

# **THE WOODLANDS ROAD UTILITY DISTRICT NO. 1**

## **Minutes of Meeting of Board of Directors**

February 17, 2025

The Board of Directors (the "Board") of The Woodlands Road Utility District No. 1 (the "District") met in regular session, open to the public, on the 17th day of February, 2025, at 10:00 a.m., at the regular meeting place of the Board at 2455 Lake Robbins Drive, The Woodlands, Montgomery County, Texas, outside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Nelda Blair	Chairman
Alexander Sutton	Vice Chairman
Gil Staley	Secretary
Daniel T. Hannon	Assistant Secretary
Randolph V. Schulze	Assistant Secretary
Mark Keough	Director
Ann K. Snyder	Director

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

Also present were Miguel Medina of Municipal Accounts & Consulting, L.P. ("MA&C"); Michael Keck of LJA Engineering, Inc. ("LJA"); Kelly Dietrich of The Howard Hughes Corporation ("Howard Hughes"); Jonathan McMillan and Patricia Uribe of LANDology, LLC ("LANDology"); Todd Stephens of The Woodlands Township; Arthur Bredehoft, member of the public; and Bryan Yeates of Schwartz, Page & Harding, L.L.P. ("SPH").

The meeting was called to order and it was announced that a quorum was present, declaring the meeting open for such business as might regularly come before the Board.

### **PUBLIC COMMENT**

The Board considered public comments, and recognized Ms. Bredehoft. Mr. Bredehoft provided comments to the Board regarding Montgomery Central Appraisal District's ("MCAD") Board of Directors election.

### **MINUTES OF MEETING**

The Board reviewed the minutes of its meeting held on January 20, 2025. Following review and discussion of the draft minutes presented, it was moved by Director Sutton, seconded by Director Hannon and unanimously carried, that the minutes of the January 20, 2025, meeting be approved, as written.

### **RESOLUTION CASTING VOTE(S) FOR MCAD BOARD OF DIRECTORS ELECTION**

The Board next considered the adoption of a Resolution Casting Vote(s) for Candidate(s)

for the Election of the MCAD Board of Directors (the "MCAD Resolution"). Following discussion, it was moved by Director Staley, seconded by Director Snyder and unanimously carried, that the District's fifteen (15) votes be cast in favor of Mr. Bredehoft, and that the Chairman and Secretary be authorized to execute the MCAD Resolution, attached hereto as **Exhibit A**, in accordance therewith.

### **ENGINEER'S REPORT**

The Board considered the Engineer's Report. Mr. McMillan and Ms. Uribe provided the Board with an update regarding the Landscape Improvements at Grogan's Mill & Woodlands Parkway project and discussed with the Board placing signage at the intersection to notify the public of the upcoming construction project. Following discussion, it was moved by Director Keough, seconded by Director Snyder and unanimously carried that the engineer's report be approved, including the installation of two signs by JK Graphics in the amount of \$1,425. A copy of the signage proposal is attached hereto as **Exhibit B**.

### **DEVELOPER'S REPORT**

The Board considered the Developer's Report. In connection therewith, Ms. Dietrich advised that she had nothing new to report to the Board at this time.

### **ANNEXATION OF LANDS TO AND/OR EXCLUSION OF LANDS FROM THE BOUNDARIES OF THE DISTRICT**

Mr. Yeates provided the Board with an update relative to the status of the proposed exclusion of property from the boundaries of the District and the simultaneous annexation of property into the boundaries of the District. It was noted that no action was required by the Board at this time.

### **ANNUAL SURVEY OF WAGE RATE SCALES**

The Board considered the review of an annual survey of prevailing wage rates for construction projects and the adoption of a Resolution Adopting Prevailing Wage Rate Scale for Construction Projects ("Wage Rate Resolution") in connection therewith. In that regard, Mr. Yeates reported that SPH is recommending that the District adopt the applicable United States Department of Labor ("DOL") wage rate scales for Harris and Montgomery Counties, as permitted under Section 2258.022 of the Government Code. Following discussion, Director Keough moved that the applicable DOL wage rate scales for construction projects, and that the Wage Rate Resolution, attached hereto as **Exhibit C**, be adopted by the Board. The motion was seconded by Director Sutton and carried by unanimous vote.

