NOTICE OF PUBLIC MEETING - AMENDED

TO: THE BOARD OF DIRECTORS OF THE WOODLANDS TOWNSHIP AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors will hold a Regular Board Meeting (Amended Agenda) on January 16, 2025, at 6:00 p.m., at the office of The Woodlands Township, 2801 Technology Forest Blvd, The Woodlands, Texas, within the boundaries of The Woodlands Township, for the following purposes:

STANDARD ITEMS

1. Invocation / Pledge of Allegiance;

2. Proclamations;
   (Pages 4 - 7)

   a. Proclamation honoring Gil Staley, Chief Executive Officer of The Woodlands Area Economic Development Partnership;
   (Pages 4 - 5)

   b. Proclamation recognizing Arbor Day in The Woodlands;
   (Pages 6 -7)

3. Call meeting to order;

4. Receive, consider and act upon adoption of the meeting agenda;
   (Pages 1 - 3)

5. Recognize public officials;

6. Public comment;

7. President/CEO's Report;

   a. Futurist Chief Information Officer Award;

   b. Silver Award for Environmental Planning;

CONSENT AGENDA

8. Receive, consider and act upon the Consent Agenda; (Pages 8 - 100)
(This agenda consists of non-controversial or "housekeeping" items required by law. One motion with modifications, if applicable, approves for action, all items contained within the Consent Agenda. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request prior to a motion and vote.)

a. Receive, consider and act upon approval of the minutes of the November 19, 2024 Special Meeting, November 20, 2024 Regular Meeting, and the December 4, 2024 Regular Meeting for the Board of Directors for The Woodlands Township;
(Pages 8 - 46)

b. Receive, consider, and act upon Administrative Reports for Law Enforcement and Community Policing for December 2024;
(Pages 47 - 51)

c. Receive, consider and act upon Administrative Reports for The Woodlands Fire Department;
(Pages 52 - 59)

d. Receive, consider and act upon the Communications Metrics Monthly Reports;
(Pages 60 - 70)

e. Receive, consider and act upon an easement for the City of Shenandoah in the Township's Open Space Reserve (P-2025-0136);
(Pages 71 - 83)

f. Receive, consider and act upon the first amendment to the Construction Access Agreement for The Woodlands Waterway (1 Riva Row) (C-2023-0367A1);
(Pages 84 - 87)

g. Receive, consider and act upon approval of Task Order 18B for the preparation of construction drawings for landscape improvements on State Highway 242 (C-2022-0189);
(Pages 88 - 96)

h. Receive, consider and act upon renewal of the Township's Property, Liability and Workers' Compensation Insurance for the policy period January 1, 2025 - January 1, 2026;
(Pages 97 - 99)

i. Receive, consider and act upon security guard services for the Park & Ride facilities (C-2024-0595);
(Page 100)

REGULAR AGENDA

9. Receive, consider and act upon a quarterly update on Law Enforcement;
(Page 101)

10. Receive, consider and act upon a presentation regarding wildfire preparedness;

11. Receive, consider and act upon an amendment to the Board Operations Policy to include Immediate Past Chair as a Board Officer position;
(Pages 102 - 114)

12. Receive, consider and act upon Waterway Avenue Bridge light upgrades (C-2025-0131);
(Pages 115 - 116)

13. Receive, consider and act upon an update regarding the Village Presidents' Council;
(Page 117)

CLOSED MEETING (if applicable)

14. Recess to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; discuss IT network or critical infrastructure security pursuant to §551.089, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;

15. Reconvene in public session;

DISCUSS FUTURE AGENDA /ANNOUNCEMENTS

16. Consideration of items to be placed on the agenda for next month's meeting;

17. Board announcements; and

18. Adjournment.

THE WOODLANDS TOWNSHIP

Laure A. Morgan
Township Secretary

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https://www.thewoodlandstownship-tx.gov/778/Meeting-Videos.

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Proclamation honoring Gil Staley, Chief Executive Officer of The Woodlands Area Economic Development Partnership;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

See attached proclamation.

RECOMMENDATION:

Accept the proclamation.

Attachments

Gil Staley Day Proclamation

PROCLAMATION

The Woodlands, Texas

BE IT PROCLAIMED:

Whereas, The Woodlands Township desires to express appreciation to Gil Staley, Chief Executive Officer (CEO) of The Woodlands Area Economic Development Partnership, and honor him for his 20-year career and devotion to our community; and

Whereas, Gil Staley has lived in The Woodlands for 28 years, where he retired from Delta Airlines in December 2004; and raised twin sons, Joseph and Johnathan, locally with his wife Debra; and

Whereas, Gil Staley started his career with The Woodlands Area Economic Development Partnership on February 1, 2005 and has dedicated his career to advancing economic development and fostering innovation within our community, demonstrating unwavering commitment and leadership; and

Whereas, his contributions have significantly impacted the growth and prosperity of our local economy, attracting new businesses, creating jobs, and improving the quality of life for all residents; and

Whereas, through his efforts, Gil has built invaluable partnerships and fostered collaboration between public, private, and educational sectors, driving sustainable development and enhancing our community's reputation; and

Whereas, Gil Staley's exemplary dedication, professionalism, and service have earned him the admiration and respect of colleagues, stakeholders, and the community-at-large; including recognition by Interfaith of The Woodlands as a "Hometown Hero" in 2013; and

Whereas, the Board of Directors, expresses our sincere appreciation to Mr. Staley for his dedication to The Woodlands community and wish him happiness in this new chapter of his life;

Now, therefore, I, Brad Bailey, as Chairman of the Board of Directors of The Woodlands Township, do hereby proclaim **January 28, 2025**, as:

Gil Staley Day

In The Woodlands, Texas

IN WITNESS WHEREOF:
I have hereunto set my hand and caused this Seal of The Woodlands Township
to be affixed hereto this 16th day of January in the year Two Thousand Twenty-Five.

_____

Brad Bailey, Chairman of the Board, The Woodlands Township
The Woodlands, Texas

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Proclamation recognizing Arbor Day in The Woodlands;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

The Environmental Services Department of The Woodlands Township will be holding the 49th Annual Arbor Day event on January 25, 2025, at Rob Fleming Park from 9:00 a.m. until Noon. Since 1977, The Woodlands has given away over 1.5 million trees to residents. In honor of Arbor Day, the attached proclamation designates Saturday, January 25, 2025, as The Woodlands Arbor Day.

RECOMMENDATION:

Accept the proclamation.

