

MINUTES OF REGULAR MEETING
THE WOODLANDS ROAD UTILITY DISTRICT NO. 1
May 18, 2020

The Board of Directors ("Board") of The Woodlands Road Utility District No. 1 ("District") met in regular session on May 18, 2020, in accordance with the duly posted notice of meeting. The meeting was held via telephone conference call pursuant to Texas Government Code, Section 551.125, as amended, and as modified by the temporary suspension of various provisions thereof effective March 16, 2020, but the Governor of Texas in accordance with the Texas Disaster Act of 1975, all as related to the Governor's proclamation on March 13, 2020, certifying that the COVID-19 pandemic poses an imminent threat of disaster and declaring a state of disaster for all counties in Texas. The roll was called of the duly constituted officers and members of the Board, as follows:

Bill A. Neill	Chairman
Richard A. DeBone	Vice Chairman
Winton R. Davenport, Jr.	Secretary
Gil Staley	Assistant Secretary
Lloyd W. Matthews	Assistant Secretary
Mark Keough	Director

with all of said persons being present, thus constituting a quorum.

Also attending the meeting via telephone conference call were Dan Kolkhorst of The Howard Hughes Corporation ("Howard Hughes"), Mark Miller of Municipal Accounts & Consulting, L.P. ("MA&C"), Donnie Reed of LJA Engineering, Inc. ("LJA"), Todd Stephens of The Woodlands Township ("TWT"), Andrew Wilson, representative of Market Street, and Bryan Yeates and Peyton Ellis of Schwartz, Page & Harding, L.L.P. ("SPH").

EXPLANATION OF TELEPHONE CONFERENCE MEETING PROCEDURES

Mr. Yeates explained to the Board the procedures to be used during the telephone conference call meeting. In connection therewith, he informed the participants that the meeting would be recorded, and requested that participants clearly state his or her name before speaking, including when making or seconding a motion. Mr. Yeates further explained that he would conduct a roll call vote for all motions and that Board members should wait to vote on the motion until his or her name has been called. Similarly, Mr. Yeates stated that a full roll call of all participants will be conducted at the start of each telephone conference meeting for attendance purposes.

The Chairman called the meeting to order and declared it open for such business as may regularly come before the Board.

PUBLIC COMMENTS

The Board began by opening the meeting for public comments. There being no comments from the members of the public present on the call, the Board continued to the next item of business.

MINUTES OF MEETING

The Board reviewed the minutes of the meeting held on April 20, 2020. Following review and discussion, Director Davenport moved that such minutes be approved, as presented. The motion was seconded by Director Staley and carried by unanimous vote.

ACCEPTANCE OF OATH OF OFFICE, OFFICIAL BOND, STATEMENT OF ELECTED/APPOINTED OFFICER AND ELECTION NOT TO DISCLOSE PERSONAL INFORMATION

The Board deferred receiving the Oath of Office, Official Bond and Statement of Elected/Appointed Officer in connection with Mr. Bob Milner's appointment to the Board as The Woodlands Township appointee, as Mr. Milner was not present at the meeting.

ENGINEER'S REPORT

The Board considered the Engineer's Report. In connection therewith, Mr. Reed advised that Montgomery County, Precinct 3 ("Precinct 3") is moving forward with the Lake Woodlands Drive lane widening construction project between Interstate Highway 45 and approximately Six Pines Drive, and presented to and reviewed with the Board an image depicting the intersections involved. A copy of the image is attached hereto as **Exhibit A**. He then stated that Precinct 3 has requested that the Board consider undertaking a landscaping beautification/reforestation construction project along Lake Woodlands Drive between approximately Interstate Highway 45 and Six Pines Drive following the completion of Precinct 3's project. After discussion by the Board, Director Davenport moved to authorize the design and advertisement for bids of the beautification/reforestation project. Director Keough seconded the motion, which unanimously carried.

DEVELOPER'S REPORT

Mr. Kolkhorst advised that he had nothing to report at this time.

