

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

**Minutes of Meeting of Board of Directors
May 14, 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 except Director Ambrose, 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"); Ryan Haynes of Environmental Allies ("EA"); Christine Crotwell of Masterson Advisors LLC ("Masterson"), who entered later in the meeting as noted herein; 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. Director Ricke discussed comments received from District residents related to low water pressure. Mr. Rowe advised he would address this matter under his report.

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 9, 2025. After discussion, Director Ricke moved that the minutes be approved, as written. Director Berenger seconded said motion, which unanimously carried.

BOOKKEEPING REPORT

Ms. Molina next reviewed the Bookkeeping Report dated May 14, 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 Ricke that the

Bookkeeping Report be approved and that the disbursements identified therein be approved for payment, with the exception of check no. 5969, which was voided. Director Berenger seconded said motion, which carried unanimously.

Ms. Crotwell entered the meeting during the Bookkeeping Report.

UNCLAIMED PROPERTY REPORTS

The Board considered the approval of Unclaimed Property Reports (collectively, the "Reports") as of March 1, 2025, and authorization for MA&C and/or Leared to file the Reports with the State Comptroller prior to July 1, 2025. After discussion on the matter, Director Braband moved that MA&C and/or Leared be authorized to prepare and file the Reports with the State Comptroller prior to July 1, 2025. Director Berenger seconded said motion, which unanimously carried.

TAX ASSESSOR-COLLECTOR REPORT

Ms. Scott then presented the Tax Assessor-Collector Report for the month of April 2025, a copy of which is attached hereto as **Exhibit B**. After discussion, Director Berenger 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 Ricke 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 dated May 14, 2025, a copy of which is attached hereto as **Exhibit C**. Following discussion, it was moved by Director Ricke, seconded by Director Berenger and unanimously carried, that all action items included in the Engineering Report be approved, as recommended by LJA, including (i) approval and payment of Pay Estimate No. 20 and Final submitted by Gilliland Smith Construction, Inc. in the amount of \$57,162.32 for Expansion of the Wastewater Treatment Plant and Lift Station No. 1, and (ii) approval of proposals from Terracon Consultants, Inc. for ground penetrating radar and soil analysis in the amounts of \$18,000 and \$9,250, respectively.

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 April 2025 with regard to mowing and maintenance of District drainage and detention areas, a copy of which Report is attached hereto as **Exhibit D**. He advised that EA will provide a proposal for removal of two (2) dead trees at the Board's June meeting, as discussed.

OPERATION AND MAINTENANCE REPORT

Mr. Rowe presented and reviewed the Operation and Maintenance Report for the month of March 2025, a copy of which is attached hereto as **Exhibit E**. He then discussed low water pressure experienced by District residents. He noted that certain breakers have been tripping at the District's Water Plant, which may be causing and/or contributing to the low pressure issues. Following discussion, the Board concurred that LJA arrange for an electrical engineer to evaluate the facilities and report to the Board at the next meeting.

Mr. Rowe next advised that a resident requested a credit on their water bill due to their pool overflowing from being improperly set. Following discussion, the Board concurred that the request be denied.

Director Ricke next advised that certain signage is missing within the District, including but not limited to stop signs. Mr. Rowe advised that WDM will ensure all missing stop signs are replaced due to safety concerns. Mr. Yeates suggested that a list of missing signage and the locations for same be provided to LJA.

The Board considered approval of a Consumer Confidence Report ("CCR"). In that regard, Mr. Rowe presented a draft of the District's CCR. After discussion on the matter, Director Ricke 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 Berenger 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. A discussion ensued regarding options to deter traffic violations within the District, including proposed options for security patrol. Following discussion, no action was taken by the Board.

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 Braband, seconded by Director Ricke 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>	Engineering Report
<u>Exhibit D</u>	Report – Environmental Allies
<u>Exhibit E</u>	Operations and Maintenance Report