISTRICT** is responsible for any other required information posted on a tax transparency database. This Agreement is subject to and the parties herein shall comply with all applicable provisions of

the Property Tax Code and all other applicable Texas statutes. **COUNTY** will submit to **DISTRICT** approval forms of the tax rate calculation and required notices. **DISTRICT** must return executed approval forms to tax assessor/collector as required by law and this agreement.

5. Should **DISTRICT** vote to increase its tax rate above the statutory voter approval limit (also known as the “rollback” or the “voter approval” rate), the required publication of notices shall be the responsibility of the **DISTRICT**. Should **DISTRICT** roll back the tax rate as a result of Tax Rate Election, the required publication of notices shall be the responsibility of **DISTRICT**.

6. **COUNTY** agrees to develop and maintain written policies and procedures of its operation. **COUNTY** further agrees to make available full information about the operation of the County Tax Office to **DISTRICT**, and to promptly furnish written reports to keep **DISTRICT** informed of all financial information affecting it.

7. **DISTRICT** agrees to promptly deliver to **COUNTY** all records that it has accumulated and developed in the assessment and collection of taxes, and to cooperate in furnishing or locating any other information and records needed by **COUNTY** to perform its duties under the terms and conditions of this Agreement.

8. **COUNTY** agrees to allow an audit of the tax records of **DISTRICT** in **COUNTY’S** possession during normal working hours with at least 72 hours advance written notice to **COUNTY**. The expense of any and all such audits shall be paid by **DISTRICT**. A copy of any and all such audits shall be furnished to **COUNTY**.



9. If required by **DISTRICT**, **COUNTY** agrees to obtain a surety bond for the County Tax Assessor/Collector. Such bond will be conditioned upon the faithful performance of the Tax Assessor/Collector's lawful duties, will be made payable to **DISTRICT** and in an amount determined by the governing body of **DISTRICT**. The premium for any such bond shall be borne solely by **DISTRICT**.

10. **COUNTY** agrees that it will post a notice on its website, as a reminder that delinquent tax penalties will apply to all assessed taxes that are not paid by January 31<sup>st</sup> of the collection year.

11. **COUNTY** agrees that it will post to a secure website collection reports for **DISTRICT** listing current taxes, delinquent taxes, penalties and interest on a daily basis through September 30<sup>th</sup> of the collection year. **COUNTY** will provide monthly Maintenance and Operation (hereinafter referred to as "MO"), and Interest and Sinking (hereinafter referred to as "IS") collection reports; provide monthly recap reports; and provide monthly attorney fee collection reports.

12. **DISTRICT** retains its right to select its own delinquent tax collection attorney and **COUNTY** agrees to reasonably cooperate with the attorney selected by **DISTRICT** in the collection of delinquent taxes and related activities.

13. **DISTRICT** will provide **COUNTY** with notice of any change in collection attorney at least 7 days before the effective date of the new collection attorney contract.

### III.

**COUNTY** hereby designates the Denton County Tax Assessor/ Collector to act on behalf of the County Tax Office and to serve as Liaison for **COUNTY** with **DISTRICT**. The County Tax Assessor/Collector, and/or his/her designated substitute, shall ensure the

performance of all duties and obligations of **COUNTY**; shall devote sufficient time and attention to the execution of said duties on behalf of **COUNTY** in full compliance with the terms and conditions of this Agreement; and shall provide immediate and direct supervision of the County Tax Office employees, agents, contractors, subcontractors, and/or laborers, if any, in the furtherance of the purposes, terms and conditions of this Agreement for the mutual benefit of **COUNTY** and **DISTRICT**.

IV.

**COUNTY** accepts responsibility for the acts, negligence, and/or omissions related to property tax service of all **COUNTY** employees and agents, sub-contractors and/or contract laborers, and for those actions of other persons doing work under a contract or agreement with **COUNTY** to the extent allowed by law.

V.

**DISTRICT** accepts responsibility for the acts, negligence, and/or omissions of all **DISTRICT** employees and agents, sub-contractors and/or contract laborers, and for those of all other persons doing work under a contract or agreement with **DISTRICT** to the extent allowed by law.

VI.

