

**WOOD TRACE MUNICIPAL UTILITY DISTRICT NO. 1,
OF MONTGOMERY COUNTY, TEXAS**

**Minutes of Meeting of Board of Directors
November 9, 2021**

The Board of Directors of Wood Trace Municipal Utility District No. 1, of Montgomery County, Texas met in accordance with the duly posted notice of meeting, and the roll was called of the duly constituted members of the Board of Directors, to-wit:

Mercedes C. Burns, President
Elias L. Hinojosa, Vice President
James Art Nicholson, Secretary
Dexter Braband, Assistant Secretary
David Ambrose, Assistant Secretary

all of whom were present, with the exception of Director Hinojosa, thus constituting a quorum.

Also present were Kristen Scott of Bob Leared Interests ("Leared"); Kyle Kraus of LJA Engineering, Inc. ("LJA"); Ben Childress of Environmental Allies; Mark Burton of Municipal Accounts & Consulting, L.P. ("MA&C"); Kirti Patel of Richfield Investment Corporation representing Primewood Investments, L.P. ("Primewood"); Preston Wittenburg of Friendswood Development Company ("Friendswood"); John Escamilla of Water District Management Company, Inc. ("WDM"); and Bryan Yeates and Kris Eddlemon of Schwartz, Page & Harding, L.L.P. ("SPH").

The President called the meeting to order and declared it open for such business as might regularly come before it.

PUBLIC COMMENTS

The Board began by opening the meeting for public comments. There were no comments from the public at this time.

APPROVAL OF MINUTES

As the next order of business, the Board considered approval of the minutes of the Board of Directors meeting held on October 12, 2021. After discussion of the minutes presented, Director Nicholson moved that the minutes be approved, as written. Director Braband seconded said motion, which unanimously carried.

TAX ASSESSOR-COLLECTOR REPORT

Ms. Scott then presented the Tax Assessor-Collector Report for the month of October 2021, a copy of which is attached hereto as **Exhibit A**. After discussion concerning the Tax Assessor-Collector Report, Director Burns moved that said Report be approved and that the disbursements identified in the Report be approved for payment from the District's tax account. Director Ambrose seconded said motion, which carried unanimously.

Ms. Scott next inquired as to whether the Board desired to have an aerial photograph taken of the District. After discussion, the Board determined that an aerial photograph would not be necessary at this time.

DELINQUENT TAX COLLECTIONS REPORT

The Board deferred action relative to the review of a delinquent tax report from the District's delinquent tax collections attorney, Perdue, Brandon, Fielder, Collins & Mott, L.L.P., as one had not been received.

BOOKKEEPING REPORT

Mr. Burton next reviewed the Bookkeeping Report dated November 9, 2021, a copy of which is attached as **Exhibit B**, including the disbursements presented for payment from the District's various accounts. After discussion on the matter, it was moved by Director Braband that said Bookkeeping Report be approved and that the disbursements identified therein be approved for payment, with the exception of check no. 5020, which was voided. Director Burns seconded said motion, which carried unanimously.

STATUS OF COMPLIANCE BY THE DISTRICT WITH TEXAS GOVERNMENT CODE, CHAPTER 2265 RELATIVE TO ENERGY REPORTING

The Board next considered the status of compliance by the District with Texas Government Code, Chapter 2265, as codified, relative to energy reporting requirements. In connection therewith, it was noted that a copy of the Energy Report is included with the Bookkeeping Report, and that no further action is necessary at this time.

PRESENTATION BY MUNICIPAL FINANCIAL SERVICES, LLC

The Board next considered a presentation related to the preparation of enhanced bookkeeping reports. In connection therewith, Mr. Burton addressed the Board on behalf of Municipal Financial Services, LLC ("MFS") and discussed services provided by MFS. Following discussion, the Board concurred to defer action on this matter until the next meeting.

ENGINEERING REPORT

Mr. Kraus next presented and reviewed with the Board an Engineering Report, a copy of which is attached hereto as **Exhibit C**. Following discussion, it was moved by Director Braband, seconded by Director Ambrose and unanimously carried, that all action items in the Engineering Report be approved, as recommended by LJA, including the District's approval of roadway repairs by Beyer Construction, LLC in the total amount of \$10,942.00.

Mr. Kraus next advised that the new wastewater discharge permit was issued on September 21, 2021, and that this item can be removed from future agendas.

STORMWATER MANAGEMENT PROGRAM

The Board considered the status of the District's Stormwater Management Program. The Board noted that a representative of Storm Water Solutions, LP was not present at the meeting, and deferred further discussion regarding this matter.

