

MINUTES OF MEETING OF BOARD OF DIRECTORS

November 13, 2018

THE STATE OF TEXAS §  
COUNTY OF HARRIS §  
TRAIL OF THE LAKES MUNICIPAL UTILITY DISTRICT §

The Board of Directors (the "Board" or the "Directors") of Trail of the Lakes Municipal Utility District (the "District") met in special session, open to the public, at 4139 Forest Rain Lane, Humble, Texas 77346, a meeting place inside the boundaries of the District, on Tuesday, November 13, 2018, at 3:30 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

Jeff Campbell	President
Jo A. Smith	Vice President/ Tax Compliance Officer
Virginia Elkins	Secretary/Treasurer
Crystal Kirby	Assistant Secretary
Kim Pendleton	Director

All members of the Board were present, thus constituting a quorum. Also attending the meeting were: Ms. Kentrell Nercise, member of the Board of Directors of The Forest Homeowners Association ("The Forest HOA"); Mr. Tom Dillard of Champions Hydro-Lawn, Inc., detention pond maintenance service provider for the District; Ms. Keli Schroeder, P.E., of BGE, Inc. ("BGE" or the "Engineer"), engineers for the District; Ms. Tara Klein of Four and One, LLC, landscape architects for the District; and Ms. Monica A. Garza, attorney, and Ms. Rita R. Rodriguez, paralegal, of Radcliffe Bobbitt Adams Polley PLLC ("Radcliffe Bobbitt"), attorneys for the District.

WHEREUPON, the President called the meeting to order and evidence was presented that public notice of the meeting had been given in compliance with the law. The posted notices of the meeting are attached hereto.

TEXAS PARKS & WILDLIFE DEPARTMENT ("TPWD") PARKS AND TRAILS GRANT APPLICATIONS

Ms. Klein reported that, in connection with the District's application for a 2018 TPWD Recreational Trails Grant, the District was not awarded grant funding for its trail system. The Board then discussed submitting an application for the TPWD Recreational Trails Grant with a deadline of February 1, 2019.

Ms. Garza then inquired about the status of the District's TPWD Local Parks Grant application. Ms. Klein reported that such application was not submitted by the October 2018 deadline.

Upon motion by Director Campbell, seconded by Director Kirby, after full discussion and the question being put to the Board, the Board voted unanimously to authorize submittal of the District's application for the Recreational Trails Grant with a deadline of February 1, 2019.

## UPDATE ON DEVELOPMENT OF RECREATIONAL AMENITIES

Ms. Schroeder reported that ~~he~~ she has spoken with the Harris County Flood Control District ("HCFC") regarding the District's proposed plan to construct walking trails along Williams Gully. Ms. Schroeder reported that HCFC does not have any immediate plans to improve Williams Gully since there has not been any recent flooding issues in the area and the floodplain appears to be contained. Ms. Schroeder went on to report that HCFC has stated that if it improves Williams Gully, any entity constructing trails on the banks will be responsible for the replacement of the trails. Ms. Garza added that the District is working with HCFC regarding requirements for the District to transfer ownership of property along Williams Gully for the construction of the trails.

## AUTHORIZE ADVERTISEMENT OF BIDS FOR CONSTRUCTION OF LAGO FOREST PARK AND ATASCOCITA FOREST ("AF") AND CLAYTON'S PARK ("CP") DETENTION POND TRAILS

Ms. Klein then reviewed with the Board the construction cost estimate for the AF Detention Pond trail and fitness station, fitness station at Wintergreen Drive, CP Detention Pond trail and Lago Forest Park (collectively, the "Lago Forest Park and Trails Project"), a copy of which is attached hereto. Ms. Klein explained that the bid package includes all projects as listed above. Ms. Klein further stated that some items such as irrigation and trees around the detention ponds that were previously included, were removed so that the underlying project can begin. Ms. Klein added that landscaping for the Lago Forest Park and Trails Project can be included with the future construction bid for the dog park. Ms. Klein noted that the projected cost of the Lago Forest Park and Trails Project is \$366,606.16.

Ms. Nercise entered the meeting at this time.

Ms. Garza then asked why the projects were not being bid separately, as previously understood. Ms. Klein explained that there is a cost savings when bidding the project in one (1) package. Ms. Klein then reported that the bids will be advertised on November 16, 2018 and November 23, 2018, and bids will be due by December 10, 2018. Ms. Klein added that the submitted bids will be reviewed and accepted at the December 11, 2018 special Board meeting with the contract award on December 20, 2018.