**DISTRICT** understands and agrees that **DISTRICT**, its employees, servants, agents, and representatives shall at no time represent themselves to be employees, servants, agents, and/or representatives of **COUNTY**. **COUNTY** understands and agrees that **COUNTY**, its employees, servants, agents, and representatives shall at no time represent themselves to be employees, servants, agents, and/or representatives of **DISTRICT**.

## VII.

In this Article VII, the term “Prior TY Parcel Count” means the total number of parcels listed on **DISTRICT’S** preceding tax year Tax Roll on September 30<sup>th</sup> of the tax year. For the services rendered during the tax year, **DISTRICT** agrees to pay **COUNTY** for the receipting, bookkeeping, issuing, and mailing of tax statements as follows:

1. The County Budget Office establishes collection rates annually based on a survey of actual annual costs incurred by the County in performing tax collection services. The collection rate for each tax year, referred to in this Article VII as the “Per Parcel Rate,” is approved by County Commissioners’ Court, and all entities are assessed the same per parcel collection rate, except that, if that Per Parcel Rate multiplied by the entity’s Prior TY Parcel Count equals less than \$200, the entity will be assessed a flat fee of \$200. Following approval of the Per Parcel Rate for each tax year, **COUNTY** will, at least sixty (60) days prior to the expiration date of the then-current term of this Agreement, provide **DISTRICT** with written notice of that rate.

2. The current tax statements will be mailed by October 10<sup>th</sup> of the tax year or as soon thereafter as practical. The **DISTRICT** must adopt its tax year tax rate on or before September 30<sup>th</sup> of the applicable tax year, if that rate does not exceed the voter-approval tax rate. **DISTRICT** must adopt a tax rate that exceeds the voter-approval tax rate not later than the deadline set forth in Property Tax Code 26.05(a) and Election Code Sections 3.005 and 41.001. In order to expedite mailing of tax statements, **DISTRICT** shall adopt and then deliver its adopted tax rate to **COUNTY** no later than the applicable adoption deadline described herein. Failure by **DISTRICT** to adopt and then deliver the adopted tax rate to **COUNTY** by said applicable adoption deadline may result in delay of processing and mailing

**DISTRICT** tax statements. **DISTRICT** agrees to assume the costs for additional delayed tax statements, processing and mailing as determined by **COUNTY**. An additional notice will be sent during the month of March following the initial mailing provided that **DISTRICT** has requested such a notice on or before February 28<sup>th</sup> of the collection year.

3. At least 30 days, but no more than 60 days prior to April 1<sup>st</sup> of the collection year and following the initial mailing, a delinquent tax statement meeting the requirements of Section 33.11 of the Texas Property Tax Code will be mailed to the owner of each parcel having delinquent taxes.

4. At least 30 days, but no more than 60 days prior to July 1<sup>st</sup> of the collection year and following the initial mailing, a delinquent tax statement meeting the requirements of Section 33.07 of the Texas Property Tax Code will be mailed to the owner of each parcel having delinquent taxes.

5. For accounts that become delinquent on or after June 1<sup>st</sup> of the collection year, **COUNTY** shall mail a delinquent tax statement meeting the requirements of Section 33.08 of the Property Tax Code to the owner of each parcel having delinquent taxes.

6. For accounts that become delinquent on February 1<sup>st</sup> of the tax year, **COUNTY**, in its sole discretion, may mail a reminder notice to the owner of each parcel having delinquent taxes not including February 33.11 notices.

7. In event of a tax rate change resulting from a rollback or tax approval election that taxes place after tax bills for **DISTRICT** have been mailed, **DISTRICT** agrees to pay **COUNTY** a programming charge of \$5,000.00. **COUNTY**, pursuant to Property Tax Code Section 26.07(f) or 26.075(j) will mail corrected statements to the owner of each property. The fee for this service will be the same Per Parcel Rate described in paragraphs 1, 9 and 10 of this Article VII. When a refund is required per Property Tax Code

Section 26.07(g) or 26.075(k), **COUNTY** will charge a \$1.00 processing fee per check, in addition to the corrected statement mailing costs. Issuance of refunds, in the event of a successful rollback election, will be the responsibility of the **COUNTY**. **DISTRICT** will be billed for the refunds, postage and processing fees.