Attachments

Arbor Day Proclamation - 2025

PROCLAMATION

The Woodlands, Texas

BE IT PROCLAIMED:

Whereas, in 1872, J. Sterling Morton proposed a tree-planting holiday to be called “Arbor Day” at a meeting of the Nebraska State Board of Agriculture, marking the first observance of this holiday in the United States; and

Whereas, since 1977, The Woodlands given away more than 1.5 million trees to residents; and

Whereas, The Woodlands has, since its inception, been created to maintain and enhance George Mitchell’s vision of environmental sustainability to live in harmony with nature; and

Whereas, The Woodlands Township is committed annual reforestation and forest management planning; and

Whereas, The Woodlands Township communicates the value of the creation and retention of natural forested areas on private property; and

Whereas, native trees cool cities, increase energy efficiency, improve air quality, cycle nutrients, stabilize soil, and intercept stormwater; and

Whereas, planting native trees enhances curb appeal, increases value to private property, and beautifies our community; and

Whereas, native trees are essential to the Pineywoods ecoregion we call home by providing habitat for pollinators, birds and wildlife; and

Whereas, for these reasons, The Woodlands Township encourages residents to plant trees to create a beautiful community, a healthy environment, and a sustainable future;

Now, therefore, I, Brad Bailey, as Chairman of the Board of Directors of The Woodlands Township, do hereby designate Saturday, January 25, 2025, as the 49th anniversary celebration of:

The Woodlands Arbor Day

In The Woodlands, Texas

IN WITNESS WHEREOF:
I have hereunto set my hand and caused this Seal of The Woodlands Township
to be affixed hereto this 16th day of January in the year Two Thousand Twenty-Five.

_____

Brad Bailey, Chairman of the Board, The Woodlands Township
The Woodlands, Texas

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon approval of the minutes of the November 19, 2024 Special Meeting, November 20, 2024 Regular Meeting, and the December 4, 2024 Regular Meeting for the Board of Directors for The Woodlands Township;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

Not applicable.

RECOMMENDATION:

Approve the minutes as presented.

Attachments

Meeting Minutes - November 19 Special BOD Meeting

Vote Tabs - November 19 Special BOD Meeting

Meeting Minutes - November 20 Regular BOD Meeting

Vote Tabs - November 20 Regular BOD Meeting

Meeting Minutes - December 4 Regular BOD Meeting

Vote Tabs - December 4 Regular BOD Meeting

D R A F T

THE WOODLANDS TOWNSHIP

Board of Directors Meeting

SPECIAL BOARD MEETING

November 19, 2024

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in special session, open to the public, on November 19, 2024, posted to begin at 4:00 p.m. The meeting was held in the Board Chambers at the office of The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

STANDARD ITEMS

1. **Invocation / Pledge of Allegiance;**

   Vice Chairman Kyle Watson provided the invocation. Director Cindy Heiser then led the Pledge of Allegiance to the United States flag and the Texas State flag.

2. **Call meeting to order;**

   Chairman Ann Snyder called the meeting to order at 4:02 p.m. and declared that notice of this meeting was posted 72 hours in advance inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas, and posted online at http://www.thewoodlandstownship-tx.gov. The roll was then called of the duly elected members with two members being absent.

Present:	Chairman Ann Snyder; Vice Chairman Kyle Watson; Treasurer Richard Franks; Director Cindy Heiser; Director Shelley Sekula-Gibbs
Absent:	Secretary Linda Nelson; Director Brad Bailey
Staff Present:	Monique Sharp, President/Chief Executive Officer; Karen Dempsey, Chief Administrative Officer; Todd Stephens, Director of Intergovernmental Relations/Assistant to the President; William Pham, Chief Technology & Innovation Officer; Nick Wolda, President, Visit The Woodlands; Angela Branch, Director of Human Resources; John McGowan, Director of Parks and Recreation; Laure Morgan, Township Secretary
Attendees:	Bret Strong, Legal Counsel

3. **Receive, consider and act upon adoption of the meeting agenda;**

Motion by: Vice Chairman Kyle Watson moved to adopt the agenda.
Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Ann Snyder	YES
	Vice Chairman Kyle Watson	YES
	Secretary Linda Nelson	ABSENT
	Treasurer Richard Franks	YES
	Director Brad Bailey	ABSENT
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES

4. **Recognize public officials;**

The following public officials were in attendance:

- Rob Eissler, Former Texas State Representative

5. **Public comment;**

The following individuals provided public comment:

- Shylah Salas — shared information and expressed support for pedicabs in The Woodlands Township.
- Nanna Sampong — shared information and expressed support for pedicabs in The Woodlands Township.
- Kara Pelecky — expressed concerns related to debris from Hurricane Beryl on her property's fence.

CONSENT AGENDA

6. **Receive, consider and act upon the Consent Agenda;**
(This agenda consists of non-controversial or "housekeeping" items required by law. One motion with modifications, if applicable, approves for action, all items contained within the Consent Agenda. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request prior to a motion and vote.)

Director Shelley Sekula-Gibbs requested that agenda item 6a, the only item on the consent agenda, be moved to the regular agenda.

a. **Receive, consider and act upon a briefing on The Woodlands Township Board of Directors officer nomination process;**

Karen Dempsey, Chief Administrative Officer, shared information regarding the officer nomination process related to the Board of Directors officers' election, which will be conducted at the November 20 Regular Board meeting.

Motion by: Treasurer Richard Franks moved to accept the report.

Second by: Vice Chairman Kyle Watson

Passed:	Chairman Ann Snyder	YES
	Vice Chairman Kyle Watson	YES
	Secretary Linda Nelson	ABSENT
	Treasurer Richard Franks	YES
	Director Brad Bailey	ABSENT
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES

REGULAR AGENDA

7. **Consider and act upon canvassing the returns and declaring the results of the Directors Election held on November 5, 2024, and the adoption of an Order in connection therewith (Refer to Supplemental Agenda);**

Laure Morgan, Township Secretary, shared the official returns of the November 5, 2024 Board of Directors Election. She also presented Order Number 015-24 canvassing the returns and declaring the results of the Directors Election. The following individuals were found and declared to have been elected as directors of The Woodlands Township Board of Directors:

Brad Bailey - Position 1
Linda Nelson – Position 2
Richard Franks - Position 3
Craig Eissler – Position 4

Motion by: Director Cindy Heiser moved to adopt Order Number 015-24 canvassing the returns and declaring the results of the Directors Election held within the boundaries of The Woodlands Township on November 5, 2024.

Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Ann Snyder	YES
	Vice Chairman Kyle Watson	YES
	Secretary Linda Nelson	ABSENT
	Treasurer Richard Franks	YES
	Director Brad Bailey	ABSENT
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES

CLOSED MEETING (if applicable)

8. **Recess to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; discuss IT network or critical infrastructure security pursuant to §551.089, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;**

Chairman Snyder shared that it would not be necessary to recess to executive session.

9. **Reconvene in public session;**

It was not necessary to reconvene in public session.

DISCUSS FUTURE AGENDA /ANNOUNCEMENTS

10. **Consideration of items to be placed on the agenda for next month's meeting;**

Director Shelley Sekula-Gibbs requested an update on transportation issues. The request was seconded by Chairman Ann Snyder.

11. **Board announcements; and**

Chairman Ann Snyder announced a reception honoring retiring Director Kyle Watson at 5:00 p.m. on Wednesday, November 20 in the Town Hall Commons.

Director Shelley Sekula-Gibbs expressed Happy Thanksgiving greetings to all residents.

