

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

**Minutes of Meeting of Board of Directors
June 11, 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 Directors Nicholson and 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"); Greg Thomas, resident of the District; and Bryan Yeates and Kris Eddlemon of Schwartz, Page & Harding, L.L.P. ("SPH").

The Vice 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 May 14, 2025. After discussion, Director Ricke moved that the minutes be approved, as written. Director Braband seconded said motion, which unanimously carried.

BOOKKEEPING REPORT

Ms. Molina next reviewed the Bookkeeping Report dated June 11, 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 nos. 6004 and 6007, which were voided, and including check

no. 6020 payable to Double Oak Erosion in the amount of \$25,920. 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 May 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 Braband seconded said motion, which carried unanimously.

DELINQUENT TAX COLLECTIONS REPORT

Mr. Yeates next presented the District's delinquent tax report dated June 10, 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

Ms. Helvey presented and reviewed with the Board a written Engineering Report dated June 11, 2025, a copy of which is attached hereto as **Exhibit D**. Following discussion, it was moved by Director Braband, seconded by Director Ricke 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. 1 submitted by Double Oak Erosion in the amount of \$25,920 for Drainage Outfall Repairs, (ii) acceptance by the District of Water Line Easements, and (iii) authorization of Directors Berenger and Ricke to coordinate with LJA and/or WDM in connection with electrical repairs at the District's facilities.

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 May 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 then presented and reviewed proposals related to the parking lot project, drainage and erosion repairs, and tree and brush removal, copies of which

are included as part of **Exhibit E**. Following discussion, the Board deferred action on the proposals until the next meeting.

OPERATION AND MAINTENANCE REPORT

Mr. Rowe presented and reviewed the Operation and Maintenance Report for the month of April 2025, a copy of which is attached hereto as **Exhibit F**. He then presented a proposal in the amount of \$3,800 to remove ten (10) dead trees on District property. Following discussion, the Board deferred action on the proposal.

Mr. Rowe next advised that a resident requested a credit to their water bill due to their bedding being stained upon washing. Following discussion, the Board concurred that the request be denied.

Mr. Rowe next reported that the no trespassing signage has been replaced in the District.

SUBMISSION OF CRITICAL LOAD INFORMATION

Mr. Yeates next advised that Section 13.1396 of the Texas Water Code, as amended, requires the District to update its information identifying the location and description of facilities that have qualified for critical load status and its information regarding emergency contacts (a) annually to each electric utility that provides transmission and distribution service to the District and each retail electric provider that sells power to the District and (b) immediately upon any change in the information to the above entities, as well as to the office of emergency management of Montgomery County, the Public Utility Commission of Texas, and the division of emergency management of the governor. Following discussion, Director Braband moved to authorize LJA and/or WDM to make such submissions on behalf of the District, as and if necessary. The motion was seconded by Director Ricke and carried by unanimous vote.

UTILITY COMMITMENTS

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

VOTING SYSTEM ANNUAL FILING FORM

The Board considered approval of a Voting System Annual Filing Form. Mr. Yeates advised the Board that under the Texas Election Code, the District is required to complete and file a form provided by the Secretary of State regarding information related to District elections. After discussion, Director Berenger moved that SPH be authorized to complete the Voting System Annual Filing Form and to file same with the Secretary of State's office. Director Ricke seconded the motion, which unanimously carried.

RECORDS RETENTION

Mr. Yeates reported that the District's Records Retention Schedules adopted in connection with its Records Management Program require that records of the District be retained only for specific periods of time based on the type of record. As an example, he explained that notes taken

during meetings and which are used to prepare the official minutes of Board meetings are to be retained for ninety days after approval of such minutes by the Board. He next presented a request from the Records Management Officer for approval to destroy certain records (which will not be scanned in and stored electronically) in accordance with the District's Records Retention Schedules, a copy of which request is attached hereto as **Exhibit G** (the "Request"). After discussion, Director Braband moved that SPH be authorized to destroy the records described in the Request. Director Berenger seconded said motion, which carried unanimously.

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 Braband, seconded by Director Berenger 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>	Report – Environmental Allies; Proposals
<u>Exhibit F</u>	Operations and Maintenance Report
<u>Exhibit G</u>	Records Destruction Request