

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

**Minutes of Meeting of Board of Directors  
November 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 with the exception of 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"); Justin Klump and David Valdez of Storm Water Solutions, L.P. ("SWS"); Ryan Haynes of Environmental Allies ("EA"); Corinne Drummer and Greg Thomas, residents of the District; and Heather Kelly 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. Mr. Thomas addressed the Board concerning a recent power outage at the Water Plant and communications to residents of the District related to same. Ms. Drummer addressed the Board regarding access to public meeting notices and a request to install speed bumps within the District.

**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 18, 2025. After discussion, Director Braband 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 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 Berenger that the Bookkeeping Report be approved and that the disbursements identified therein be approved for payment, with the exception of check nos. 6125 and 6128, which were voided. Director Braband seconded said motion, which carried unanimously.

## **STATUS OF COMPLIANCE BY THE DISTRICT WITH TEXAS GOVERNMENT CODE, CHAPTER 2265 RELATIVE TO ENERGY REPORTING**

The Board next considered the status of compliance by the District with Texas Government Code, Chapter 2265, relative to energy reporting requirements. In connection therewith, Ms. Molina presented the Energy Report, a copy of which is attached to the Bookkeeping Report.

## **TAX ASSESSOR-COLLECTOR REPORT**

Ms. Scott then presented the Tax Assessor-Collector Report for the month of October 2025, a copy of which is attached hereto as **Exhibit B**. After discussion, Director Braband 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.

## **DELINQUENT TAX 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 November 12, 2025, a copy of which is attached hereto as **Exhibit C**. 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. 13 in the amount of \$33,983.62 and Change Order No. 4 in the amount of \$41,926.54 submitted by Gilleland in connection with Water Supply Plant No. 1 Phase 4 project, and (ii) approval and payment of Pay Estimate No. 3 submitted by ISJ Underground Utilities in the amount of \$325,430.82 for Coe and Wright Road Waterline Extension.

Ms. Helvey next reported that the parking lot project is complete and can be removed from future agendas.

Ms. Helvey noted that LJA and WDM have scheduled a meeting to analyze and discuss the recent power outage at the Water Plant. The Board requested an update on topics discussed.

Discussions ensued regarding a proposed traffic study and sidewalk installation. The Board discussed the involvement of the homeowners association in traffic and landscaping matters. Following discussion, the Board requested that LJA provide proposals for a traffic study and sidewalk installation for consideration at the next meeting.

### **STORMWATER MANAGEMENT PROGRAM**

Mr. Klump presented to and reviewed with the Board a summary of the goals outlined in the Year 7 Annual Report (the "Summary"), a copy of which is attached hereto as **Exhibit D**, and the Phase II (Small) MS4 Annual Report (the "Report"), a copy of which is attached hereto as **Exhibit E**. After discussion, Director Braband moved to approve the Report. Director Berenger seconded the motion, which unanimously carried.

### **REPORT FROM ENVIRONMENTAL ALLIES**

Mr. Haynes next presented and reviewed a report provided by EA for the month of October 2025 with regard to mowing and maintenance of District drainage and detention areas, a copy of which Report is attached hereto as **Exhibit F**. Mr. Haynes discussed graffiti throughout the District, and the Board requested proposals on the different methods to remove graffiti at the next meeting. He presented and reviewed a proposal in the amount of \$5,343 to remove and replace traffic pavement markers, including fire hydrant markers utilized by the fire department, a copy of which is included as part of **Exhibit F**. Following discussion, Director Berenger moved that the Board approve the proposal, as presented. Director Ricke seconded the motion, which unanimously carried.

Mr. Klump and Mr. Valdez exited the meeting at this time.

### **OPERATION AND MAINTENANCE REPORT**

Mr. Rowe presented and reviewed the Operation and Maintenance Report for the month of September 2025, a copy of which is attached hereto as **Exhibit G**. He addressed the Board regarding the recent power outage at the District's facilities, and advised that a meeting is scheduled to be held next week among various parties to further investigate electrical concerns at the facilities, and identify preventative measures to avoid future power losses.

Mr. Rowe next discussed an appeal of District charges received from a District. He advised that the customer has requested reimbursement for damage to floors and drywall in the amount of \$5,969.12 for a sewage backup into their home. After discussion, the Board requested that WDM provide more information related to the request for consideration at the next meeting.

Mr. Rowe next advised that filing of a water conservation plan annual implementation report is not required by the District; therefore, this item can be removed from future agendas.