8. **DISTRICT** understands and agrees that **COUNTY** will, no later than January 31<sup>st</sup> of the tax year, deduct from current collections of **DISTRICT** the "Total Cost" of providing all services described in paragraphs 2-6 of this Article VII. This "Total Cost" includes any such services that have not yet been performed at the time of deduction.

9. During the initial term of this Agreement, the "Total Cost" of providing all services described in paragraphs 2-6 of this Article VII shall be the total of: **\$1.41** (the "TY 2025 Per Parcel Rate") multiplied by **DISTRICT's** Prior TY Parcel Count, provided that, if the TY 2025 Per Parcel Rate of \$1.41 multiplied by the Prior TY Parcel Count equals less than \$200.00 (if the total number of parcels listed on **DISTRICT's** preceding tax year Tax Roll on September 30<sup>th</sup> of the tax year is 141 or less), then the "Total Cost" of providing all services described in paragraphs 2-6 shall be a flat amount of \$200.00.

10. During the first and second renewal terms of this agreement, and provided that **COUNTY** has provided **DISTRICT** with notice of the Per Parcel Rate as described in paragraph 1 of this Article VII, the "Total Cost" of providing all services described in paragraphs 2-6 of this Article VII shall be the total of: The Per Parcel Rate approved by Commissioners Court for the applicable tax year (the TY 2026 Per Parcel Rate and the TY 2027 Per Parcel Collection Rate, respectively) multiplied by the **DISTRICT's** then Prior TY Parcel Count, provided that, if the applicable Per Parcel Rate multiplied by the applicable Prior TY Parcel Count equals less than \$200.00, then the Total Cost of providing all services described in paragraphs 2-6 shall be a flat fee of \$200. In the event **COUNTY** does not

provide **DISTRICT** with notice of the per parcel rate as described in paragraph 1 of this Article VII, the per parcel rate charged during the preceding term will apply.

11. In the event that a rollback or tax approval election as described in paragraph 7 of this Article VII takes place, **COUNTY** shall bill **DISTRICT** for the applicable programming charge, check processing fees, refunds paid, and refund postage costs. **DISTRICT** shall pay **COUNTY** all billed amounts within 30 days of its receipt of said bill. In the event costs for additional delayed tax statements, processing and mailing are incurred as described in paragraph 2 of this Article VII, **COUNTY** shall bill **DISTRICT** for such amounts. **DISTRICT** shall pay **COUNTY** all such billed amounts within 30 days of its receipt of said bill.

#### VIII.

**COUNTY** agrees to remit all taxes, penalties, and interest collected on **DISTRICT's** behalf and to deposit such funds into the **DISTRICT's** depositories, as designated:

1. For deposits of tax, penalties, and interest, payment shall be by wire transfer or ACH to **DISTRICT's** depository accounts only, and segregated into the appropriate MO and IS accounts (and Contract Rate account), as applicable, specified on the Direct Deposit Authorization executed between the **DISTRICT** and **COUNTY**. Only in the event of failure of electronic transfer protocol will a check for deposits of tax, penalty and interest be sent by mail to **DISTRICT**

2. In anticipation of renewal of this Agreement, **COUNTY** further agrees that deposits will be made daily through September 30<sup>th</sup> of the collection year. It is expressly understood, however, that this obligation of **COUNTY** shall not survive termination of this Agreement, whether by termination by either party or by failure of the parties to renew this Agreement.

In event that **COUNTY** experiences shortage in collections as a result of an outstanding tax debt of **DISTRICT**, the **DISTRICT** agrees a payment in the amount of shortage shall be made by check or ACH to **COUNTY** within 15 days after notification of such shortage. Failure to remit payment of shortage restricts release of collected taxes until such time as payment is remitted.

IX.

In the event of termination, the terminating party shall be obligated to make such payments as are required by this Agreement through the balance of the tax year in which notice is given. **COUNTY** shall be obligated to provide services pursuant to this Agreement during such period.

X.

This Agreement represents the entire agreement between **DISTRICT** and **COUNTY** and supersedes all prior negotiations, representations, and/or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the governing bodies of both **DISTRICT** and **COUNTY** or those authorized to sign on behalf of those governing bodies.

XI.

