

WESTWOOD MAGNOLIA PARKWAY IMPROVEMENT DISTRICT

Minutes of Meeting of Board of Directors

December 8, 2023

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:

Brent Everson	Chairman	City of Conroe
James David Wallace	Vice Chairman	City of Conroe
Gary Squyres	Secretary	County Commissioner’s Court
Tom Grayson	Treasurer/Asst. Secretary	County Commissioner Pct. 2
Robert Barnwell	Director	County Commissioner Pct. 2
Pat Robertson	Director	Magnolia I.S.D.
Tim Weems	Director	Magnolia I.S.D.

and all of the above Directors were present, except Directors Everson and Squyres, thus constituting a quorum.

Also present for the meeting were: Michael Keck of LJA Engineering (“LJA”); Rob Eissler and Kelly Hamann of Special District Management (“SDM”); Frank Mitchell, Josh Zientek, and Daniel Scruggs of Mitchell, Zientek & Scruggs, LLP (“MZS”); Magen Fischer of Sales Revenue Inc. (“SRI”); Sergeant Swank of Montgomery County Sheriff’s Office (“MCSO”); Cameron Thatcher of Huntington Capital Markets (“Huntington”); Bob Fecht of Alpha and Omega Mounted Patrol (“A&O”); and Glenn Buckley of Lake Creek Greenway Partnership (“LCGP”).

PUBLIC COMMENTS

There were no public comments presented at this time.

CONSENT AGENDA

Director Wallace offered Board members the opportunity to remove items from the Consent Agenda for individual discussion. Director Grayson motioned, seconded by Director Barnwell, to approve the Consent Agenda containing the following items: (1) approval of the November 10, 2023, regular Board meeting minutes, as presented; (2) Regional Detention Basin Report; and (3) Grant and funding updates. The motion passed unanimously.

SHERIFF’S REPORT

Sergeant Swank presented the Sheriff’s Report, attached as **Exhibit A**, and reviewed incidents within the District. He provided an update on the holiday overtime and a newly hired deputy being added to the contract.

MOUNTED PATROL REPORT

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Mr. Fecht briefly discussed the mounted patrol report. He discussed a particular disturbance that A&O assisted on, with the help of MCSO. There was then additional discussion regarding hours and coverage for the District contract.

FIRE CHIEF REPORT

There was no Fire Chief Report presented at this time.

COMMISSIONER'S REPORT

Mr. Eissler provided an update on several projects within the precinct and near the District, including the South Egypt Lane project. He noted that the Montgomery County Precinct No. 2 Commissioner's Office was planning to meet with TxDOT to discuss funding related to the Montgomery County Toll Road Authority and possible implications of the same. The Board took no action at this time.

BOOKKEEPER REPORT

Director Grayson discussed the Bookkeeper Report for the District, attached as **Exhibit B.** After discussion, Director Grayson moved to approve the Bookkeeper Report, including the payment of bills and review of investments and reimbursements. Director Barnwell seconded said motion, which passed unanimously.

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 provided an update on the District's revenue projections. Mr. Eissler and Ms. Hamann presented pictures of construction and clearing progress on Tamina Road.

The Board, Mr. Eissler, and Ms. Hamann then discussed the proposals provided for landscape architect services for the FM1488 median landscaping. They noted that a committee of the Board had proposed Westwood Professional Services, Inc. as the best fit for the project. After discussion, Director Grayson moved to approve the contract with Westwood Professional Services, Inc. for the landscaping architect services as discussed, subject to MZS review. Director Barnwell seconded said motion, which carried unanimously.

ENGINEER'S REPORT

Mr. Keck presented the Engineer's Report, a copy of which is attached as **Exhibit D.** Mr. Keck provided an update on the clearing contract for the Tamina Road enhancement project, noting that it was underway. In addition to the clearing for the Tamina Road enhancement, he discussed the Tamina Road enhancement project construction, noting that it would likely begin in early 2024.

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Mr. Keck then provided a brief update regarding the status of the Woodtrace Boulevard Extension Project. The Board took no action at this time.

SALES TAX REPORT

Ms. Fischer presented the Sales Tax Report, a copy of which is attached as **Exhibit E**. She reviewed the businesses of the District related to sales tax and made note of the revenue trends of the District. She discussed the timing of the legislative additions to the District's sales tax revenue rolls and noted that SRI had received documentation back from the Texas Comptroller confirming such additions. There was a brief discussion among the Board and Mr. Scruggs regarding approaches for tracking different sales tax revenue generating sources within the District.

ATTORNEY'S REPORT

Mr. Scruggs presented the evergreen continuance letter from the District's auditor. He then discussed a number of items related to the Financial Advisor renewal contract with Huntington. Mr. Thatcher further discussed the contract. After discussion, Director Weems moved to approve the Financial Advisor renewal contract with Huntington as discussed. Director Robertson seconded the motion, which passed unanimously. Mr. Scruggs then presented a contract for arbitrage compliance with Arbitrage Compliance Specialists. After discussion regarding the necessity for such services and arbitrage compliance in general, Director Robertson moved to approve the contract with Arbitrage Compliance Specialists as presented. Director Grayson seconded the motion, which passed unanimously.

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 January 12, 2024.

EXECUTIVE SESSION

The Board entered executive session at 12:46 p.m. for consultation with attorney.

RECONVENE IN OPEN SESSION AND AUTHORIZE ANY ACTION RESULTING FROM EXECUTIVE SESSION

The Board reconvened in open session at 12:51 p.m., taking no action at this time.

ADJOURNMENT

Director Wallace adjourned the meeting at this time.

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Approved this 12th day of January, 2024.

WESTWOOD MAGNOLIA PARKWAY
IMPROVEMENT DISTRICT

[SEAL]



[Handwritten Signature]
Secretary, Board of Directors

LIST OF EXHIBITS

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