

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

**Minutes of Meeting of Board of Directors
July 12, 2022**

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 Directors Burns and Ambrose, thus constituting a quorum.

Also present were Kristen Scott of Bob Leared Interests ("Leared"); Mark Swanson of LJA Engineering, Inc. ("LJA"); Diane Michaux of Municipal Accounts & Consulting, L.P. ("MA&C"); Josh Rowe of Water District Management Company, Inc. ("WDM"); Steven Hamilton of Environmental Allies; Kirti Patel of Richfield Investment Corporation representing Primewood Investments, L.P. ("Primewood"); David Berenger, resident of the District, who entered later in the meeting as noted herein; and Bryan Yeates and Kris Eddlemon of Schwartz, Page & Harding, L.L.P. ("SPH").

The Vice 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 June 14, 2022. After discussion of the minutes presented, Director Hinojosa moved that the minutes be approved, as written. Director Braband seconded said motion, which unanimously carried.

BOOKKEEPING REPORT

Ms. Michaux next reviewed the Bookkeeping Report dated July 12, 2022, a copy of which is attached as **Exhibit A**, including the disbursements presented for payment from the District's various accounts. After discussion on the matter, it was moved by Director Nicholson that said Bookkeeping Report be approved and that the disbursements identified therein be approved for payment, with the exception of check nos. 5209 and 5213, which were voided. Director Braband seconded said motion, which carried unanimously.

Mr. Berenger entered the meeting during the presentation of the Bookkeeping Report.

Ms. Michaux additionally presented and reviewed with the Board a Quarterly Investment Inventory Report (the "Report") for the reporting period ended May 31, 2022, a copy of which is attached to the Bookkeeping Report. After further discussion of the Report and upon motion duly made by Director Nicholson, seconded by Director Braband and unanimously carried, the Report was approved and the District's Investment Officers were authorized to execute same on behalf of the Board and the District.

Ms. Michaux then presented to and reviewed with the Board the proposed operating budget for the District's fiscal year ending August 31, 2023, a copy of which is attached to the Bookkeeping Report. She requested that the Directors and consultants review the draft budget and forward any comments to her prior to the next Board meeting.

TAX ASSESSOR-COLLECTOR REPORT

Ms. Scott then presented the Tax Assessor-Collector Report for the month of June 2022, a copy of which is attached hereto as **Exhibit B**. After discussion concerning the Tax Assessor-Collector Report, Director Braband 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 Hinojosa seconded said motion, which carried unanimously.

AMENDED AND RESTATED AGREEMENT FOR SERVICES OF TAX ASSESSOR AND COLLECTOR

Ms. Scott next addressed the Board regarding approval of an Amended and Restated Agreement for Services of Tax Assessor and Collector (the "Agreement") between the District and BLICO, Inc., dba Bob Leared Interests, a copy of which is attached hereto as **Exhibit C**. Mr. Yeates advised that SPH is in the process of reviewing the form of the Agreement. Following discussion, Director Hinojosa moved that the Board approve the Agreement and authorize the execution of same, subject to review and approval of the Agreement by SPH. Director Nicholson seconded the motion, which unanimously carried.

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.

ENGINEERING REPORT

Mr. Swanson next presented and reviewed with the Board a written Engineering Report, a copy of which is attached hereto as **Exhibit D**. Following discussion, it was moved by Director Braband, seconded by Director Nicholson and unanimously carried, that all action items in the Engineering Report be approved, as recommended by LJA, including the District's concurrence with the following: (i) authorization of LJA to advertise for bids in connection with Hydropneumatic Tank No. 2, (ii) payment by Friendswood Development Company of Pay Estimate No. 2, submitted by Gilleland Smith Construction, Inc., in the amount of \$369,000.00, for Expansion of the Wastewater Treatment Plant and Lift Station No. 1, and (iii) signage repairs located in Wood Trace, Sections 7 and 13.

BOND APPLICATION REPORT

The Board next discussed the status of the Bond Application Report ("BAR") for the District's Unlimited Tax Bonds, Series 2022 and Unlimited Tax Park Bonds, Series 2022A. Mr. Yeates advised that the BAR was filed with the Texas Commission on Environmental Quality ("TCEQ") and was declared administratively complete by the TCEQ on July 6, 2022.

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 the matter.

DEVELOPERS' REPORTS

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

LANDSCAPE ARCHITECT REPORT

The Board deferred consideration of the Landscape Architect Report upon noting that a representative of Kudela & Weinheimer was not present at the meeting.

REPORT FROM ENVIRONMENTAL ALLIES

Mr. Hamilton next presented and reviewed a report provided by Environmental Allies with regard to mowing and maintenance of District drainage and detention areas, a copy of which report is attached hereto as **Exhibit E**. It was noted that no action was required by the Board at this time.

Mr. Hamilton next addressed the Board regarding a Second Amendment to Contract between the District and Environmental Allies. In connection therewith, he presented and reviewed an updated maintenance budget, a copy of which is included within Exhibit E. Following discussion, the Board requested additional information in connection with the cost increase, and concurred to defer action on this matter until the next meeting.

OPERATION AND MAINTENANCE REPORT

Mr. Rowe presented and reviewed the Operation and Maintenance Report for the month of May 2022, a copy of which is attached hereto as Exhibit F. He advised that the District has implemented Stage 1 of the District's Drought Contingency Plan. No action was taken by the Board at this time.

UTILITY COMMITMENTS

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

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. Ms. Michaux requested that an item be included on the next agenda for the Board to consider an amendment to the District's contract with MA&C.

ADJOURNMENT

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


Asst. Secretary, Board of Directors

LIST OF ATTACHMENTS

<u>Exhibit A</u>	Bookkeeper's Report
<u>Exhibit B</u>	Tax Assessor-Collector Report
<u>Exhibit C</u>	Amended and Restated Agreement for Services of Tax Assessor and Collector
<u>Exhibit D</u>	Engineering Report
<u>Exhibit E</u>	Environmental Allies' Report; Maintenance Budget
<u>Exhibit F</u>	Operation and Maintenance Report