

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

**Minutes of Meeting of Board of Directors
March 12, 2025**

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"); Mark Swanson and Martin Palacios of LJA Engineering, Inc. ("LJA"); Dulcé Molina of Municipal Accounts & Consulting, L.P. ("MA&C"); Josh Rowe of Water District Management Company, Inc. ("WDM"); Ryan Haynes of Environmental Allies ("EA"); Christie Leighton of Best Trash LLC ("Best Trash"), who entered later in the meeting as noted herein; and Eric Lai 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 12, 2025. After discussion, Director Ambrose 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 March 12, 2025, 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 the

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

UNCLAIMED PROPERTY REPORT(S)

As the next order of business, the Board considered authorizing the District's consultants to research unclaimed property and authorizing MA&C and Leared to prepare Unclaimed Property Report(s) as of March 1, 2025. After discussion, Director Ambrose moved that the District's consultants be authorized to research their records to determine whether there is any unclaimed property for the applicable reporting period and that MA&C and Leared be authorized to prepare Unclaimed Property Report(s), if necessary, for the Board's consideration. 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 February 2025, a copy of which is attached hereto as **Exhibit B**. After discussion, 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 Braband seconded said motion, which carried unanimously.

DELINQUENT TAX COLLECTIONS REPORT

Mr. Lai next presented the District's delinquent tax report dated March 11, 2025, 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.

ENGINEERING REPORT

Mr. Swanson presented and reviewed with the Board a written Engineering Report dated March 12, 2025, a copy of which is attached hereto as **Exhibit D**. Following discussion, it was moved by Director Ambrose, seconded by Director Ricke and unanimously carried, that all action items included in the Engineering Report be approved, as recommended by LJA, including the (i) approval of Pay Estimate No. 9 in the amount of \$145,412.45 and Change Order No. 3 in the amount of \$8,713.04 submitted by Gilleland Smith Construction, Inc. for Water Supply Plant No. 1 Phase 4, and (ii) adoption of an updated Order Authorizing Application to the Texas Commission on Environmental Quality for Approval of Project and Bonds.

Ms. Leighton entered the meeting during the Engineering Report.

A discussion ensued regarding concerns related to frequent traffic violations within the District and options for security patrol. No action was taken by the Board at this time.

Mr. Palacios next addressed the Board regarding the creation of a Geographic Information System ("GIS") database and web application for District facilities. In connection therewith, he presented a proposal from LJA for GIS services, a copy of which is included with the Engineering

Report. A discussion ensued regarding the GIS system and the costs associated with same. Following discussion, Director Ambrose moved that the Board approve the proposal for GIS services. Director Ricke seconded the motion, which unanimously carried.

Director Nicholson exited the meeting at this time.

CRITICAL LOAD STATUS

Mr. Lai reported that Section 13.1396 of the Texas Water Code requires a district to annually submit to each electric distribution utility and each retail electric utility provider, on forms reasonably required by each entity, its facilities which qualify for critical load status and various emergency contact information. After discussion on the matter, Director Braband moved that LJA and WDM be authorized to make such annual filings on behalf of the District. Director Ambrose seconded the motion, which carried unanimously.

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.

REPORT FROM ENVIRONMENTAL ALLIES

Mr. Haynes next presented and reviewed a report provided by EA for the month of February 2025 with regard to mowing and maintenance of District drainage and detention areas, a copy of which Report is attached hereto as **Exhibit E**. He advised that EA will provide a proposal at the April meeting for erosion repair.

AMENDMENT OF RATE ORDER

Ms. Leighton addressed the Board regarding the annual CPI increase to be implemented by Best Trash, effective as of May 1, 2025. Mr. Lai then advised that the District will need to amend the Rate Order to increase the monthly sanitary sewer fee to account for the District's increased fees from Best Trash. After discussion on the matter, Director Ambrose moved that the District's Rate Order be amended, as discussed, that any and all Rate Orders heretofore adopted be revoked, and that the Rate Order, a copy of which is attached hereto as **Exhibit F**, effective as of May 1, 2025, be passed and adopted. Director Braband seconded the motion, which unanimously carried.

Ms. Leighton exited the meeting at this time.

OPERATION AND MAINTENANCE REPORT

Mr. Rowe presented and reviewed the Operation and Maintenance Report for the month of January 2025, a copy of which is attached hereto as **Exhibit G**. No action was taken by the Board at this time.

WATER CONSERVATION PLAN ANNUAL IMPLEMENTATION REPORT

Mr. Lai next advised the Board that, because the District is located within the San Jacinto River Authority, the District will need to prepare and file with the Texas Water Development Board ("TWDB") an Annual Implementation Report regarding the District's Water Conservation Plan. Following discussion, Director Braband moved that WDM be authorized to prepare and file the report with the TWDB prior to the applicable deadline. Director Ambrose seconded the motion, which unanimously carried.

UTILITY COMMITMENTS

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

ATTORNEY'S REPORT

The Board next considered the attorney's report. In that regard, Mr. Lai advised that the District is in receipt of an Official Ballot of the Special Districts Candidate for the Montgomery Central Appraisal District ("MCAD"), along with a related Resolution, copies of which are attached hereto as **Exhibit H**. Following discussion, Director Ambrose moved that the District's ten (10) votes be cast in favor of Arthur Bredehoft, and that the President be authorized to execute the Resolution on behalf of the Board and the District. The motion was seconded by Director Braband and carried unanimously.

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 Ricke, seconded by Director Berenger 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's Report
<u>Exhibit C</u>	Delinquent Tax Report
<u>Exhibit D</u>	Engineering Report
<u>Exhibit E</u>	Report – Environmental Allies
<u>Exhibit F</u>	Rate Order
<u>Exhibit G</u>	Operations and Maintenance Report
<u>Exhibit H</u>	Official Ballot of the Special Districts Candidate for the Montgomery Central Appraisal District; Resolution