Upon motion by Director Smith, seconded by Director Kirby, after full discussion and the question being put to the Board, the Board voted unanimously to authorize advertising for bids for the Lago Forest Park and Trails Project.

## INTERLOCAL AGREEMENT WITH HARRIS COUNTY (THE "COUNTY") REGARDING SIGNAL UPGRADE ON WOODLAND HILLS DRIVE AT LILES LANE (THE "INTERLOCAL AGREEMENT")

Ms. Garza then reviewed with the Board the Interlocal Agreement with the County. Director Elkins then inquired if any of the HOAs were willing to split the cost to fund the upgrade of the traffic signal to a mast arm traffic signal. Ms. Garza reminded the Board that The Forest HOA has agreed to assist in funding same.

Upon motion by Director Smith, seconded by Director Kirby, after full discussion and the question being put to the Board, the Board voted unanimously to approve and authorize execution of the Interlocal Agreement, a copy of which is attached hereto.

Ms. Garza then informed the Board that, with regard to the driver feedback signs, the County has indicated that driver feedback signs are only allowed to be installed in County right-of-way if the requestor complies with Section 430.002, Texas Transportation Code. Ms. Garza went on to explain that, although Radcliffe Bobbitt disagrees, the County maintains that the Texas Transportation Code only allows driver feedback signs to be erected and maintained by a HOA, and therefore, the County will only enter into a maintenance letter of responsibility with the local HOA. Ms. Garza then informed the Board that the District has prepared a Letter Agreement between the District and the AF Community Association, Inc. ("AFCAI") regarding the AFCAI's agreement to execute the Letter of Responsibility with the County. Ms. Garza further explained that such letter Agreement establishes that the District will retain full responsibility for the driver feedback sign. Ms. Garza added that the Letter of Responsibility between AFCAI and the County has also been prepared and that Director Campbell is working with the President of the Board of Directors of AFCAI on execution of both the Letter Agreement and the Letter of Responsibility.

#### AMERICAN WATERWORKS ASSOCIATION ("AWWA") MEMBERSHIP

Upon motion by Director Smith, seconded by Director Pendleton, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the Directors to renew their memberships with the AWWA.

#### UPDATE ON TRANSITION OF WEBSITE AND MESSAGING SERVICES

Ms. Garza reported that Off Cinco, the District's new website developer, has been working with Radcliffe Bobbitt and MyWaterBoard.com, the District's former website developer, regarding the transition of the District's website. Ms. Garza then reported that Off Cinco has recommended shortening the resident text notification codes and inquired what text codes the Board would like to use for the three (3) subdivisions in the District. Director Campbell then suggested that there only be one (1) text code for the entire District.

Ms. Garza then stated that Off Cinco is preparing to transfer documents from the prior two (2) years on the website and that Off Cinco will charge the District hourly to transfer documents older than two (2) years. Ms. Rodriguez noted that the current District website has minutes through 2012. The Directors then stated that minutes for the previous two (2) years is sufficient for the District's new website.

Ms. Garza then reported that Off Cinco expects to go live with the District's website after the Board has reviewed same at its November 26<sup>th</sup> Board meeting.

The Board then requested the status of the email accounts. Ms. Rodriguez stated that Off Cinco has indicated that it cannot set up the Directors' new email accounts until the new website goes live and that the Directors will need to download their current emails if they want to keep them. Ms. Rodriguez went on to explain that Ms. Waugh has said that the current email system is tied to the old hosting site so when the old hosting system is terminated, any emails in the

current system will also terminate. Ms. Rodriguez then reported that Off Cinco will ask MyWaterBoard.com to determine if it is possible to transfer old emails to the new hosting site. The Board then asked if each Director will be able to keep the same email address and if they will be able to automatically forward their District emails to their personal email accounts. Ms. Rodriguez then stated that she will inquire on same with Off Cinco.

MISCELLANEOUS MATTERS

The Board then noted that the next regular meeting has been scheduled for Monday, November 26, 2018, at 12:00 p.m., to be held at the offices of Radcliffe Bobbitt.

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

PASSED, APPROVED and ADOPTED this 26<sup>th</sup> day of November, 2018.



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Secretary, Board of Directors