12. **Adjournment.**

Motion by: Treasurer Richard Franks moved to adjourn the meeting at 4:22 p.m.
Second by: Vice Chairman Kyle Watson

Passed:	Chairman Ann Snyder	YES
	Vice Chairman Kyle Watson	YES
	Secretary Linda Nelson	ABSENT
	Treasurer Richard Franks	YES
	Director Brad Bailey	ABSENT
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES



_____

Linda Nelson
Secretary, Board of Directors

11/19/2024 - Special Board of Directors meeting; 4:02 p.m. A=abstain R=recuse	Ann Snyder	Kyle Watson	Linda Nelson	Richard M. Franks	Brad Bailey	Cindy Heiser	Shelley Sekula-Gibbs
Regular 6a. Approved Briefing on The Woodlnds Township Board of Directors officer nomination process.	Y	Y		Y		Y	Y
10. Adopted Order Number 015-24 canvassing the returns and declaring the results of the Directors Election held within the boundaries of The Woodlands Township on November 5, 2024.	Y	Y		Y		Y	Y

D R A F T

THE WOODLANDS TOWNSHIP

Board of Directors Meeting

REGULAR BOARD MEETING

November 20, 2024

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on November 20, 2024, posted to begin at 6:00 p.m. The meeting was held in the Board Chambers at the office of The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

STANDARD ITEMS

Chairman Ann Snyder requested a moment of silence in honor of Christine Renee Feist, long-term Township employee, who recently passed away.

1. **Invocation / Pledge of Allegiance;**

   Director Cindy Heiser provided the invocation. The Woodlands Fire Department's Honor Guard presented the colors. Palmer Buck, Fire Chief, The Woodlands Fire Department, then led the Pledge of Allegiance to the United States flag and the Texas State flag.

2. **Call meeting to order;**

   Chairman Ann Snyder called the meeting to order at 6:05 p.m. and declared that notice of this meeting was posted 72 hours in advance inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas, and posted online at www.thewoodlandstownship-tx.gov. The roll was then called of the duly elected members with all members being present.

Present: Chairman Brad Bailey; Vice Chairman Kyle Watson; Vice Chairman Craig Eissler; Secretary Linda Nelson; Treasurer Richard Franks; Director Cindy Heiser; Director Shelley Sekula-Gibbs; Director Ann Snyder

Staff Present: Monique Sharp, President/Chief Executive Officer; Karen Dempsey, Chief Administrative Officer; Chris Nunes, Chief Operating Officer; Todd Stephens, Director of Intergovernmental Relations/Assistant to the President; William Pham, Chief Technology & Innovation Officer; Nick Wolda, President, Visit The Woodlands; Palmer Buck, Fire Chief; Angela Branch, Director of Human Resources; LeaAnn Petersen, Director of Communications; Kellan Shaw, Chief Financial Officer; John McGowan, Director of Parks and Recreation; Angel Nicks, Director of Customer

Engagement; Ruthanne Haut, Director of Transportation and Infrastructure; Hennie vanRensburg, Director of Covenant Administration; Laure Morgan, Township Secretary

Attendees: Bret Strong, Township Legal Counsel

3. **Receive, consider and act upon adoption of the meeting agenda;**

Motion by: Vice Chairman Kyle Watson moved to adopt the agenda.

Second by: Director Shelley Sekula-Gibbs

Passed:	Director Ann Snyder	YES
	Vice Chairman Kyle Watson	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Chairman Brad Bailey	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES

4. **Recognize public officials;**

The following public officials were in attendance:

- Theresa Wagman - Former Conroe Independent School District Trustee
- Ritch Wheeler - Montgomery County Precinct 3 Commissioner-Elect
- Honorable Lisa Michalk, Judge, 221st District Court, Montgomery County
- Rob Eissler, Former Texas State Representative

5. **Public comment;**

The following individuals provided public comment:

- Gary Wooddell - expressed support for a performing arts facility in The Woodlands.
- Andy Noble - expressed support for a performing arts facility in The Woodlands.
- Paul Worosello - expressed support for a performing arts facility in The Woodlands.
- Gary Heath - expressed support for a performing arts facility in The Woodlands.
- Matt Everett - expressed support for a performing arts facility in The Woodlands.
- Glenn Turlich - expressed support for a performing arts facility in The Woodlands.

6. **Receive, consider and act on the acceptance of the forms of the Oaths of office, Official Bonds and Statements of Elected/Appointed Officers for the newly elected Directors of The Woodlands Township;**

Karen Dempsey, Chief Administrative Officer, shared that the provided forms are the state promulgated forms of the Oaths of Office, Official Bonds, and Statements for each of the newly elected Directors.

Motion by: Director Cindy Heiser moved to approve the forms of the Oaths of Office, Official Bonds, and Statements for each of the newly elected Directors.

Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Ann Snyder	YES

	Vice Chairman Kyle Watson	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Brad Bailey	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES

Following the vote on agenda item 6, Chairman Ann Snyder expressed appreciation to Vice Chairman Kyle Watson for his service to The Woodlands Township. She shared Vice Chairman Watson's accolades and notable Township achievements during his term of office. Vice Chairman Watson then stepped down from the dais to rejoin the community.

7. **Administration of the Oath of Office to newly elected Directors of The Woodlands Township;**

The Honorable Judge Lisa Michalk, 221st District Court Judge, Montgomery County, administered the Oath of Office to the newly elected Directors Brad Bailey, Linda Nelson, Richard Franks, and Craig Eissler. Following the administration of oaths, the newly elected Directors took their seat at the Board table.

8. **Receive, consider and act upon election of Officers for the Board of Directors for The Woodlands Township;**

Note: This item was voted on by a written ballot process.

Chairman Snyder withdrew her nomination as a candidate for Chairman of the Board of Directors.

Karen Dempsey, Chief Administrative Officer, outlined the election of officers for the Board of Directors procedure, and announced the listed nominations on the ballot. Next, Board members were given ballots and asked to vote for the following officer positions: Chairman, Vice Chairman, Secretary, and Treasurer. At the conclusion of the vote for each of the above positions, Ms. Dempsey tallied the votes and announced the results as follows:

Chairman - Brad Bailey
Vice Chairman - Craig Eissler
Secretary - Linda Nelson
Treasurer - Richard M. Franks

Motion by: Treasurer Richard Franks moved to approve the election of the following Board Officers to serve a term of one year or until such officers' successor has been elected and qualified: Brad Bailey - Chairman; Craig Eissler - Vice Chairman; Linda Nelson - Secretary; and Richard Franks - Treasurer.

Second by: Secretary Linda Nelson

Passed:	Chairman Ann Snyder	YES
	Director Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Brad Bailey	YES
	Director Cindy Heiser	YES

	Director Shelley Sekula-Gibbs	YES

Immediately following the vote on agenda item 8, newly elected Chairman, Brad Bailey, presided over the remainder of the meeting.

CONSENT AGENDA

9. **Receive, consider and act upon the Consent Agenda;**
(This agenda consists of non-controversial or "housekeeping" items required by law. One motion with modifications, if applicable, approves for action, all items contained within the Consent Agenda. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request prior to a motion and vote.)

