

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

**Minutes of Meeting of Board of Directors
November 13, 2024**

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:

James Art Nicholson, President
Dexter Braband, Vice President
David Ambrose, Secretary
David Berenger, Assistant Secretary
David Ricke, Assistant Secretary

all of whom were present, thus constituting a quorum.

Also present were Kristen Scott of Bob Leared Interests ("Leared"); Shayna Helvey of LJA Engineering, Inc. ("LJA"); Dulcé Molina of Municipal Accounts & Consulting, L.P. ("MA&C"); Josh Rowe of Water District Management Company, Inc. ("WDM"); Justin Klump of Storm Water Solutions ("SWS"); Ryan Haynes of Environmental Allies ("EA"); and Bryan Yeates and Lindsey Pittman 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. Director Ricke presented an email he had received from a resident of the District. He advised that the resident expressed concerns that a plumber had recently tested the water in their home and had found that the free chlorine levels were low. After discussion, Mr. Rowe noted that WDM would investigate the resident's concerns. In addition, Mr. Rowe advised that WDM tests the water in the District, including free chlorine levels.

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 9, 2024. After discussion, Director Nicholson moved that the minutes be approved, as written. Director Ricke seconded said motion, which unanimously carried.

BOOKKEEPING REPORT

Ms. Molina next reviewed the Bookkeeping Report dated November 13, 2024, a copy of which is attached as **Exhibit A**, including the disbursements presented for payment from the District's various accounts. Ms. Molina also presented the proposed amended budget for the District's fiscal year ending August 31, 2025, a copy of which is attached to the Bookkeeping Report. After discussion on the matter, it was moved by Director Ambrose that (i) the Bookkeeping Report be approved and that the disbursements identified therein be approved for payment; and (ii) the proposed amended budget be approved. Director Berenger seconded said motion, which carried unanimously.

TAX ASSESSOR-COLLECTOR REPORT

Ms. Scott then presented the Tax Assessor-Collector Report for the month of October 2024, a copy of which is attached hereto as **Exhibit B**. After discussion concerning the Tax Assessor-Collector Report, Director Ricke 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 Berenger seconded said motion, which carried unanimously.

AMENDMENT TO THE AGREEMENT FOR SERVICES OF TAX ASSESSOR AND COLLECTOR BETWEEN THE DISTRICT AND BLICO, INC. DBA BOB LEARED INTERESTS

Ms. Scott then presented a proposed Second Amended and Restated Agreement for Services of Tax Assessor and Collector (the "Agreement") between the District and Leared, a copy of which is attached as **Exhibit C**. After discussion, it was moved by Director Braband that (i) the proposed Agreement be approved and that the President be authorized to execute on behalf of the District; and (ii) SPH be authorized to accept and acknowledge Leared's Texas Ethics Commission ("TEC") Form 1295 in connection therewith. Director Berenger 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

Ms. Helvey 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 Ambrose, seconded by Director Berenger and unanimously carried, that all action items included in the Engineering Report be approved, as recommended by LJA, including the approval of Pay Estimate No. 6 in the amount of \$68,625.00 and Pay Estimate No. 7 in the amount of \$87,975.00 submitted by Gilleland Smith Construction, Inc. for the Water Supply Plant No. 1 – Phase 4 project.

Ms. Helvey next reported on the size and capacity of the District's facilities, as requested during the District's October 9, 2024 meeting. A discussion ensued regarding same. The Board discussed ways to educate and encourage residents to conserve water. Following discussion, it was noted that no action was required by the Board at this time.

Director Ricke next asked Ms. Helvey about the design criteria and entity approvals required for the roadways in the District. He also expressed concern regarding the condition of a few of the roadways. Following discussion, Ms. Helvey advised that she would investigate same and report back to the Board.

STORMWATER MANAGEMENT PROGRAM

The Board considered the status of the District's Stormwater Management Program. Mr. Klump presented the proposed Stormwater Management Program (the "SWMP") to maintain coverage under the Texas Pollutant Discharge Elimination System that was issued in August 2024 by the Texas Commission on Environmental Quality. The proposed SWMP and education materials provided by SWS are attached hereto as **Exhibit E**. After discussion, it was moved by Director Ambrose that (i) the proposed SWMP be approved; and (ii) the President be authorized to execute the related agreement on behalf of the District.

DEVELOPERS' REPORTS

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

REPORT FROM ENVIRONMENTAL ALLIES

Mr. Haynes next presented and reviewed a report provided by EA for the month of October 2024 with regard to mowing and maintenance of District drainage and detention areas, a copy of which Report is attached hereto as **Exhibit F**. He then presented a proposal provided by EA in the amount of \$15,533.89 for slope repairs and dry seed application, a copy of which proposal is included with **Exhibit F**. Following discussion, Director Berenger moved that the Board approve the proposal and authorize SPH to accept and acknowledge EA's TEC 1295 Form. Director Ambrose seconded the motion, which unanimously carried.

Mr. Haynes next presented proposed signage for unauthorized vehicle traffic and parking in the grass area along Woodtrace Boulevard. A copy of the proposed sign is included with **Exhibit F**. The Board requested revisions to the sign. Following discussion, it was moved by Director Ambrose that the sign be approved, as revised, and that three signs be installed around the requested area. Director Braband seconded said motion, which carried unanimously.

OPERATION AND MAINTENANCE REPORT

Mr. Rowe presented and reviewed the Operation and Maintenance Report for the month of August 2024, a copy of which is attached hereto as **Exhibit**. Following discussion, it was noted that no action was required of the Board at this time.

UTILITY COMMITMENTS

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

EMINENT DOMAIN REPORT

Mr. Yeates advised the Board that, pursuant to Section 2206.154, Texas Government Code, all political subdivisions with the power of eminent domain including the District, are required to file an annual report by February 1st of each year with the Texas Comptroller of Public Accounts (the "Comptroller"). He explained that the report is to contain the District's contact information as well as information related to the District's ability to exercise the power of eminent domain. After discussion, it was moved by Director Ambrose, second by Director Braband and unanimously carried, that the Board authorize SPH to prepare and file the annual eminent domain report with the Comptroller.

REVIEW AND APPROVAL OF ARBITRAGE REBATE REPORTS PREPARED BY ARBITRAGE COMPLIANCE SPECIALISTS, INC.

Mr. Yeates presented to and reviewed with the Board Arbitrage Rebate Reports in connection with the District's \$8,000,000 Unlimited Tax Bonds, Series 2019, and the District's \$8,100,000 Unlimited Tax Bonds, Series 2021, copies of which are attached hereto as **Exhibit H**. In that regard, he reported that the Rebatable Arbitrage Amount for each of the Bond Series is \$0.00. After discussion, the Board concurred that no action was necessary regarding said reports.

ATTORNEY'S REPORT

The Board next considered the Attorney's Report. In connection therewith, Mr. Yeates noted that he had no additional items to report that had not already been discussed.

FUTURE AGENDA ITEMS

The Board next considered matters for possible placement on future agendas. Mr. Yeates noted that during the District's December meeting, the District's 10-year CIP plan would be discussed. 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 Ambrose, seconded by Director Braband 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>	Second Amended and Restated Agreement for Services of Tax Assessor and Collector
<u>Exhibit D</u>	Engineering Report
<u>Exhibit E</u>	Stormwater Management Plan
<u>Exhibit F</u>	Report – Environmental Allies
<u>Exhibit G</u>	Operations and Maintenance Report
<u>Exhibit H</u>	Arbitrage Rebate Report, Series 2019 Bonds; Arbitrage Rebate Report, Series 2021 Bonds