

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

**Minutes of Meeting of Board of Directors
May 10, 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, thus constituting a quorum.

Also present were Kristen Scott of Bob Leared Interests ("Leared"); Kyle Kraus 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"); Christine Crotwell of Masterson Advisors LLC ("Masterson"); Bradley Hinkle of Environmental Allies; David Berenger and David Ricke, residents of the District; 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 April 11, 2023. After discussion of the minutes presented, Director Burns moved that the minutes be approved, as written. Director Hinojosa seconded said motion, which unanimously carried.

BOOKKEEPING REPORT

Ms. Molina next reviewed the Bookkeeping Report dated May 10, 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 Nicholson that said

Bookkeeping Report be approved and that the disbursements identified therein be approved for payment. Director Braband seconded said motion, which carried unanimously.

UNCLAIMED PROPERTY REPORTS

The Board considered the approval of Unclaimed Property Reports (collectively, the "Reports") as of March 1, 2023, and authorization for MA&C and/or Leared to file the Reports with the State Comptroller prior to July 1, 2023. After discussion on the matter, Director Hinojosa moved that MA&C and/or Leared be authorized to prepare and file the Reports with the State Comptroller prior to July 1, 2023. Director Ambrose seconded said motion, which unanimously carried.

TAX ASSESSOR-COLLECTOR REPORT

Ms. Scott then presented the Tax Assessor-Collector Report for the month of April 2023, a copy of which is attached hereto as **Exhibit B**. After discussion concerning the Tax Assessor-Collector Report, Director Nicholson 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 Braband seconded said motion, which carried unanimously.

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. Kraus next presented and reviewed with the Board a written Engineering Report, a copy of which is attached hereto as **Exhibit C**. Following discussion, it was moved by Director Ambrose, seconded by Director Nicholson 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. 11 submitted by Gilliland Smith Construction, Inc. in the amount of \$77,224.78 for Expansions of the Wastewater Treatment Plant and Lift Station No. 1, and (ii) acceptance of a Special Warranty Deed for a 6.024 acre drainage tract located north of Coe Road.

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.

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

The Board next considered approval of a First Amendment to Construction, Operation, Maintenance, and Use Agreement Relating to Recreational Sites and Facilities (the "First Amendment") among the District, Lennar Homes of Texas Land and Construction, Ltd., and Lakes of Woodtrace, Inc. Following discussion, Director Burns moved that the Board approve the First Amendment, a copy of which is attached hereto as **Exhibit D**, and authorize the President to execute same on behalf of the Board and the District. Director Hinojosa seconded the motion, which unanimously carried.

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 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 February 2023, a copy of which is attached hereto as **Exhibit F**. No action was taken by the Board at this time.

CONSUMER CONFIDENCE REPORT ("CCR")

As the next order of business, the Board considered approval of a CCR. In that regard, Mr. Escamilla presented a draft of the District's CCR. After discussion on the matter, Director Nicholson moved that such CCR be approved by the Board, subject to SPH final review and approval, and that WDM be authorized to distribute same to the District's customers prior to the deadline. Director Hinojosa seconded said motion, which carried unanimously.

UTILITY COMMITMENTS

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

ATTORNEY'S REPORT

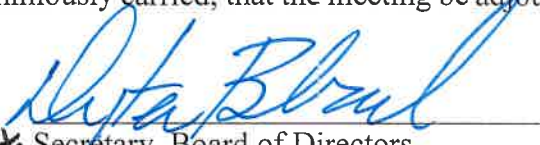
The Board next considered the Attorney's Report. In connection therewith, Mr. Yeates advised the Board that he had nothing additional to discuss with the Board of a legal nature which was not covered under specific agenda items.

FUTURE AGENDA ITEMS

The Board next considered matters for possible placement on future agendas. 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 Hinojosa, seconded by Director Ambrose and unanimously carried, that the meeting be adjourned.


ASST. Secretary, Board of Directors

LIST OF ATTACHMENTS

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| <u>Exhibit A</u> | Bookkeeper's Report |
| <u>Exhibit B</u> | Tax Assessor/Collector's Report |
| <u>Exhibit C</u> | Engineering Report |
| <u>Exhibit D</u> | First Amendment to Construction, Operation, Maintenance, and Use Agreement Relating to Recreational Sites and Facilities among the District, Lennar Homes of Texas Land and Construction, Ltd., and Lakes of Woodtrace, Inc. |
| <u>Exhibit E</u> | Environmental Allies' Report |
| <u>Exhibit F</u> | Operations and Maintenance Report |