## **MESSAGING SERVICES FOR COMMUNICATION WITH DISTRICT CUSTOMERS**

The Board next considered messaging services for communication with District customers. In that regard, Ms. Kelly advised that the District is in receipt of a proposal for such services from Off Cinco, and that proposals have been requested from Classing Messaging, WDM (via FinalSite), and Touchstone District Services. Following discussion, the Board concurred to defer taking action on this matter until the next meeting.

## **SLUDGE MANAGEMENT AGREEMENT**

Ms. Kelly presented to and reviewed with the Board a Sludge Management Agreement (the "Agreement") by and between the District, WDM, and Magna-Flow International, Inc., d/b/a Magna-Flow Environmental, Inc. ("Magna-Flow") for sludge hauling services, a copy of which is attached hereto as **Exhibit H**. After discussion, Director Braband moved that the Agreement be approved and that the President be authorized to execute same on behalf of the Board and District, subject to final review and approval of same by SPH. Director Berenger seconded the motion, which carried unanimously.

## **UTILITY COMMITMENTS**

Ms. Kelly reported that the District has not received any requests for utility commitments.

## **AUTHORIZE FILING OF EMINENT DOMAIN REPORT WITH THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS**

Ms. Kelly next advised the Board that Chapter 2206 of the Texas Government Code requires each public and private entity in the State of Texas authorized to exercise the power of eminent domain to file a report with the Comptroller before February 1 of each year. Following discussion on the matter, Director Braband moved that SPH be authorized to prepare and file the required eminent domain report with the Comptroller prior to February 1, 2026. Director Berenger seconded the motion, which passed unanimously.

## **ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD")**

The Board next considered designation of a representative of the Board to vote in the AWBD bylaws and amendments and elections. After discussion, Director Braband moved that Director Ricke be designated to vote in the AWBD's bylaws amendments and elections on the District's behalf. Director Berenger seconded the motion, which unanimously carried.

**AMENDED AND RESTATED CONSTRUCTION, OPERATION, MAINTENANCE, AND USE AGREEMENT RELATING TO RECREATIONAL SITES AND FACILITIES (LAKES OF WOODTRACE, INC.); CONSTRUCTION, OPERATION, MAINTENANCE AND USE AGREEMENT RELATING TO RECREATIONAL SITES AND FACILITIES (ARBOR TRACE COMMUNITY ASSOCIATION)**

The Board next considered approval of an Amended and Restated Construction, Operation, Maintenance, and Use Agreement Relating to Recreational Sites and Facilities between the District and Lakes of Woodtrace, Inc., and Construction, Operation, Maintenance and Use Agreement Relating to Recreational Sites and Facilities between the District and Arbor Trace Community Association (collectively, the "Agreements"), subject to finalization. Following discussion, Director Braband moved that the Board approve the Agreements, and authorize the President to execute same on behalf of the Board and the District. Director Berenger seconded the motion, which unanimously carried.

**CANDIDATE FILING PERIOD**

Ms. Kelly advised the Board that, pursuant to Section 141.040, Texas Election Code, the District is required to post a notice regarding the period during which a candidate may file an application to appear on the ballot for the District's directors election to be held on May 2, 2026. She noted that such notice must be posted at the in-District posting location for notices of meetings and at the District's administrative office. After discussion on the matter, upon motion made by Director Braband, seconded by Director Berenger and unanimously carried, the Board authorized SPH to prepare and post such notice on behalf of the Board and the District.

**ATTORNEY'S REPORT**

The Board next considered the attorney's report. Ms. Kelly presented an Annual Disclosure provided by Masterson Advisors, LLC relative to MSRB Rule G-10, a copy of which is attached hereto as Exhibit I.

Mr. Haynes exited the meeting at this time.

**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.



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Secretary, Board of Directors

## **LIST OF ATTACHMENTS**

- Exhibit A Bookkeeper's Report
- Exhibit B Tax Assessor/Collector's Report
- Exhibit C Engineering Report
- Exhibit D Summary – Storm Water Solutions, L.P.
- Exhibit E Phase II (Small) MS4 Annual Report
- Exhibit F Report – Environmental Allies; Proposal
- Exhibit G Operations and Maintenance Report
- Exhibit H Sludge Management Agreement by and between the District, WDM, and Magna-Flow International, Inc., d/b/a Magna-Flow Environmental, Inc.
- Exhibit I Annual Disclosure provided by Masterson Advisors, LLC relative to MSRB Rule G-10