### **TAX ASSESSOR/COLLECTOR REPORT**

The Board 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 January 2025. During such review, it was noted that after adjustments, 87.36% of the

District's 2024 taxes have been collected as of January 31, 2024. A copy of such report is attached hereto as **Exhibit D**.

Mr. Yeates presented to and reviewed with the Board correspondence received from Ms. McRae regarding the cancellation and removal of delinquent tax accounts from the District's delinquent tax roll pursuant to Texas Property Tax Code, Section 33.05, a copy of which is attached hereto as **Exhibit E**. Following review and discussion, Director Hannon moved that the Board authorize Ms. McRae to cancel and remove the necessary delinquent tax accounts from the District's delinquent tax roll subject to the provisions of Section 33.05, Texas Property Tax Code. Director Staley seconded the motion, which unanimously carried.

### **CONTINUING DISCLOSURE REPORT**

Mr. Yeates presented to and reviewed with the Board the District's Annual Report on Financial Information and Operating Data Pursuant to S.E.C. Rule 15C2-12 (the "Continuing Disclosure Report") relative to the District's outstanding bonds, a copy of which is attached hereto as **Exhibit F**. In connection therewith, Mr. Yeates advised the Board that the Continuing Disclosure Report was filed by the District's continuing disclosure counsel, McCall, Parkhurst & Horton, L.L.P. ("MPH"), by the applicable deadline. No further action was required of the Board in connection with this matter.

### **BOOKKEEPER'S REPORT**

Mr. Medina presented to and reviewed with the Board a Bookkeeper's Report dated February 17, 2025, as presented by MA&C, including a list of bills and charges to be paid by the District. Following review and discussion of the report presented, it was moved by Director Snyder, seconded by Director Keough and unanimously carried, that the Bookkeeper's Report be approved and the checks identified therein be approved for payment. A copy of the Bookkeeper's Report thus approved is attached hereto as **Exhibit G**.

### **RESOLUTION AUTHORIZING PARTICIPTION IN TEXAS COOPERATIVE LIQUID ASSET SECURITIES SYSTEM**

The Board next considered the approval of a proposed Resolution Authorizing Participation in Texas Cooperative Liquid Asset Securities System ("Texas CLASS"). In connection therewith, Mr. Medina advised the Board that the proposed Resolution provides MAC with the authorization required to open a new money market account with Texas CLASS on the District's behalf. Following discussion, the Board deferred consideration of the matter.

### **RENEWAL OF THE DISTRICT'S INSURANCE COVERAGES**

The Board next reviewed a proposal submitted by McDonald & Wessendorff Insurance for the renewal of the District's insurance coverages, a copy of which is attached hereto as **Exhibit H**. Following review and discussion, Director Sutton moved to approve and authorize the execution and delivery of such proposal, as presented. The motion was seconded by Director Staley and carried by unanimous vote.

**CLOSED SESSION**

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

**ADJOURNMENT**

There being no further matters to come before the Board, upon motion made by Director Staley, seconded by Director Hannon and unanimously carried, the meeting was adjourned.



(SEAL)

  
Secretary, Board of Directors

**THE WOODLANDS ROAD UTILITY DISTRICT NO. 1**

**LIST OF ATTACHMENTS TO MINUTES**

February 17, 2025

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- Exhibit A –** Resolution Casting Votes for 2025 MCAD Board of Directors Election
- Exhibit B –** JK Graphic Proposal
- Exhibit C –** 2025 Wage Rate Resolution
- Exhibit D –** Tax Assessor-Collector Report dated January 2024
- Exhibit E –** Delinquent Tax Write-Off Correspondence and Summary
- Exhibit F –** Continuing Disclosure Report
- Exhibit G –** Bookkeepers Report dated February 17, 2025
- Exhibit H –** McDonald & Wessendorff 2025 Insurance Renewal Proposal