

WESTWOOD MAGNOLIA PARKWAY IMPROVEMENT DISTRICT  
Minutes of Meeting of Board of Directors

November 12, 2021

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 Citizens Grill Americana Restaurant, 315 Enclave Drive, Suites 300, Conroe, Texas 77384, 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, thus constituting a quorum.

Also present for the meeting were: Rick Kronenberger of LJA Engineering ("LJA"); Rob Eissler and Kelly Hamann of Special District Management ("SDM"); Daniel Scruggs, Frank Mitchell, and Josh Zientek of Mitchell & Zientek, LLP ("MZLLP"); Catherine Wheeler and Derek Michael of Sales Revenue Inc. ("SRI"); Bruce Taylor of Alpha and Omega Mounted Patrol ("A&O"); Jeff Hevey of Magnolia Fire Department; Christina Cole of Myrtle Cruz, Inc. ("MCI"); and Hugh Fullerton, resident of the area.

#### **APPROVE MINUTES**

After a brief discussion, Director Grayson moved to approve the minutes from the October 8, 2021, Regular Board Meeting, as presented. Director Wallace seconded said motion, which passed unanimously.

#### **PUBLIC COMMENTS**

No public comments occurred at this time.

#### **SHERIFF'S REPORT**

The Board reviewed the Sheriff's Report, a copy of which is attached as **Exhibit A**. The Board took no action at this time.

#### **MOUNTED PATROL REPORT**

Mr. Taylor reviewed the mounted patrol activities within the District over the past month. After brief discussion, the Board took no further action at this time.

### COMMISSIONER'S REPORT

There was no Precinct 2 Commissioner's Office Report presented at this time.

### SALES TAX REPORT

Mr. Michael presented the Sales Tax Report, a copy of which is attached as Exhibit B. He reviewed the businesses of the District related to sales tax and made note of the revenue trends of the District. He also noted that there was a significant percentage of permits that were coded incorrectly within the District. Mr. Michael presented initial findings as to additional businesses that would begin remitting sales tax to the District.

### ENGINEER'S REPORT

Mr. Kronenberger presented the Engineer's Report, a copy of which is attached as Exhibit C. Mr. Kronenberger gave a brief update on the Tamina Road right turn lane project, noting that the signal pole would most likely be installed the next week.

Mr. Kronenberger presented additional updates on other ongoing projects. He presented pay estimate no. 4 in the amount of \$81,900 to Double Oak Construction for clearing work for the Woodtrace Boulevard Extension Project. Mr. Kronenberger then requested authorization to advertise the Earthwork Contract for the Woodtrace Boulevard Extension Project. The Board discussed the request and the encompassing work. Lastly, Mr. Kronenberger presented a proposal from Berg Oliver Associates for the downstream drainage cleanout near the Regency Center in a total of approximately \$48,500. After further discussion, Director Wallace moved to approve pay estimate no. 4, as presented, authorize the advertisement for the Earthwork Contract, and approve the downstream drainage cleanout proposal as presented. Director Grayson seconded said option, which passed unanimously.

### BOOKKEEPER'S REPORT

Mrs. Cole presented the Bookkeeper's Report, a copy of which is attached as Exhibit D. After no further questions, Director Grayson moved to approve the Bookkeeper's Report and the checks/wires presented therein. Director Everson seconded said motion, which carried unanimously.

Director Grayson presented the proposed 2022 fiscal year end budget for the District. There was discussion regarding the impact of inflation on the budget. After further discussion, Director Grayson moved to adopt the proposed 2022 fiscal year end budget as presented. Director Wallace seconded said motion, which passed unanimously.

## EXECUTIVE DIRECTOR'S REPORT

Mr. Eissler presented the Executive Director's Report, a copy of which is attached as Exhibit E. Mr. Eissler and Ms. Hamann reviewed various project updates within the Executive Director's Report. There was discussion regarding the possibility of incorporating a consent agenda to the District's future meetings. After further discussion, the Board concurred in using a consent agenda at the regular January 2022 Board meeting.

Mr. Eissler then presented a contract amendment for SDM. After discussion by the Board, Director Grayson moved to approve the SDM contract amendment as presented. Director Wallace seconded said motion, which passed unanimously.

## REGIONAL DETENTION BASIN MAINTENANCE REPORT

The Board briefly reviewed the Regional Detention Basin Maintenance Report provided.

## GRANT PROJECT/FUNDING UPDATES

There was no update on this matter at this time.

## ATTORNEY'S REPORT

Mr. Scruggs provided the Attorney's Report at this time. He presented the corrected and restated Regency Assessment Order. He noted that Ms. Wheeler had reviewed the Regency Assessment Order and was comfortable with the document. After brief further discussion, including discussion regarding the method of assessment calculation, Director Wallace moved to adopt the corrected and restated Regency Assessment Order as presented. Director Everson seconded said motion, which passed unanimously.

Next, Mr. Scruggs provided a brief update on potential annexations of property into the District.

## 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 December 10, 2021.

## ADJOURNMENT

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

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Approved this 10th day of December, 2021.

WESTWOOD MAGNOLIA PARKWAY  
IMPROVEMENT DISTRICT

[SEAL]



  
Secretary, Board of Directors

LIST OF EXHIBITS

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