Motion by: Director Shelley Sekula-Gibbs moved to approve the consent agenda.
Second by: Treasurer Richard Franks

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

a. Receive, consider and act upon approval of the minutes of the October 21, 2024 Regular Meeting for the Board of Directors for The Woodlands Township;

b. Receive, consider and act upon the Communications Metrics Monthly Report;

c. Receive, consider and act upon Administrative Reports for Community Services;

d. Receive, consider and act upon Administrative Reports for Law Enforcement and Community Policing for October 2024;

e. Receive, consider and act upon Administrative Reports for The Woodlands Fire Department;

f. Receive, consider and act upon a Construction Access Agreement for The Woodlands Waterway with The Waterway Landing Homeowners Association (C-2024-0665);

g. Receive, consider, and act upon a contract renewal for pool chemicals, (C-2022-0221A2 and C-2022-0222A2) with Rommelmann Enterprises, LLC (DBA Big Tex Pool Supplies);

h. Receive, consider, and act upon a contract extension of the Sky Elements Drone Show Agreement (C-2024-0215A1);

i. Receive, consider and act upon renewal of the Reforestation-Install Agreement with Rothco Tree Service, LLC (C-2023-0323A1) and the purchase of tree stock through Texan Tree Depot, LP (C-2022-0215A2);

j. Receive, consider and act upon a contract with JNE Tree Services for tree removal using existing contract unit prices (C-2024-0687);

k. Receive, consider and act upon a proposal from Marquee Property Services (C-2022-0317) to repair the George Mitchell Nature Preserve Spring Creek Bridge;

l. Receive, consider and act upon an Interlocal Agreement with Harris County Improvement District #4, doing business as Energy Corridor District, for The Woodlands Express Services (C-2024-0622);

m. Receive, consider and act upon an Interlocal Agreement between The Woodlands Township and Montgomery County, Texas, regarding a grant application to the Events Trust Fund established by the Office of the Governor – Economic Development and Tourism Office (C-2025-0066);

REGULAR AGENDA

10. **Receive, consider and act upon interviews of candidates and a briefing on the process for appointments to the Development Standards Committee;**

Note: No action was taken on this agenda item.

Dr. Chris Nunes, Chief Operating Officer, shared that two appointments to the Development Standards Committee (DSC) by the Township Board are needed to replace two expiring terms previously appointed to Walt Lisiewski and Mary Funderburg. He shared that the Board will also appoint The Woodlands Land Development Company (TWLDC) designees at a later date. Board discussion followed.

The Board then conducted interviews of seven of the nine DSC Candidates: Andrew Freeman, Mary Funderburg, Tricia Danto, Bonnie Neuren, Peter Tsai, Allen F. Miller III, and Ahmed Aboumansoura. Ken Parker and Wendell "Buddy" Barnes were not present at the meeting. Dr. Nunes shared that no action would be taken at this meeting and that appointments would take place at the next Board meeting currently scheduled for Wednesday, December 4, 2024.

Karen Dempsey, Chief Administrative Officer, provided an overview of the voting process that will be used to appoint candidates to serve as members of the DSC at the December 4 meeting.

11. **Recessed the regular meeting of the Board of Directors at 7:20 p.m.;**

12. **PUBLIC HEARING: Convene and conduct a Public Hearing regarding proposed amendments to Covenant Administration Fees and adoption of Resolution No. 014-24 associated therewith;**

Note: There were no individuals who provided public comment for the Public Hearing.

13. **Reconvened the regular meeting of the Board of Directors at 7:21 p.m.;**

14. **Approve the proposed amendments to the Covenant Administration Fees and adopt Resolution No. 014-24 associated therewith;**

Dr. Chris Nunes provided information related to the proposed amendments to the Covenant Administration Fees and approval of Township Order Number 014-24, which cannot be changed without a Public Hearing. Board discussion followed.

Motion by: Director Cindy Heiser moved to approve the proposed amendments to the Covenant Administration Fees and to adopt Resolution No. 014-24 in connection therewith.

Second by: Secretary Linda Nelson

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

15. **Receive, consider and act upon the financial report;**

Kellan Shaw, Chief Financial Officer, provided the unaudited financial report for the ten months ended October 31, 2024, highlighting the General Fund Year-to-Date (YTD) Budget, and noting the following:

- *Statement of Revenues in the General Fund-Budget vs Actual:* $119.8 million YTD Budgeted Revenues versus $121.2 million YTD Actual Revenues, resulting in a favorable variance of $1.3 million, with the main favorable variances attributed to higher than budgeted interest income and grants and contributions, offset by unfavorable variances in sales tax and hotel tax transfers to the Convention and Visitors Bureau.
- *Statement of Operating Expenditures in the General Fund-Budget vs Actual:* $107 million YTD Budgeted Expenditures versus $102.4 million YTD Actual Expenditures, resulting in a favorable variance of $4.6 million. All departments in the General Fund are showing a favorable variance through October, which is offset by unfavorable variances in Other Expenditures, which includes the event tax repayment to the Cynthia Wood Mitchell Pavilion and Hurricane Beryl debris and tree removal.
- *Sales and Use Tax Revenues through November 30, 2024:* $69.6 million YTD Budgeted Revenue versus $67.9 million YTD Actual Revenue Collections, resulting in an unfavorable variance of $1.7 million, which is $807,000 more than the same period in 2023. Year-to-date collections by NAICS industry categories, through year-to-date November 2024 indicate that 78% of sales tax collections are attributed to the retail trade, accommodation and food services, manufacturing, and information categories.
- *Hotel Occupancy Tax Revenues through October 31, 2024:* $8.2 million YTD Budgeted Revenue Collections versus $8.4 million YTD Actual Revenue Collections, for a favorable variance of $264,000, which is 3.2% over budget and $600.000 over the same period in 2023.
- *Mixed Beverage Tax Revenues through November 30, 2024:* $1.1 million YTD Budgeted Revenue Collections versus $1.4 million YTD Actual Revenue Collections, for a favorable variance of $253,000, or 23% over the budgeted amount.

Board discussion followed.

Motion by: Treasurer Richard Franks moved to accept the financial report for the ten months ended October 31, 2024.

Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

16. **Receive, consider and act upon proposed revisions to the 2025 Recreation Facility Operating Hours and Fees and scheduling a public hearing in connection therewith;**

John McGowan, Director of Parks and Recreation, shared information related to the proposed revisions to the 2025 recreation center facility's operating hours and fees. He shared that the Township's cost recovery goal for Parks and Recreation is 100% cost recovery, which he anticipates will be met in 2024. He shared that the proposed fee changes are being recommended in order to meet that same goal in 2025. He shared that there are no requested changes to the recreation center schedules. He shared that 85 inch televisions were added to the Hickory and Cypress Rooms at the Rob Fleming Recreation Center. He shared that due to these improvements, staff is requesting a $10 increase for residents and $20 increase for non-residents for each room, making the rental fee $40 for residents and $80 for non-residents.