Any and all written notices required to be given under this Agreement shall be delivered or mailed to the listed addresses:

**COUNTY:**

County Judge of Denton County  
1 Courthouse Drive Ste 3100  
Denton, Texas 762018  
Telephone: 940-349-2820

**DISTRICT:****Trophy Club Municipal Utility District No. 1****100 Municipal Drive****Trophy Club, Texas 76262****XII.**

**DISTRICT** hereby designates **Alan Fourmentin, General Manager** to act on behalf of **DISTRICT**, and to serve as Liaison for **DISTRICT** to ensure the performance of all duties and obligations of **DISTRICT** as stated in this Agreement. **DISTRICT's** designee shall devote sufficient time and attention to the execution of said duties on behalf of **DISTRICT** in full compliance with the terms and conditions of this Agreement; shall provide immediate and direct supervision of the **DISTRICT** employees, agents, contractors, subcontractors, and/or laborers, if any, in the furtherance of the purposes, terms and conditions of this Agreement for the mutual benefit of **DISTRICT** and **COUNTY**.

**XIII.**

In the event that any portion of this Agreement shall be found to be contrary to law, it is the intent of the parties that the remaining portions shall remain valid and in full force and effect to the extent possible.



XIV.

The undersigned officers and/or agents of the parties are the properly authorized officials and have the necessary **DISTRICT** to execute this agreement on behalf of the parties. Each party hereby certifies to the other that any resolutions necessary for this Agreement have been duly passed and are now in full force and effect.

Executed in triplicate originals this, 21st day of May  
2025.

**COUNTY**

Denton County Texas  
1 Courthouse Dr Ste 3100  
Denton, Texas 76208

**DISTRICT TROPHY CLUB MUNICIPAL  
Name: UTILITY DISTRICT NO. 1**

Street address: 100 Municipal Drive

City, state, zip: Trophy Club, TX, 76262

Email: [afourmentin@tcmud.org](mailto:afourmentin@tcmud.org)

Phone: 682-831-4600

BY: \_\_\_\_\_

Honorable Andy Eads  
County Judge

BY: \_\_\_\_\_

Name: Kevin R. Carr

Title: Board President

ATTEST:

ATTEST:

BY: \_\_\_\_\_

Juli Luke  
Denton County Clerk

BY: \_\_\_\_\_

Name: Doug Harper

Title: Board Secretary/Treasurer

APPROVED FORM AND CONTENT:

\_\_\_\_\_  
DawnWaye  
Denton County  
Tax Assessor/Collector



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## STAFF REPORT

**AGENDA ITEM:** Consider and act regarding approval of task order agreement with Halff Associates for professional engineering services for an emergency connection to the City of Southlake.

**DESCRIPTION:** The City of Southlake has agreed to allow the District to proceed with modeling and discussions needed to gain approval of an emergency connection between the District and Southlake water systems. Southlake will not participate in cost share for the modeling, design, or construction. Halff Associates will provide professional engineering services related to an emergency connection to The City of Southlake and this task order represents the third and final task related to the design of an emergency connection.

The design will consist of water system hydraulic modeling under emergency conditions to determine flows from Southlake into the District system, surveying, Subsurface Utility Engineering (SUE), easement preparation, construction plans, specifications, opinion of probable construction cost (OPCC), bidding, and construction phase services. Additionally, this task order includes coordination with the City of Southlake, the City of Fort Worth, and the Texas Commission on Environmental Quality (TCEQ) regarding the interconnection of the two water systems.

The design will include approximately 110 linear feet of water line across T W King Rd, vault, 6" Sensus Omni Turbo (T2) meter, meter strainer, pressure transmitter, valving, coupling adaptors, and electrical, instrumentation, and SCADA communication.

**ATTACHMENTS:** Halff Task Order Proposal

**RECOMMENDATION:** Staff recommends approval of task order agreement with Halff Associates for professional engineering services for an emergency connection to the City of Southlake at a total cost not to exceed \$247,263 and authorize the General Manager to execute the necessary documents.

