

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

June 11, 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 Zanti Cucina Italiana at 10000 Research Forest Drive, Magnolia, Texas, 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: Michael Rusk and Michael Keck of LJA Engineering (“LJA”); Rob Eissler and Kelly Hamann of Special District Management (“SDM”); Frank Mitchell and Joshua Zientek of Mitchell Zientek, LLP (“MZLLP”); Lieutenant Schmitt and Sergeant Walker of Montgomery County Sheriff’s Office (“MSCO”); Christina Cole of Myrtle Cruz, Inc (“MCI”); Ryan O’Hara of Huntington Securities, Inc. (“HSI”); Ryan Fortner of Sales Revenue Inc. (“SRI”); Janice Thigpen of the Lonestar Groundwater Conservation District (“LGCD”) Board of Directors; and Tim Weems, a developer of the area.

PUBLIC COMMENTS

Ms. Thigpen introduced herself to the Board and thanked the Board for their efforts in improving the area. She explained her role at LGCD.

APPROVE MINUTES

After a brief discussion, Director Barnwell moved to approve the minutes from the May 14, 2021 Regular Board Meeting as presented. Director Squyres seconded said motion, which passed unanimously.

SHERIFF’S REPORT

Sergeant Walker presented and reviewed the Sheriff’s Report, a copy of which is attached as **Exhibit A**. There was brief discussion regarding the listed incidents on the Sheriff’s Report. There was additional discussion regarding some changes in personnel. The Board took no further action

at this time.

MOUNTED PATROL REPORT

The Board reviewed the mounted patrol activities within the District over the past month. Additionally, the Board discussed the mounted patrol contract provisions and the benefits of the mounted patrol. After brief discussion, the Board took no further action at this time.

COMMISSIONER'S REPORT

Mr. Eissler provided a brief update. The Board took no action at this time.

SALES TAX REPORT

Mr. Fortner presented the Sales Tax Report, a copy of which is attached as Exhibit B. He reviewed the businesses of the District subject to sales tax and made note of revenue trends of the District. No action was required by the Board at this time.

ENGINEER'S REPORT

Mr. Rusk presented the Engineer's Report, a copy of which is attached as Exhibit C. Mr. Rusk discussed the Tamina Road right turn lane project. After discussion, the Board took no action at this time.

REVIEW AND CONSIDER ACTION ITEMS RELATED TO WOODTRACE BOULEVARD EXTENSION PROJECT

Mr. Rusk provided an update on the pending action items related to the Woodtrace Boulevard extension project. He presented Change Order No. 1 in the amount of \$22,100 related to re-mobilization costs. After lengthy discussion, Director Wallace moved to approve Change Order No. 1 to Double Oak Construction, Inc. in the amount of \$22,100. Director Robertson seconded said motion, which passed unanimously. Director Grayson asked that MZLLP prepare an instrument to detail the project details and payment structure with Montgomery County Precinct No. 2. The Board concurred with Director Grayson's request.

BOOKKEEPER'S REPORT

Ms. 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 Wallace seconded said motion, which carried 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. Mr. Eissler provided a legislative update. There was brief discussion among the Board.

DISTRICT INSURANCE REVIEW AND CONSIDER APPROVAL

Ms. Hamann provided an update and presented the District's insurance proposal. Director Robertson believed coverages were too low in some areas. Mr. Rusk discussed the additional coverage the District receives on certain construction contracts when named as an additional insured. Mr. Mitchell noted that the proposed limits are within normal range for the District. After brief further discussion, Director Wallace motioned, seconded by Director Everson, to approve the District's insurance proposal as presented. The motion carried unanimously with Director Robertson abstaining.

REGIONAL DETENTION BASIN MAINTENANCE REPORT

Ms. Hamann reviewed the Regional Detention Basin Maintenance Report with the Board. After brief discussion, the Board took no action at this time.

GRANT PROJECT/FUNDING UPDATES

There were no project updates provided at this time.

ATTORNEY'S REPORT

Mr. Mitchell discussed the Cybersecurity Training that will now be applicable to the directors as a result of House Bill 1118. After discussion among the Board, Director Robertson moved to authorize the District's records manager to destroy old meetings notes from the previous year. Director Wallace seconded said motion, which passed unanimously.

EXECUTIVE SESSION

The Board entered executive session at 1:22 p.m.

RECONVENE FROM EXECUTIVE SESSION, PENDING BUSINESS AND MATTERS FOR FUTURE AGENDAS

The Board reconvened at 1:52 p.m. and took no action.

REVIEW OF FINANCIAL ADVISOR PRESENTATION AND UPDATES

Mr. Mitchell discussed the District's bond capacity analysis. The Board discussed other projects and District priorities as they related to the timing of a potential bond issue. Director Gerhardt requested that a special meeting be scheduled further to discuss the matter. Mr. O'Hara

reviewed options for future bond issues of the District.

EXECUTIVE SESSION

The Board entered executive session at 2:10 p.m. for consultation with the District’s attorney.

RECONVENE FROM EXECUTIVE SESSION, PENDING BUSINESS AND MATTERS FOR FUTURE AGENDAS

The Board reconvened at 2:17 p.m. There was discussion regarding the scheduling of the proposed special meeting. Ms. Hamann noted that a public information act request had been submitted to the District and MZLLP and SDM was currently working on additional portions of that request.

ADJOURNMENT

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

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Approved this 9th day of July, 2021.




Secretary, Board of Directors

LIST OF EXHIBITS

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