Mr. McGowan then shared that staff is requesting that the winter boat house schedule be amended to open Friday through Monday, rather than Thursday through Sunday, as Mondays have proven to be more in demand than Thursdays. He also shared that swan boat rentals are in high demand and are often completely booked. He shared that due to the increased staffing and equipment replacement costs, a request is being made to increase the Riva Row Swans to $40 per hour, a $10 increase, and the mall swans to $20 for 30 minutes, a $5 increase, as well as the Additional Hour fee to $10, which is a $5 increase.

Mr. McGowan shared that no changes are being requested to the operating hours for Texas TreeVentures. He shared that due to increased staffing and equipment replacement costs, staff is recommending general admission for ages 6 to 12 be increased to $42, a $2 increase, and general admission for ages 13 and up be increased to $48, a $3 increase. Board discussion followed.

Motion by: Director Ann Snyder moved to schedule a public hearing for December 4, 2024, to adopt an amendment to Township Order 020-09, Adopting Park User Fees for the use of Park, Recreation and Open Space Areas of The Woodlands Township.

Second by: Treasurer Richard Franks

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES

	Director Ann Snyder	YES

17. **Receive, consider and act upon the Harris Central Appraisal District Board of Directors Election ballot and approve a resolution in connection therewith;**

Note: No action was taken on this item.

Karen Dempsey, Chief Administrative Officer, provided information related to the Harris Central Appraisal District (HCAD) Board of Directors Election process and how the Township is eligible to vote in this Board election as a Conservation and Reclamation District. She shared that as a result of Senate Bill 2, changes were made to the process for HCAD elections. She provided the names of the candidates for this election and shared that no bios were provided by HCAD for those candidates. She shared that Jonathan Cowen has served for several terms representing Special Purpose Districts. She shared that the Township has five votes to cast for either a single candidate or spread out over several candidates. Ms. Dempsey then shared how the Conservation and Reclamation District votes are counted and applied to the entire HCAD Election process. Ms. Dempsey shared that draft Resolution No. 016-24 was provided to the Board for consideration. Board discussion followed.

After discussion of this agenda item, the Board requested that this agenda item be deferred to the December 4 Regular Board of Directors Meeting.

18. **Receive, consider and act upon a quarterly update from Visit The Woodlands (Convention & Visitors Bureau);**

Nick Wolda, President of Visit The Woodlands, shared the quarterly update for the Third Quarter of 2024 (Q3) from Visit The Woodlands (VTW) (Convention & Visitors Bureau) (CVB). Mr. Wolda shared information on Q3 sales highlights and an upcoming event. He then shared a marketing recap and highlights, which included a brand launch, the new *Pathways* insert in *The Woodlands Community Magazine* and bus wraps. Mr. Wolda provided a social media recap and highlights. Board discussion followed.

Motion by: Treasurer Richard Franks moved to receive and accept The Woodlands Convention and Visitors Bureau, known as Visit The Woodlands, Quarterly Report.

Second by: Director Cindy Heiser

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

19. **Receive, consider and act upon the appointment of newly elected Directors to The Woodlands Township Economic Development Zone Board of Directors;**

Karen Dempsey, Chief Administrative Officer, provided a briefing on the process of appointments of newly elected Directors to The Woodlands Township Economic Development Zone Board of Directors.

Motion by: Treasurer Richard Franks moved to appoint the newly elected Directors to the Board of Directors for The Woodlands Township Economic Development Zone.

Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

20. **Receive, consider and act upon a briefing on the process for Board and Committee appointments at the December 4, 2024 Board meeting;**

Note: No action was taken on this agenda item.

Karen Dempsey, Chief Administrative Officer, provided a briefing on the process for Board and Committee appointments that will take place at the December 4 Board meeting. Ms. Dempsey asked that all nominations be submitted directly to her no later than Monday, December 2, 2024, at 5:00 p.m. Board discussion followed.

CLOSED MEETING (if applicable)

21. **Recessed to Executive Session at 8:03 p.m. to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; discuss IT network or critical infrastructure security pursuant to §551.089, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;**

22. **Reconvened in public session at 8:56 p.m.;**

23. **Receive, consider and act upon a proposal from AMS Planning & Research regarding a Phase II Study for a potential Performing Arts Center;**

Monique Sharp, President/Chief Executive Officer, shared that Phase I of a study for a potential performing arts center was contracted by Howard Hughes through AMS Planning & Research. She shared that this first phase has been completed and provided information related to potential usage of the center. She shared that the next step would be to begin Phase II of the study to provide operating and financial models based on Phase I data. She shared that AMS Planning & Research has submitted a proposal in the amount of $43,090 for the Phase II Study, which would be funded from the Township's Hotel Occupancy Tax Reserve with a current balance of $8.1 million. The Township is partnering with Howard Hughes and the Cynthia Woods Mitchell Pavilion for continued research into the feasibility of a performing arts center project.

Motion by: Director Ann Snyder moved to authorize the President/Chief Executive Officer to execute any necessary documents with AMS Planning & Research related to a Phase II Study for the potential Performing Arts Center.

Second by: Treasurer Richard Franks

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

DISCUSS FUTURE AGENDA /ANNOUNCEMENTS

24. **Consideration of items to be placed on the agenda for next month's meeting;**

Director Ann Snyder requested an agenda item to discuss a revision to the Board Operations Policy to add an Immediate Past Chair as an Officer of the Township Board of Directors. The request was seconded by Secretary Nelson.

Director Shelley Sekula-Gibbs requested an agenda item to discuss the regulation of pedicab service in the Township. This request was seconded by Chairman Bailey.

Director Cindy Heiser also requested that the Board discuss approval of parking locations for the pedicabs. This request was seconded by Chairman Bailey.

25. **Board announcements; and**

Director Sekula-Gibbs wished everyone a Happy Thanksgiving.

Chairman Bailey shared information regarding the Market Street tree lighting ceremony and the Township's Lighting of The Doves Festival.

Director Snyder shared that the Junior League Holiday Market is this weekend.

26. **Adjournment.**

Motion by: Treasurer Richard Franks moved to adjourn the meeting at 9:01 p.m.

Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES



_____

Linda Nelson
Secretary, Board of Directors

11/20/2024 - Regular Board of Directors meeting; 6:05 p.m. A=abstain R=recuse	Ann Snyder	Kyle Watson	Linda Nelson	Richard M. Franks	Brad Bailey	Cindy Heiser	Shelley Sekula-Gibbs	Craig Eissler
6. Approved the forms of the Oaths of Office, Official Bonds and Statements for newly elected Directors.	Y	Y	Y	Y	Y	Y	Y	
8. Approved the election of the following Board Officers to serve a term of one year or until such officers' successor has been elected and qualified: Brad Bailey - Chairman; Craig Eissler - Vice Chairman; Linda Nelson - Secretary; and Richard Franks - Treasurer.	Y		Y	Y	Y	Y	Y	Y
Consent 9. Approved consent agenda item: a) minutes of the October 21, 2024 Regular Meeting for the Board of Directors for The Woodlands Township; b) Communications Metrics Monthly Report; c) Administrative Reports for Community Services; d) Administrative Reports for Law Enforcement and Community Policing for October 2024; e) Administrative Reports for The Woodlands Fire Department; f) Construction Access Agreement for The Woodlands Waterway with The Waterway Landing Homeowners Association; g) contract renewal for pool chemicals with Rommelmann Enterprises, LLC (DBA Big Tex Pool Supplies); h) contract extension of the Sky Elements Drone Show Agreement; i) renewal of the Reforestation-Install Agreement with Rothco Tree Service, LLC and the purchase of tree stock through Texan Tree Depot, LP; j) contract with JNE Tree Services for tree removal using existing contract unit prices; k) proposal from Marquee Property Services to repair the George Mitchell Nature Preserve Spring Creek Bridge; l) Interlocal Agreement with Harris County Improvement District #4, doing business as Energy Corridor District, for The Woodlands Express Services; and m) Interlocal Agreement between The Woodlands Township and Montgomery County, Texas, regarding a grant application to the Events Trust Fund established by the Office of the Governor – Economic Development and Tourism Office.	Y		Y	Y	Y	Y	Y	Y
Regular 14. Approved the proposed amendments to the Covenant Administration Fees and to adopt Resolution No. 014-24 in connection therewith.	Y		Y	Y	Y	Y	Y	Y
15. Accepted the financial report for the ten months ended October 31, 2024.	Y		Y	Y	Y	Y	Y	Y
16. Scheduled a public hearing for December 4, 2024, to adopt an amendment to Township Order 020-09, Adopting Park User Fees for the use of Park, Recreation and Open Space Areas of The Woodlands Township.	Y		Y	Y	Y	Y	Y	Y
18. Received and accepted The Woodlands Convention and Visitors Bureau, known as Visit The Woodlands, Quarterly Report.	Y		Y	Y	Y	Y	Y	Y
19. Appointed the newly elected Directors to the Board of Directors for The Woodlands Township Economic Development Zone.	Y		Y	Y	Y	Y	Y	Y
23. Authorized the President/Chief Executive Officer to execute any necessary documents with AMS Planning & Research related to a Phase II Study for the potential Performing Arts Center.	Y		Y	Y	Y	Y	Y	Y

D R A F T

THE WOODLANDS TOWNSHIP

Board of Directors Meeting

REGULAR BOARD MEETING

December 4, 2024

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on December 4, 2024, posted to begin at 6:00 p.m. The meeting was held in the Board Chambers at the office of The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

STANDARD ITEMS

1. **Invocation / Pledge of Allegiance;**

Shannon Caldwell of First Church of Christ, Scientist, The Woodlands provided the invocation. Treasurer Richard Franks then led the Pledge of Allegiance to the United States flag and the Texas State flag.

2. **Call meeting to order;**

Chairman Brad Bailey called the meeting to order at 6:04 p.m. and declared that notice of this meeting was posted 72 hours in advance inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas, and posted online at https://www.thewoodlandstownship-tx.gov . The roll was then called of the duly elected members with all members being present.

Present: Chairman Brad Bailey; Vice Chairman Craig Eissler; Secretary Linda Nelson; Treasurer Richard Franks; Director Cindy Heiser; Director Shelley Sekula-Gibbs; Director Ann Snyder

Staff Present: Monique Sharp, President/Chief Executive Officer; Karen Dempsey, Chief Administrative Officer; Chris Nunes, Chief Operating Officer; Todd Stephens, Director of Intergovernmental Relations/Assistant to the President; William Pham, Chief Technology & Innovation Officer; Nick Wolda, President, Visit The Woodlands; Palmer Buck, Fire Chief; Angela Branch, Director of Human Resources; LeaAnn Petersen, Director of Communications; John McGowan, Director of Parks and Recreation; Angel Nicks, Director of Customer Engagement; Ruthanne Haut, Director of Transportation & Infrastructure; Hennie vanRensburg, Director of Covenant Administration; Laure Morgan, Township Secretary

Attendees: Bret Strong, Legal Counsel

3. **Receive, consider and act upon adoption of the meeting agenda;**

Motion by: Director Shelley Sekula-Gibbs moved to defer agenda items 17 and 18 to a future agenda.
Second by: Director Cindy Heiser

Failed:	Chairman Brad Bailey	NO
	Vice Chairman Craig Eissler	NO
	Secretary Linda Nelson	NO
	Treasurer Richard Franks	NO
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	NO

Board discussion followed.

Motion by: Treasurer Richard Franks moved to adopt the agenda.
Second by: Vice Chairman Craig Eissler

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	NO
	Director Ann Snyder	YES

4. **Recognize public officials;**

The following public officials were in attendance:

- The Honorable John Escoto — Mayor, City of Shenandoah, Texas
- Arthur Bredehoft — Director, The Woodlands Metro Center Municipal Utility District; and Director, Montgomery Central Appraisal District

5. **Public comment;**

- Robert Shurell — expressed appreciation to the Board for the Township's reforestation efforts and the Community magazine.
- Marlene Shurell — expressed appreciation to the Board for the Township's reforestation efforts.

6. **Receive, consider and act upon reports from Village Association representatives;**

The following Village Association (VA) representatives presented a report:

- Alden Bridge VA – President Maryann Braid – provided an update on recent and future meetings and events.
- Panther Creek VA – President Andrew Freeman – provided an update on recent and future meetings and events.

CONSENT AGENDA

7. **Receive, consider and act upon the Consent Agenda;**
(This agenda consists of non-controversial or "housekeeping" items required by law. One motion with modifications, if applicable, approves for action, all items contained within the Consent Agenda. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request prior to a motion and vote.)

Director Shelley Sekula-Gibbs requested that agenda items 7f and 7l be moved to the regular agenda.

Motion by: Treasurer Richard Franks moved to approve the consent agenda, as amended.
Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

a. Receive, consider and act upon the annual Service Agreement with South Montgomery County YMCA (C-2025-0004);

b. Receive, consider and act upon the annual Service Agreements with the Village Associations (C-2025-0005, C-2025-0006, C-2025-0007, C-2025-0008, C-2025-0009, C-2025-0010, C-2025-0011, and C-2025-0012);

c. Receive, consider, and act upon the annual Service Agreement with Meals on Wheels - Montgomery County Senior Rides Program for the provision of limited eligibility demand-response transportation services within The Woodlands Townships boundaries (C-2025-0035);

d. Receive, consider and act upon the annual Service Agreement with Interfaith of The Woodlands for senior transportation services (C-2025-0036);

e. Receive, consider and act upon the annual Service Agreement with The Woodlands Convention and Visitors Bureau d.b.a. Visit The Woodlands (C-2025-0064);

f. **Receive, consider and act upon a contract extension with Community Impact Printing for the printing and distribution of *The Woodlands Community Magazine* (C-2024-0223);**

Note: Agenda item 7f was moved to the regular agenda and discussed prior to agenda item 7l.