May 14, 2025  
P61375.001

Mr. Alan Fourmentin  
Trophy Club Municipal Utility District No.1  
100 Municipal Drive  
Trophy Club, Texas 76262

**RE: Proposal for Emergency Connection to Southlake Phase III (3<sup>rd</sup> of 3 Related Task Orders)**

Dear Mr. Fourmentin,

We are pleased to present the following scope of services and fee schedule to provide professional engineering services for the Trophy Club Municipal Utility District No. 1 (District). Per our previous discussions, the District would like Halff Associates to provide modeling and prepare construction plans for an emergency connection to The City of Southlake. This task order represents the third and final task related to the design of an emergency connection.

As documented in an email dated February 14, 2025, the City of Southlake agreed to allow the District to proceed with modeling and discussions needed to gain approval of an emergency connection between the two systems. It is our understanding that Southlake will not participate in cost share for the modeling, design, and construction.

This contract proposal includes the following items: Attachment 'A' – Scope of Services and Attachment 'B' – Fee Summary. Refer to Halff's Agreement for Professional Engineering Services on a Task Order Basis, executed by the District on October 18, 2018, for the terms and conditions of this proposal. The fees quoted in this proposal will be honored for up to 60 days from the date of this proposal. The signed Agreement by both parties will serve as Notice to Proceed (NTP). Engineering services will begin upon NTP and following the initial meeting with the District. See Attachment 'B' for signature page.

We appreciate the opportunity to be of service to you. Please feel free to contact us if you have any questions or comments concerning this proposal.

Sincerely,

**HALFF ASSOCIATES, INC.**

A handwritten signature in blue ink that reads "Leah M. Hodge".

Leah M. Hodge, PE, CFM  
Project Manager

C: Ronald King, PE - Halff

**ATTACHMENT 'A'****Scope of Services****EMERGENCY WATER CONNECTION****Phase I: Coordination with Southlake and Fort Worth – COMPLETED as part of previous Task Order**

The first task was to reach out to the City of Southlake and determine their willingness to participate in an emergency water line connection. In addition, information was gathered about their existing system including pressure and size, type, and location of their nearest water line. The City of Fort Worth was also contacted to determine their requirements for the emergency connection. Half prepared an updated estimation of both design and construction costs associated with this emergency connection. Halff provided this estimate to the District on December 27, 2021.

**Phase II: Preliminary Design of Emergency Connection – COMPLETED as part of previous Task Order**

This task order built on the information learned in Phase I and provided further preliminary design. Halff provided a technical memorandum to the District on November 30, 2022.

**Phase III: Design and Construction of Emergency Connection**

This task order builds on the previous two phases and includes the design and preparation of the documents necessary for the construction of the emergency connection.

**Water System Modeling:**

This evaluation will focus on hydraulic analysis and determine model-predicted flow rates from Southlake into District during emergency conditions and will include the following:

- Conduct a virtual coordination meeting with the District to discuss the project scope and considerations for the analysis. Present a data request memorandum outlining the needs for the emergency interconnection modeling. It is anticipated that during the coordination meeting the desired modeling scenarios will be identified.
- Utilize a copy of Southlake's existing water distribution system model and add the applicable District infrastructure necessary to perform the analysis. It is anticipated that both District elevated storage tanks and the major transmission lines connecting the tanks will be added to the hydraulic model. Once the model update is completed, a verification of system operations will be conducted prior to the emergency interconnect analysis.
- Perform hydraulic modeling of up to three (3) scenarios under emergency conditions to determine flows from Southlake into the District system. Document system flows, pressures, and impacts to operations for both the Southlake and District systems. Develop mapping and tables showing model results.
- Prepare for and meet with the District to review and discuss the draft results of the emergency interconnection modeling.

- Prepare a technical memorandum summarizing the emergency interconnection modeling and results. The memorandum will include documentation of the model update, model scenarios, and results. Provide the technical memorandum to the District for review and comment prior to finalizing the document.
- Prepare for and meet with District staff and City of Southlake staff to present the results of the emergency interconnect analysis.

