

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

July 9, 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 except Directors Everson, Grayson, and Barnwell 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”); Daniel Scruggs, Frank Mitchell, and Joshua Zientek of Mitchell Zientek, LLP (“MZLLP”); Sergeant Swank of Montgomery County Sheriff’s Office (“MSCO”); Catherine Wheeler and Derrick Michael of Sales Revenue Inc. (“SRI”); and Bruce Taylor of Alpha and Omega Mounted Patrol (“A&O”).

**APPROVE MINUTES**

After a brief discussion, Director Wallace moved to approve the minutes from the June 11, 2021 Regular Board Meeting as presented. Director Squyres seconded said motion, which passed unanimously.

**PUBLIC COMMENTS**

There were no public comments at this time.

**SHERIFF’S REPORT**

Sergeant Swank 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 MCSO and A&O. 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. 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

Mrs. Wheeler introduced herself and explained that the District's previous sales tax consultant liaison, Mr. Fortner, was no longer with SRI. She introduced Mr. Michael who 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. Mr. Michael requested that the District execute documentation to allow the Texas Comptroller's office to release confidential information to Mr. Michael and Mrs. Wheeler. Director Robertson moved to approved said letter as discussed. Director Wallace seconded said motion, which passed unanimously.

## CONSIDER AND REVIEW CONTRACT RELATED TO ASSESSMENT COLLECTIONS

Mrs. Wheeler discussed the proposed agreement related to the assessment collections for the Regency Center assessment. After brief discussion, Director Wallace moved to approve the agreement as presented. Director Squyres seconded said motion, which passed unanimously.

## 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. Mr. Rusk presented an option to conduct a traffic study at one of the proposed right turn lane locations within the District. After discussion, the Director Wallace moved to approve said study. Director Robertson seconded said motion, which passed unanimously.

## 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 discussed a proposed Change Order No. 2 in the amount of approximately \$25,000 related to gas pipeline avoidance. After brief discussion, Director Wallace moved to approve the Change Order as presented. Director Squyres seconded said motion, which passed unanimously.

## BOOKKEEPER'S REPORT

The Board reviewed the Bookkeeper's Report, a copy of which is attached as Exhibit D. After no further questions, Director Robertson 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. There was extensive discussion regarding proposed median beautifications and maintenance along FM 1488. Director Squyres moved to have SDM continue discussions with TxDOT regarding proposed median beautifications and maintenance along FM 1488. Director Wallace seconded said motion, which passed unanimously. The Board took no further action at this time.

#### REGIONAL DETENTION BASIN MAINTENANCE REPORT

The Board did not review the Regional Detention Basin Maintenance Report at this time.

#### GRANT PROJECT/FUNDING UPDATES

There was no grant project/funding update presented at this time.

#### ATTORNEY'S REPORT

Mr. Scruggs discussed the proposed records retention policy revisions. After discussion among the Board, Director Wallace moved to authorize the MZLLP to prepare a new records retention policy as discussed. Director Robertson seconded said motion, which passed unanimously.

#### EXECUTIVE SESSION

The Board entered executive session at 1:23 p.m.

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

The Board reconvened at 1:43 p.m. and took no action.

#### REVIEW OF FINANCIAL ADVISOR UPDATES AND MATTERS RELATED TO SERIES 2021 SALES TAX REVENUE BONDS (the "Bonds")

Mr. Scruggs presented the status of the Bonds. After discussion among the Board and consultants, Director Robertson moved to approve the preliminary official statement, plan of financing, schedule and other matters in connection with the issuance, sale, delivery, and closing of the Bonds, including authorizing MZLLP and the District's financial advisor to take all other action

necessary in connection with issuance of the Bonds. Director Wallace seconded said 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 August 13, 2021.

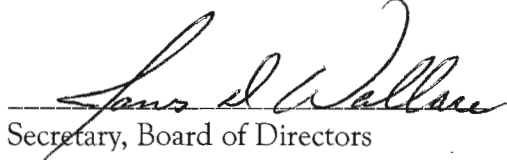
ADJOURNMENT

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

[REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]

Approved this 13th day of August, 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