LeaAnn Petersen, Director of Communications, shared information regarding the contract extension with Community Impact Printing for the printing and distribution of *The Woodlands Community Magazine.* Ms. Petersen shared that the magazine will benefit from a new Geographic Information System (GIS) technology that enhances distribution accuracy, ensuring efficient delivery while reducing the cost for distribution. Board discussion followed.

Motion by: Treasurer Richard Franks moved to approve the contract extension with Community Impact Printing for *The Woodlands Community Magazine* for 2025 and authorize the President/Chief Executive Officer to execute a services agreement as approved to final form by Township legal counsel.

Second by: Secretary Linda Nelson

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

g. Receive, consider and act upon a renewal and restatement of the Fire Dispatch Services Agreement with the Montgomery County Fire Chiefs Association (C-2025-0034);

h. Receive, consider and act upon affirmation of the officers of the Township Board of Directors as authorized signers on the Township's bank accounts;

i. Receive, consider and act upon TML Intergovernmental Risk Pool Cyber Liability Coverage;

j. Receive, consider and act upon an award of proposal to R&K Commercial Aquatic Services (Buy Board #701-23) for secondary disinfection systems at Township pools and spraygrounds (C-2024-0663);

k. Receive, consider and act upon the 2025 Swimming Pool Schedule;

l. **Receive, consider and act upon an award of bid for park restroom renovation services (C-2024-0608);**

Note: Agenda item 7l was moved to the regular agenda and discussed immediately after agenda item 7f and prior to agenda item 8.

John McGowan, Director of Parks and Recreation, shared information on the park restroom renovation project. Mr. McGowan shared that six bids were received, with four of the six bids being deemed eligible for further review. He shared that the lowest bidder was RCC Group, with a total estimated cost for the pool/park restrooms of $842,352. He shared that, currently, four restrooms are set for renovation, with plans to address up to a total of 10, completing two at a time to minimize disruptions. He shared that temporary facilities will be implemented to ensure restroom availability

during the project. He shared that the renovations will begin in January 2025, with each restroom taking approximately three weeks to complete. Board discussion followed.

Motion by: Director Shelley Sekula-Gibbs moved to award the bid for park restroom renovation services to RCC Group and authorize the President/Chief Executive Officer to execute any necessary agreements as approved to final form by Township legal counsel.

Second by: Treasurer Richard Franks

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

m. Receive, consider, and act upon Request for Proposal for Vehicle Tracking System for Town Center Trolley Service (C-2024-0615);

n. Receive, consider and act upon appointments to The Woodlands Township's Booking and Blocking Committee;

o. Receive, consider and act upon a Facilities Agreement (C-2025-0065) between The Woodlands Township and The Woodlands Convention and Visitors Bureau, doing business as Visit The Woodlands, as it relates to the Fifth Amendment to the Host Venue Sponsorship Agreement – IRONMAN TEXAS 2026-2030;

p. Receive, consider and act upon an agreement with T-Mobile For Government (C-2025-0037);

REGULAR AGENDA

8. **Receive, consider and act upon an annual report from The Woodlands Area Economic Development Partnership;**

Note: Agenda item 8 was discussed immediately after agenda item 7l and prior to agenda item 9.

Gil Staley, The Woodlands Area Economic Development Partnership (EDP) Chief Executive Officer, shared information about his upcoming retirement from the EDP. Mr. Staley presented the EDP Annual Report for September 2023 through August 2024. Mr. Staley shared the EDP Statement of Purpose. He provided information regarding the EDP's service area; recruitment projects; retention visits; expansion projects; business recruitment activities; company growth; workforce review; top 10 major employers; industry sectors; top 10 mid-size employers; organizational activities - international and state, regional and local; annual membership; events and engagement; and marketing and communications overview.

Mr. Staley then shared information regarding the incoming EDP Chief Executive Officer, Jevon Gibb, and reviewed his credentials. Mr. Staley then expressed appreciation to the Board for their support over the last 20 years. Board discussion followed.

Motion by: Treasurer Richard Franks moved to accept the report.

Second by: Director Ann Snyder

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

9. **Receive, consider and act upon the 2025 Service Agreement with The Woodlands Economic Development Partnership (C-2025-0063);**

Motion by: Director Ann Snyder moved to approve the 2025 Service Agreement with The Woodlands Area Economic Development Partnership.

Second by: Director Cindy Heiser

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

10. **Receive, consider and act upon a quarterly update from the Development Standards Committee;**

Walter Lisiewski, Development Standards Committee (DSC) Chairman, provided a 2024-year-end report related to DSC activities. Mr. Lisiewski shared meeting statistics for 2024. He provided information related to the types of applications received for residential and commercial properties. He shared a recap of key items that were processed by the DSC, which included Hurricane Beryl/June Storm waivers, extensions, and changes for future storms; garage and estate sales; short-term rentals; standards revisions; DSC workshops; RDRC/DSC Joint meetings; Commercial Standards revisions; permit requirements; staff approvals; shorter turnaround time for business owners; and reducing times for DSC meeting times. Mr. Lisiewski then shared information related to the Houston Advanced Research Center (HARC), which conducted a SWOT analysis of the standards to identify areas for improvement and proposed strategic recommendations. He shared future items for 2025 related to DSC Workshops, proposed standards revisions, operations, and DSC Committee makeup.

Mr. Lisiewski shared information about his retirement from the DSC and expressed appreciation to the Board of Directors, Covenant Administration staff, and The Strong Firm. Board discussion followed.

Motion by: Director Ann Snyder moved to receive the report.

Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES

	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

11. **Recess the regular meeting of the Board of Directors at 7:12 p.m.;**

Chairman Bailey shared that it would be necessary to recess to a public hearing.

12. **PUBLIC HEARING: Convene and conduct a Public Hearing regarding proposed amendments to Township Order No. 020-09, Adopting Park User Fees for the use of Park, Recreation and Open Space Areas of The Woodlands Township;**

There were no individuals who provided public comment for the Public Hearing.

John McGowan, Director of Parks and Recreation, shared information regarding the proposed amendments to Township Park Order No. 020-09, related to park user fees. Those amendments include increasing the fee for the Hickory and Cypress Room rental spaces at The Recreation Center at Rob Fleming Park due to the addition of an 85" television in both rooms. Mr. McGowan shared that the recommendation is to increase the rental fees for both rooms to $40 for residents and $80 for non-residents, resulting in a $10 resident increase and a $20 non-resident increase. Board discussion followed.

13. **Reconvened the regular meeting of the Board of Directors 7:14 p.m.;**

14. **Adopt the proposed amendments to Township Order No. 020-09, Adopting Park User Fees for the use of Park, Recreation and Open Space Areas of The Woodlands Township and revisions to the 2025 Recreation Facility Operating Hours;**

Motion by: Treasurer Richard Franks moved to adopt the proposed amendments to Township Order No. 020-09, adopting park user fees for the use of Park, Recreation, and Open Space Areas of The Woodlands Township and revisions to the 2025 Recreation Facility Operating Hours.