**Survey:****Survey for Engineering Design**

- Perform all necessary topographic survey operations required for the complete design as described in survey scope and per limits shown below.
- The design survey shall establish all horizontal and vertical control points using Global Positioning System (GPS) methodology. Horizontal values will be based on the Texas State Plane Coordinate System, North American Datum of 1983, North Central Zone (4202). The vertical values will be referenced to NAVD88 and computed using GEOID 18, control to be set at 300-foot intervals with a minimum of two vertical benchmarks.
- Survey shall tie in all right-of-way lines and corners, property lines, trees 6" in larger in caliper, fence lines, and all other present and visible surface features.
- Topographic information shall be acquired with cross sections collected at 50-ft intervals, producing one-foot contours of existing grade.
- Horizontal and vertical location of all existing facilities within the Project limits including existing paving, driveways, sidewalks, buildings, mailboxes, landscaping, etc.
- Tie existing visible franchise utilities and appurtenances, and public utilities such as water valves, fire hydrants, manholes, etc.
- Verify horizontal and vertical location of existing sanitary sewer facilities.
- Label existing ownership information according to current appraisal district information.
- Deliverables in Civil 3D
- Utilize survey grade control to tie in SUE efforts as described in survey scope and per limits shown to include all utility markings and two QL-A test hole locations.

**Subsurface Utility Engineering (SUE):****Utility Designation (Quality Level B) (QL-B)**

- Halff will designate tonable subsurface utilities and note electronic depths using geophysical prospecting equipment and mark the locations with paint and/or pin flags.
- We anticipate designating approximately 1,800 LF of buried communication, electric, natural gas, water, sanitary sewer and providing the identification of owners.
- Because of limited record information and the possibility of non-tonable utilities, Halff cannot guarantee that all utilities will be found and marked on the project.

**SUE Deliverables**

- QL-B will be 11-in. x 17-in. SUE plan sheets depicting the findings of the investigation.

**Exclusions**

- QL-B of irrigation lines, services, asbestos concrete and/or PVC lines, and PVC lines without tracer wire or access

- Engineered Traffic Control Plans

Survey/SUE Limits



**Coordination with the Cities of Southlake and Fort Worth:**

Halff will facilitate review meetings with the District, Southlake and Fort Worth.

**Permitting:**

Halff will coordinate with TCEQ regarding the interconnection of two water systems. Halff will coordinate with Southlake regarding the water line crossing T W King Rd right of way. The District shall be responsible for payment of all permitting fees.

**Design:**

The design will consist of construction plans, specifications, and opinion of probable construction cost (OPCC) submitted for review at the 30%, 60%, 90% design phases. The design will include approximately 110 linear feet of water line across T W King Rd, vault, 6" Sensus Omni Turbo (T2) meter, meter strainer, pressure transmitter, valving, coupling adaptors, and electrical, instrumentation and SCADA communication.

**Conceptual (30%) Design** –Plans shall include the general location of existing improvements, general location of proposed water line and vault, location of existing utilities, proposed easement limits (if needed), and proposed construction methods. OPCC will be provided. Conceptual plans shall be approved by all parties prior to commencing with 60% design.

**Preliminary (60%) Plans** – Preliminary plans shall include a cover sheet, general notes and legend, project layout, site plan, water line plan and profile, vault plan and section, preliminary structural details, preliminary EIC details, and standard details. OPCC will be updated, and preliminary Contract Documents and Specifications will be prepared. Conceptual plans shall be approved by all parties prior to commencing with 90% design.

**Final (90%) Plans** – Plans, OPCC and contract documents and specifications will be revised to address review comments. Design, structural details, and EIC details will be completed. Final plans shall be approved by all parties prior to providing final construction plans.

**Construction Plans (100% Submittal)** – Final comments will be addressed. Plans, contract documents and specifications, and OPCC will be finalized for construction. Each plan sheet will be stamped, dated and signed by the Engineer.

All submittals will be digital (PDF).

#### **Bidding and Construction Phase Services:**

Halff will provide bidding and construction phase services, including the following tasks:

1. Provide Link to Bidding Documents, Maintain Plan holder List, and receive bids through Civicast
2. Attend Pre-Bid Meeting
3. Issue Addenda and Respond to Contractor Questions
4. Host Virtual Bid Opening
5. Prepare Bid Tabulation and Letter of Recommendation
6. Prepare Conformed Contract Documents for Execution (Digital)
7. Provide Plans for Construction (1-22"x34" and 3-11"x17")
8. Attend Pre-Construction Meeting
9. Review Submittals and Answer RFIs
10. Review Pay Applications
11. Prepare Project Closeout Documents
12. Prepare Record Drawings
13. Update GIS Shapefiles and Asset Management Spreadsheet

#### **Schedule:**

- Completion of modeling effort within 90 calendar days upon receipt of notice to proceed.
- Completion of SUE investigation within 60 calendar days after acceptance of model results.
- Completion survey within 30 calendar days after SUE marking are completed.
- Completion of 30% construction plans within 30 calendar days of survey delivery.



