

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

**Minutes of Meeting of Board of Directors  
March 11, 2026**

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 Brenda McLaughlin of Bob Leared Interests ("Leared"); Mark Swanson and Chris Chomer of LJA Engineering, Inc. ("LJA"); Dulcé Molina of Municipal Accounts & Consulting, L.P. ("MA&C"); Josh Rowe of Water District Management Company, Inc. ("WDM"), who entered later in the meeting as noted herein; Hans Von Meier of Best Trash; Ryan Haynes of Environmental Allies ("EA"); Michael Zanella, resident of the District; and Kendall Dicke 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 February 11, 2026. After discussion, Director Berenger 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 February 11, 2026, 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 Braband that

the Bookkeeping Report be approved and that the disbursements identified therein be approved for payment, with the exception of check nos. 6219 and 6222, which were voided. Director Berenger seconded said motion, which carried unanimously.

Mr. Rowe entered the meeting at this time.

### **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, 2026. After discussion, Director Berenger 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. McLaughlin then presented the Tax Assessor-Collector Report for the month of February 2026, a copy of which is attached hereto as **Exhibit B**. After discussion, 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.

### **DELINQUENT TAX REPORT**

Mr. Dicke next presented the District's delinquent tax report dated March 10, 2026, 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 11, 2026, a copy of which is attached hereto as **Exhibit D**, including a proposal for engineering services related to replacement of electrical facilities serving Water Plant No. 1, and a cost estimate for replacement of the facilities, copies of which are included as part of the Engineering Report. Following discussion, the Board concurred to defer taking action pending review of an updated cost estimate at the next meeting.

Mr. Chomer next addressed the Board regarding the sidewalk project along Woodtrace Circle (the "Project"). Following discussion, Director Berenger moved that LJA be authorized to solicit bids for the Project. Director Ricke seconded the motion, which unanimously carried.

**RESOLUTION ADOPTING PREVAILING WAGE RATE SCALE FOR CONSTRUCTION PROJECTS**

The Board then considered the review of an annual survey of prevailing wage rates for construction projects and the adoption of a Resolution in connection therewith. In that regard, Mr. Dicke advised the Board that, as required pursuant to Section 2258.022 of the Texas Government Code, the District has previously adopted the applicable United States Department of Labor ("DOL"), wage rate scales for Montgomery County, Texas as the general prevailing wage rates for construction projects by or on behalf of the District. He further advised that the DOL's applicable wage rate scales have been amended. After discussion on the matter, Director Braband moved that the new DOL wage rate scales for Montgomery County, Texas be adopted as the District's prevailing wage rate scales for construction projects, and that the Resolution Adopting Prevailing Wage Rate Scale for Construction Projects attached hereto as **Exhibit E** be adopted by the Board. Director Berenger seconded said motion, which unanimously carried.

Ms. McLaughlin exited the meeting at this time.

**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.

**REPORT FROM ENVIRONMENTAL ALLIES**

Mr. Haynes next presented and reviewed a report provided by EA for the month of February 2026 with regard to mowing and maintenance of District drainage and detention areas, a copy of which Report is attached hereto as **Exhibit F**. No action was taken by the Board at this time.

**OPERATION AND MAINTENANCE REPORT**

Mr. Rowe presented and reviewed the Operation and Maintenance Report for the month of January 2026, a copy of which is attached hereto as **Exhibit G**. He advised that there are two (2) delinquent accounts totaling \$276.18, which WDM has been unable to collect. He advised that WDM recommends the accounts be forwarded to Collections Unlimited for further collection efforts. Following discussion, Director Braband moved that (i) WDM be authorized to terminate service to delinquent accounts in accordance with the District's Rate Order, and (ii) the accounts discussed be forwarded to Collections Unlimited for further handling. Director Berenger seconded said motion, which unanimously carried.

Mr. Rowe next advised that WDM obtained a proposal in the amount of \$23,000 to remove 73 dead or damaged trees within the District, a copy of which is attached to the Operation and Maintenance Report. Following discussion, Director Braband moved that the Board approve the proposal, as presented. Director Berenger seconded the motion, which unanimously carried.

Mr. Dicke 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 Berenger seconded the motion, which unanimously carried.

### **CRITICAL LOAD STATUS**

Mr. Dicke 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 Berenger seconded the motion, which carried unanimously.

### **RATE ORDER**

Mr. Von Meier addressed the Board regarding the annual CPI increase to be implemented by Best Trash, effective as of May 1, 2026. Following discussion, the Board concurred to defer amendment of the District's Rate Order with regard to such increase until the next meeting.

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

In connection with messaging services for communications with District customers, Mr. Rowe advised that the service is live and that a welcome message will soon be distributed to customers.

### **HOMEOWNER ASSOCIATION MATTERS**

The Board next considered homeowner association matters. A discussion ensued regarding outstanding invoices for water usage by the association. Mr. Rowe advised that WDM will attempt to resolve the matter before the next meeting. The Board noted that if unresolved, action will need to be taken by the District pursuant to the terms of the Rate Order.

### **UTILITY COMMITMENTS**

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

### **ATTORNEY'S REPORT**

Mr. Dicke advised that he had nothing further of a legal nature to report other than those items which were previously addressed in the meeting.

**SUPPLEMENTAL AGENDA**

The Board considered cancellation of the Directors Election called for May 2, 2026. Mr. Dicke advised that, in accordance with Subchapter C, Chapter 2 of the Texas Election Code, the District may cancel the Directors Election if each candidate whose name is to appear on the ballot and/or has registered as a write-in candidate is unopposed as of 5:00 p.m. on February 20, 2026. In such case, the Board may declare the unopposed candidates to be elected. In that regard, there was presented to the Board a certificate of the Secretary declaring all candidates unopposed. Mr. Dicke then presented and reviewed the Order Declaring Candidates Elected, attached hereto as **Exhibit H**. After discussion, Director Braband moved that the Order be adopted by the Board declaring Michael Zanella and Greg Thomas, elected Directors of the District, each to serve a term of four years or until a successor is duly elected or appointed, that the President or Vice President be authorized to execute and the Secretary or Assistant Secretary to attest same on behalf of the Board and the District, and that the Directors Election called for May 2, 2026, be cancelled. Director Berenger seconded said motion, which unanimously carried.


**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.



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>	Resolution Adopting Prevailing Wage Rate Scale for Construction Projects
<u>Exhibit F</u>	Report – Environmental Allies
<u>Exhibit G</u>	Operations and Maintenance Report
<u>Exhibit H</u>	Order Declaring Candidates Elected