

# WESTWOOD MAGNOLIA PARKWAY IMPROVEMENT DISTRICT

## Minutes of Meeting of Board of Directors

July 8, 2022

The Board of Directors (the "Board") of Westwood Magnolia Parkway Improvement District (the "District" or "WMPID") met in regular session, open to the public, at Zanti Cucina Italiana at 10000 Research Forest Drive, Magnolia, Texas 77354, a designated meeting place of the District, and the roll was called of the members of the Board as follows:

|                     |                           |                             |
|---------------------|---------------------------|-----------------------------|
| Carl Gerhardt       | Chairman                  | Magnolia I.S.D.             |
| Brent Everson       | Vice Chairman             | City of Conroe              |
| Gary Squyres        | Assistant Vice Chairman   | County Commissioner's Court |
| James David Wallace | Secretary                 | City of Conroe              |
| Tom Grayson         | Treasurer/Asst. Secretary | County Commissioner Pct. 2  |
| Robert Barnwell     | Director                  | County Commissioner Pct. 2  |
| Pat Robertson       | Director                  | Magnolia I.S.D.             |

and all of the above Directors were present, except Directors Robertson and Barnwell, thus constituting a quorum.

Also present for the meeting were: Michael Keck and Michael McDaniel of LJA Engineering ("LJA"); Rob Eissler and Kelly Hamann of Special District Management ("SDM"); Josh Zientek and Daniel Scruggs of Mitchell & Zientek, LLP ("MZLLP"); Derek Michael of Sales Revenue Inc. ("SRI"); Sergeant Walker and Deputy Swank of Montgomery County Sheriff's Office ("MSCO"); Ryan O'Hara and Salena Abraham with Huntington Securities, Inc. ("HSI"); Miguel Marrero of Alpha and Omega Mounted Patrol ("A&O"); and Glenn Buckley, Adam Powell, and Tim Weems.

### PUBLIC COMMENTS

There were no public comments presented at this time.

### CONSENT AGENDA

Director Gerhardt offered Board members the opportunity to remove items from the Consent Agenda for individual discussion. Director Grayson motioned, seconded by Director Wallace, to approve the Consent Agenda containing the following items: (1) approval of the June 10, 2022 regular Board meeting minutes, as presented; (2) Financial/Bookkeeping report, attached as Exhibit A, including payment of bills and review of investments and reimbursements; (3) Regional Detention Basin Maintenance Report; (4) Mounted Patrol Report; and (5) Grant Project/funding updates. The motion passed unanimously.

### SHERIFF'S REPORT

Sergeant Walker presented the Sheriff's Report, attached as Exhibit B. He reviewed incidents and statistics for the District.

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**FIRE CHIEF'S REPORT**

No Fire Chief's Report was presented at this time.

**COMMISSIONER'S REPORT**

Mr. Eissler provided a brief update regarding the Commissioner's Report. He provided a brief update on Montgomery County related facilities and projects, including traffic coordination in the District.

**FINANCIAL ADVISOR BOND CAPACITY ANALYSIS**

Mr. O'Hara discussed the impact of inflation and rising interest rates on a potential bond issue. Mr. O'Hara also provided a schedule of events for a potential bond issue. The Board asked that a Project Committee meeting be scheduled to further discuss the potential projects for inclusion bond issue. The Board took no further action at this time.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Eissler and Ms. Hamann presented the Executive Director's Report on behalf of SDM, a copy of which is attached as **Exhibit C**. Mr. Eissler and Ms. Hamann reviewed various project updates within the Executive Director's Report, including updates related to Texas Department of Transportation's ("TxDOT") projects in the District. Ms. Hamann provided an update regarding the no parking signs implemented at the Regency Center. There was additional discussion among the Board and Ms. Hamann regarding the same.

Mr. Eissler presented a renewal lease for the District's office. After discussion, Director Wallace motioned, seconded by Director Grayson, to approval the renewal lease as presented. The motion passed unanimously.

**SALES TAX REPORT**

Mr. Michael presented the Sales Tax Report, a copy of which is attached as **Exhibit D**. He reviewed the businesses of the District related to sales tax and made note of the revenue trends of the District. There was brief discussion regarding previous collections efforts and any potential remedies regarding the same. The Board took no action at this time.

**ENGINEER'S REPORT**

Mr. Keck presented the Engineer's Report, a copy of which is attached as **Exhibit E**. Mr. Keck presented the bids for the Tamina Road right turn lane project along with the Woodtrace Boulevard Extension project and West Lane project. He noted that there was a clerical error in the bid documents and further explained. He noted that LJA recommended awarding the bid to the low

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bidder, Main Lane Industries, LTD. Director Grayson moved to approve the bid of Main Lane Industries, LTD as discussed. Director Wallace seconded said motion, which passed unanimously.

Mr. Keck then presented Pay Estimate No. 1 for the Earthwork Contract from Highland to FM 2978 for the Woodtrace Boulevard Extension project in the amount of \$188,482.50. Director Wallace moved to approve Pay Estimate No. 1 as presented. Director Everson seconded said motion, which passed unanimously.

Mr. Keck then discussed the Tamina Road Enhancement project. He presented a proposal from Berg Oliver to conduct the necessary Environmental Services for the project. After brief discussion, Director Wallace moved to approve the proposal as presented by Mr. Keck. Director Everson seconded said motion, which passed unanimously.

The Board and Mr. Keck then discussed the construction management proposal from LJA for the Woodtrace Boulevard Extension at Highland Blvd, West Lane, and Tamina Road Enhancement projects in an amount not-to-exceed \$132,500. After lengthy discussion, Director Grayson moved to approve the proposal from LJA as discussed. Director Everson seconded said motion, which passed unanimously.

Mr. Keck also provided a brief update of the Woodtrace Boulevard Extension project.

#### ATTORNEY'S REPORT

Mr. Scruggs noted that there was no additional items to report under the Attorney's Report.

#### EXECUTIVE SESSION

The Board did not enter executive session at this time.

#### DISCUSSION REGARDING PENDING BUSINESS AND MATTERS FOR FUTURE AGENDAS

The Board discussed the future meeting schedule, noting that the next regular Board meeting will take place on August 12, 2022.

#### ADJOURNMENT

There being no further business to come before the Board, Director Gerhardt adjourned the meeting.

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Approved this 12th day of August, 2022.

WESTWOOD MAGNOLIA PARKWAY  
IMPROVEMENT DISTRICT

[SEAL]



  
Secretary, Board of Directors

LIST OF EXHIBITS

- Exhibit A - Bookkeeper's Report
- Exhibit B - Sheriff's Report
- Exhibit C - Executive Director's Report
- Exhibit D - Sales Tax Report
- Exhibit E - Engineer's Report