- Completion of 60% construction plans within 60 calendar days of 30% review, excluding District/Southlake/Fort Worth review time.
- Completion of 90% construction plans within 30 calendar days of 60% review, excluding District/Southlake/Fort Worth review time.
- Completion of 100% construction plans within 30 calendar days of 60% review, excluding District/Southlake/Fort Worth review time.
- Bidding services: 30 calendar days from District's approval of construction plans.
- Construction services: In accordance with construction schedule
- Closure: 30 calendar days from the date of construction completion

**Additional services not included in the Scope of Services:**

- Standard operating procedures
- Drafting agreements with the Cities of Southlake and Fort Worth
- Geotechnical investigation
- Traffic control services
- Erosion control plans
- Easement preparation/acquisition services
- QL-A SUE (test holes)
- Inclusion of chlorine analyzer at emergency connection
- Inclusion of temperature sensor at emergency connection
- Inclusion of bypass line at emergency connection
- Pavement replacement or rehabilitation outside of the trench width
- Public meetings
- Services associated with rebidding the project after the initial advertisement/bid process
- Performance of materials testing or specialty testing services
- Services related to submitting for permits (ie. Town, utilities, etc.)
- Services related to survey construction staking
- Construction site visits
- Construction inspection services, including final walk through

**ATTACHMENT 'B'****Fee Summary****PROPOSED FEE SCHEDULE**

I.	Water System Modeling.....	\$32,900 (Lump Sum)
II.	Survey, SUE and Easement Preparation .....	\$25,458 (Lump Sum)
III.	Construction Plan Preparation.....	\$148,815 (Lump Sum)
IV.	Bidding and Construction Phase Services .....	\$41,250 (Lump Sum)

**TOTAL FEE ..... \$247,263**

This project will be a lump sum fee. The lump sum fee will not be exceeded without prior approval from the District. The lump sum fee will be invoiced monthly based on percent completed. Halff will coordinate with the District to establish the billing schedule.

Direct costs, including printing, plotting, and reproduction, postage, messenger service, specialized equipment (such as GPS), long distance telephone calls and vehicle mileage will be considered reimbursable and will be billed at 1.10 times the direct cost incurred.

Additional services may be requested by the District on a task order basis. Halff will develop a separate scope and fee for each additional service and obtain approval from the District prior to initiating work on the additional services. A summary of current hourly billing rates and current unit pricing schedule is in Halff's Agreement for Professional Engineering Services on a Task Order Basis with the District (dated October 18, 2018).

Unless otherwise stated, fees quoted in this proposal exclude state and federal sales taxes on professional services. Current Texas law requires assessment of sales tax on certain kinds of surveying services but does not require sales taxes on other professional services. In the event that new or additional state or federal taxes are implemented on the professional services provided under this contract during the term of the work, such taxes will be added to the applicable billings and will be in addition to the quoted fees and budgets.

The fees and budgets established above do not include revisions once the project is underway. If revisions are requested, a revision to the scope and budget will be required.

Refer to Halff's Agreement for Professional Engineering Services on a Task Order Basis, executed by the District on October 18, 2018, for the terms and conditions of this proposal. We will proceed upon receiving the signed copy of this proposal. Signature blocks are on the following page.



Submitted:

**HALFF ASSOCIATES, INC.**

Approved:

**TROPHY CLUB MUNICIPAL UTILITY  
DISTRICT NO.1**

By: \_\_\_\_\_

Signature

Ronald King \_\_\_\_\_

Printed Name

Director, Water/Wastewater \_\_\_\_\_

Title

\_\_\_\_\_

Date

By: \_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

June 2025							
▲	Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	Jun 1, 2025	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
				4:30pm Board of Directors 6:30pm Board of Directors			
26	22	23	24	25	26	27	28
27	29	30	Jul 1	2	3	4	5