DEVELOPERS' REPORTS

The Board next considered the Developers' Reports. Mr. Patel and Mr. Wittenburg advised that they had nothing new to report to the Board at this time.

LANDSCAPE ARCHITECT REPORT

The Board next considered the landscape architect report. It was noted that a representative of Kudela & Weinheimer was not present at the meeting, and deferred further discussion regarding the matter.

CONSTRUCTION, OPERATION, MAINTENANCE AND USE AGREEMENT RELATING TO RECREATIONAL SITES AND FACILITIES

The Board next considered the approval of a Construction, Operation, Maintenance and Use Agreement Relating to Recreational Sites and Facilities (the "Agreement") between the District and Arbor Trace Community Association ("Community Association"), and the acceptance of conveyances of recreational sites and facilities in connection therewith. Following discussion, Director Nicholson moved that the Board approve (i) the Agreement, attached hereto as **Exhibit D**, that the President be authorized to execute same on behalf of the Board and the District, subject to receipt of the associated Texas Ethics Commission Form 1295 from the Community Association, and (ii) the acceptance by the District of various conveyances related to recreational site(s) and facilities within the District. Director Ambrose seconded the motion, which unanimously carried.

REPORT FROM ENVIRONMENTAL ALLIES

Mr. Childress next presented and reviewed a report with regard to mowing and maintenance of District drainage and detention areas, a copy of which report is attached hereto as **Exhibit E**. No action was taken by the Board at this time.

OPERATION AND MAINTENANCE REPORT

Mr. Escamilla presented and reviewed the Operation and Maintenance Report for the month of September 2021, a copy of which is attached hereto as **Exhibit F**. He advised that the auto-dialer located at offsite Lift Station No. 1 needs to be replaced, and that cost to replace the auto-dialer is approximately \$3,025.00. Following discussion, Director Ambrose moved that WDM be authorized to replace the auto-dialer located at offsite Lift Station No. 1, as discussed. Director Braband seconded the motion, which unanimously carried.

Mr. Escamilla next advised that well motor no. 2 located at the Water Plant needs to be repaired or replaced. He noted that the cost to repair the well motor is approximately \$31,830, and

that WDM and LJA recommend that the well motor be repaired, in lieu of being replaced. Following discussion, Director Braband moved that WDM be authorized to repair well motor no. 2 located at the Water Plant, as discussed and as recommend by WDM and LJA. Director Ambrose seconded the motion, which unanimously carried.

Mr. Escamilla next advised that there are two (2) delinquent accounts totaling \$146.53 which WDM has been unable to collect. He advised that WDM recommends the accounts be turned over to Collections Unlimited for further collection efforts. Following discussion, Director Ambrose moved that the accounts totaling \$146.53 be forwarded to Collections Unlimited for further handling, as discussed. Director Braband seconded said motion, which unanimously carried.

UTILITY COMMITMENTS

Mr. Yeates reported that the District has not received any requests for utility commitments.

AUTHORIZE FILING OF EMINENT DOMAIN REPORT WITH THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

Mr. Yeates next advised the Board that Chapter 2206 of the Texas Government Code requires each public and private entity in the State of Texas authorized to exercise the power of eminent domain to file a report with the Comptroller before February 1 of each year. Following discussion on the matter, Director Braband moved that SPH be authorized to prepare and file the required eminent domain report with the Comptroller prior to February 1, 2022. Director Nicholson seconded the motion, which passed unanimously.

ATTORNEY'S REPORT

The Board next considered the Attorney's Report. In connection therewith, Mr. Yeates advised the Board that he had nothing additional to discuss with the Board of a legal nature which was not covered under specific agenda items.

FUTURE AGENDA ITEMS

The Board next considered matters for possible placement on future agendas. There were no other future agenda items to be discussed other than matters previously noted during the meeting.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Director Braband, seconded by Director Nicholson and unanimously carried, that the meeting be adjourned.



Secretary, Board of Directors

LIST OF ATTACHMENTS

<u>Exhibit A</u>	Tax Assessor-Collector Report
<u>Exhibit B</u>	Bookkeeper's Report
<u>Exhibit C</u>	Engineering Report
<u>Exhibit D</u>	Construction, Operation, Maintenance and Use Agreement Relating to Recreational Sites and Facilities between the District and Arbor Trace Community Association
<u>Exhibit E</u>	Environmental Allies' Report
<u>Exhibit F</u>	Operation and Maintenance Report