TAX ASSESSOR/COLLECTOR REPORT

The Board next reviewed a written report prepared by Ms. Tammy McRae, the District's tax assessor/collector, concerning the accounting for and disbursement of tax collections for the month of April, 2020. A copy of such report is attached hereto as **Exhibit B**.

ADDITIONAL PENALTY ON DELINQUENT REAL PROPERTY TAXES

The Board considered the adoption of a Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes. Mr. Yeates advised that the Board is authorized pursuant to Section 33.07 of the Texas Tax Code, as amended, to impose, under certain conditions, on July 1, an additional penalty not to exceed twenty percent (20%) of the total taxes, penalty and interest due the District on taxes that remain delinquent as of July 1 of the year in which they became delinquent. He noted that the additional penalty to be imposed by this Resolution will not apply to delinquent personal property taxes which have incurred an additional penalty pursuant to that certain Resolution Authorizing an Additional Penalty on Delinquent Personal Property Taxes, which was passed and approved by the District on January 20, 2020. Following discussion, Director Keough moved that the Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes, a copy of which is attached hereto as **Exhibit C**, be adopted, and that Perdue Brandon Fielder Collins & Mott LLP be authorized to proceed with the collection of the District's 2019 delinquent real property tax accounts on July 1, 2020, subject to proper notice having been given as provided in said Resolution, including the filing of lawsuits as necessary. The motion was seconded by Director Davenport and carried by unanimous vote.

DISCUSSION OF UPDATE REGARDING HOUSE BILL 3834 RELTAING TO CYBERSECURITY TRAINING

Mr. Yeates presented to and reviewed with the Board a memorandum prepared by SPH regarding an update on House Bill 3834 regarding Cybersecurity Training for Certain Local Government Employees and Elected Officials, a copy of which memorandum is attached hereto as **Exhibit D**. Mr. Yeates advised that SPH is recommending that all elected directors complete the certified training program by June 14, 2020, and that there will be several opportunities available for directors to complete said training by the deadline, and that certificates of completion should be provided to SPH upon completion of the course.

BOOKKEEPER'S REPORT

Mr. Miller presented to and reviewed with the Board a bookkeeping report, dated as of May 18, 2020, including a list of bills and charges to be paid, as prepared by MA&C. Following discussion, Director Davenport moved to approve such report and pay the bills and charges listed therein. The motion was seconded by Director Staley and carried by unanimous vote. A copy of the bookkeeping report thus approved is attached hereto as **Exhibit E**.

UNCLAIMED PROPERTY REPORT

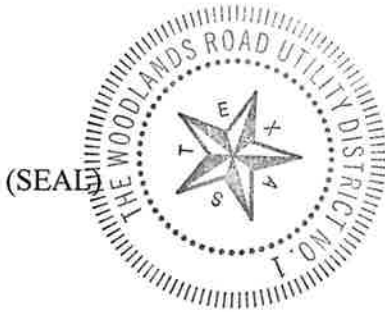
Mr. Miller advised the Board that the District has no unclaimed property to submit to the Texas Comptroller of Public Accounts for 2020. Mr. Yeates requested that Mr. Miller prepare an Unclaimed Property Report for 2020 stating that the District has no unclaimed property and that the Board approve such report, subject to its completion. Following discussion, Director Davenport moved to approve the District's Unclaimed Property Report for 2020, subject to its completion by MA&C. Director Staley seconded the motion, which unanimously carried.

CLOSED SESSION

The Chairman announced that a closed session would not be necessary.

ADJOURNMENT

There being no further matters to come before the Board, Director Matthews moved that the meeting be adjourned. The motion was seconded by Director Davenport and carried by unanimous vote, and the meeting was adjourned.





Secretary, Board of Directors

List of Attachments to
The Woodlands Road Utility District No. 1
Minutes of Meeting of May 18, 2020

- Exhibit A - Image depicting Montgomery County, Precinct 3 Lake Woodlands Drive Lane Widening Project
- Exhibit B - Tax Assessor-Collector Report
- Exhibit C - Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes
- Exhibit D - Memorandum regarding House Bill 3834
- Exhibit E - Bookkeeper's Report