

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

**Minutes of Special Meeting of Board of Directors
March 21, 2023**

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 Braband and Nicholson, thus constituting a quorum. Director Braband entered later in the meeting as noted herein.

Also present were Kristen Scott of Bob Leared Interests ("Leared"); Mark Swanson of LJA Engineering, Inc. ("LJA"); Diane Michaux and Dulcé Molina of Municipal Accounts & Consulting, L.P. ("MA&C"); John Escamilla of Water District Management Company, Inc. ("WDM"); Julie Peak of Masterson Advisors LLC ("Masterson"); Bradley Hinkle of Environmental Allies; 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 February 14, 2023. After discussion of the minutes presented, Director Ambrose moved that the minutes be approved, as written. Director Burns seconded said motion, which unanimously carried.

BOOKKEEPING REPORT

Ms. Molina next reviewed the Bookkeeping Report dated March 21, 2023, 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 Burns that said

Bookkeeping Report be approved and that the disbursements identified therein be approved for payment, including an additional check payable to Gilleland Smith Construction, Inc. ("Gilleland") in the amount of \$25,425.00, and with the exception of check no. 5386, which was voided. Director Hinojosa seconded said motion, which carried unanimously.

Ms. Molina inquired as to whether the Board would be interested in entering into a Client Services Agreement with HR&P that would provide for direct deposit of Director per diems and reimbursable expenses at a cost of \$5.00 per direct deposited check, or \$50.00 per month, whichever is higher. Ms. Molina additionally advised that there is a one-time setup fee of \$100. Following discussion, the Board concurred that it is not interested in entering into such agreement at this time.

TAX ASSESSOR-COLLECTOR REPORT

Ms. Scott then presented the Tax Assessor-Collector Report for the month of February 2023, a copy of which is attached hereto as **Exhibit B**. After discussion concerning the Tax Assessor-Collector Report, Director Ambrose 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.

DELINQUENT TAX COLLECTIONS REPORT

Mr. Yeates next presented the District's delinquent tax report dated March 14, 2023, from Perdue, Brandon, Fielder, Collins & Mott, L.L.P., a copy of which is attached as **Exhibit C**. He noted that no action was required on the matter at this time.

Director Braband entered the meeting at this time.

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 Burns, seconded by Director Ambrose and unanimously carried, that all action items included in the Engineering Report be approved, as recommended by LJA, including the District's concurrence with the following: (i) payment by Friendswood Development Company of Pay Estimate No. 9 submitted by Gilleland in the amount of \$25,425.00 for Expansions of the Wastewater Treatment Plant and Lift Station No. 1, (ii) authorization of Gilleland to recoat the interior and exterior of the aeration/digester basins in the amount of \$79,910.63, (iii) ratification of the Board's prior adoption of Orders Authorizing Applications to the Texas Commission on Environmental Quality for Approval of Project and Bonds, and (iv) acceptance of Special Warranty Deeds for Recreational Facilities Reserves and the Recreation Center.

RESOLUTION ADOPTING PREVAILING WAGE RATE SCALE FOR CONSTRUCTION PROJECTS

The Board then considered the review of an annual survey of prevailing wage rates for construction projects and the adoption of a Resolution in connection therewith. In that regard, Mr. Yeates advised the Board that, as required pursuant to Section 2258.022 of the Texas Government Code, the District has previously adopted the applicable United States Department of Labor ("DOL"), wage rate scales for Montgomery County, Texas as the general prevailing wage rates for construction projects by or on behalf of the District. He further advised that the DOL's applicable wage rate scales have been amended. After discussion on the matter, Director Braband moved that the new DOL wage rate scales for Montgomery County, Texas be adopted as the District's prevailing wage rate scales for construction projects, and that the Resolution Adopting Prevailing Wage Rate Scale for Construction Projects attached hereto as **Exhibit E** be adopted by the Board. Director Hinojosa seconded said motion, which unanimously carried.

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 deferred consideration of the Developers' Reports upon noting that no developer representatives were present at the meeting.

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. Hinkle 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 F**. He advised that Environmental Allies was unable to remove the graffiti on certain District facilities by power washing same. Following discussion, the Board authorized Environmental Allies to remove the graffiti by sandblasting.

A discussion ensued regarding erosion of outfalls located within the District. Following discussion, Director Ambrose moved that LJA be authorized to inspect the current conditions of the outfalls for any necessary repairs. Director Braband seconded the motion, which unanimously carried.

Ms. Peak exited the meeting at this time.

OPERATION AND MAINTENANCE REPORT

Mr. Escamilla presented and reviewed the Operation and Maintenance Report for the month of January 2023, a copy of which is attached hereto as **Exhibit G**. He noted that no action was required on the matter 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 that the District is receipt of correspondence from Best Trash, LLC ("Best Trash"), a copy of which is attached hereto as **Exhibit H**, regarding its annual Consumer Price Index ("CPI") rate adjustment and an additional contract price adjustment. In connection therewith, he advised that items will be included on the April agenda for the Board to consider amending the District's contract with Best Trash, as well as amending the District's Rate Order.

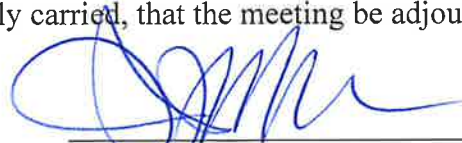
A discussion ensued regarding changing the District's regular meeting date and time. Following discussion, the Board concurred that an item be included on the April agenda for the Board to consider moving the District's regular meeting date to the second Wednesday of each month at 1:00 p.m., effective May 2023.

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 Burns, seconded by Director Ambrose and unanimously carried, that the meeting be adjourned.



Secretary, Board of Directors

LIST OF ATTACHMENTS

<u>Exhibit A</u>	Bookkeeper's Report
<u>Exhibit B</u>	Tax Assessor/Collector's Report
<u>Exhibit C</u>	Delinquent Tax Report
<u>Exhibit D</u>	Engineering Report
<u>Exhibit E</u>	Resolution Adopting Prevailing Wage Rate Scale for Construction Projects
<u>Exhibit F</u>	Environmental Allies' Report
<u>Exhibit G</u>	Operations and Maintenance Report
<u>Exhibit H</u>	Correspondence from Best Trash, LLC