Second by: Vice Chairman Craig Eissler

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

15. **Receive, consider and act upon the Harris Central Appraisal District Board of Directors Election ballot and approve a resolution in connection therewith;**

Karen Dempsey, Chief Administrative Officer, shared information regarding the Harris Central Appraisal District (HCAD) Board of Directors Election process. Ms. Dempsey shared that the Township is treated as a conservation and reclamation district to be able to participate in this election. She shared that the Township is entitled to cast five votes in this election, which can be cast for a single candidate or may be distributed among the choice of candidate names appearing on the ballot. She reminded the Board that this agenda item had been deferred from the November 22 Regular Board meeting. She shared that Jonathan Cowen is the HCAD Director on the ballot who currently represents conservation and reclamation districts and that Mike Sullivan, another candidate, has ties to The Woodlands community. Board discussion followed.

Motion by: Director Cindy Heiser moved to authorize Resolution No. 016–24 casting the Township's five votes for candidate Mike Sullivan for the Harris Central Appraisal District Board of Directors Election and authorize the Board Chairman to sign the ballot certification.

Second by: Secretary Linda Nelson

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

16. **Receive, consider and act upon discussion of the Montgomery Central Appraisal District election process;**

Karen Dempsey, Chief Administrative Officer, shared information regarding the Montgomery Central Appraisal District (MCAD) Board of Directors Election process. Ms. Dempsey shared that the Township is treated as a conservation and reclamation district for the purpose of participating in this election. She shared that the Township has received notice from MCAD that a nomination must be submitted before January 17, 2025, for the five Board positions to be filled. She shared that if the Board is interested in nominating a candidate, the Board can direct staff to solicit interest from the community, or the Board can simply select a nominee of its choosing. She shared that Arthur Bredehoft currently serves on the MCAD Board of Directors and has expressed interest in serving on the Board again. Board discussion followed.

Motion by: Director Ann Snyder moved to authorize Resolution No. 017-24, submitting Arthur Bredehoft, as the Township's nominee as a candidate for the Montgomery Central Appraisal District Board of Directors and authorize the Board Chairman to sign the Resolution.

Second by: Secretary Linda Nelson

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES

	Director Ann Snyder	YES

17. **Receive, consider and act upon an extension of the agreement for lobbying services with Williams Public Affairs and authorize acceptance of Texas Ethics Commission Form 1295 (C-2023-0038);**

Todd Stephens, Director of Intergovernmental Relations/Assistant to the President, shared information regarding the Township's lobbying and legislative representation services since 2004. Mr. Stephens shared that the Township had signed an agreement with Williams Public Affairs (Williams) to advocate for changes to the Township's enabling legislation and signed another agreement on July, 24, 2024, to monitor and access the legislature related to changes that the legislature may be considering related to utility providers within The Woodlands. He shared that the proposal before the Board is to extend the agreement for lobbying services with Williams for the 89th Texas legislative session, which will begin on January 14, 2025, for any legislative priorities that the Board may identify. He shared detailed information about the proposed services, which would extend from January 2025 through December 2025, with $125,000 budgeted for lobbying, so that, upon successful passage of any legislation, Williams would continue to be available to assist with any administrative rules and initial implementation of the legislative changes. Board discussion followed.

Monique Sharp, Chief Executive Officer, shared that the extension of the agreement is a letter of engagement. Board discussion followed.

Motion by: Treasurer Richard Franks moved to authorize the Township President/Chief Executive Officer to enter into an agreement for lobbying services with Williams Public Affairs, and authorize acceptance of the firm's Texas Ethics Commission Form 1295 in connection therewith.

Second by: Vice Chairman Craig Eissler

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	NO
	Director Ann Snyder	YES

18. **Receive, consider and act upon an agreement for lobbying services with Schwartz, Page and Harding, L.L.P., and authorize acceptance of Texas Ethics Commission Form 1295 (C-2023-0037);**

Todd Stephens, Director of Intergovernmental Relations/Assistant to the President, shared information regarding Schwartz, Page and Harding, L.L.P.'s (SP&H) background related to lobbying services, authors of the Township's enabling legislation, and expertise on special purpose districts in Texas. Mr. Stephens shared information about the letter of engagement with SP&H for the proposed lobbying services for $75,000 for the term of the 89th Texas legislative session, from January 2025 through May 2025. Board discussion followed.

Motion by: Director Cindy Heiser moved to authorize the Township President/Chief Executive Officer to enter into an agreement for lobbying services with Schwartz, Page and Harding, L.L.P., and authorize acceptance of the firm's Texas Ethics Commission Form 1295 in connection therewith.

Second by: Treasurer Richard Franks

Passed:	Chairman Brad Bailey	YES

	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	NO
	Director Ann Snyder	YES

19. **Receive, consider and act upon appointments to the Development Standards Committee;**

Karen Dempsey, Chief Administrative Officer, shared that candidates for the Development Standards Committee (DSC) were interviewed at the November 20, 2024, Regular Board of Directors meeting. Ms. Dempsey shared that the Board needs to appoint two of the candidates and appoint the three The Woodlands Land Development Company, L.P. designees. She then outlined the voting process for selecting members of the DSC. Ms. Dempsey shared that the Board must vote to select two of the nine candidates. She shared that two candidates must receive four votes to be appointed. She then distributed written ballots to the Board.

After counting the ballots, Ms. Dempsey announced that Tricia Danto and Andrew Freeman received the requisite number of votes and would be the Township appointees.

Motion by: Treasurer Richard Franks moved to appoint Tricia Danto and Andrew Freeman to the Development Standards Committee for two-year terms beginning January 1, 2025, or until successors are assigned, and to appoint Robert Adams, John Anderson, and Dan Kolkhorst as The Woodlands Land Development Company's designees to the committee.

Second by: Vice Chairman Craig Eissler

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

20. **Receive, consider and act upon appointments to the Audit Committee;**

Karen Dempsey, Chief Administrative Officer, shared information related to the two finance-related standing committees of the Board of Directors: the Investment Committee and the Audit Committee. Ms. Dempsey shared that appointments to the Audit Committee are made by the Board Chairman. She shared that the purpose of the Audit Committee is to assist the Board of Directors in fulfilling its oversight responsibility of fiduciary matters by reviewing the Township's financial information, systems and controls; facilitating the overall audit process; and providing open avenues of communication between the independent auditors and the Board of Directors. She then shared that Chairman Brad Bailey appointed Directors Craig Eissler, Richard Franks, and Shelley Sekula-Gibbs to the Audit Committee.

Motion by: Secretary Linda Nelson moved to affirm the Chairman's appointments of Directors Craig Eissler, Richard Franks, and Shelley Sekula-Gibbs to the Audit Committee.

Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

21. **Receive, consider and act upon the charter and an extension of the term for the Ad Hoc Economic Development Committee and the related appointments to the Committee;**

Nick Wolda, President of Visit The Woodlands, shared information about the purpose of the Ad Hoc Economic Development Committee and the charter. Mr. Wolda then shared that Chairman Brad Bailey appointed Directors Brad Bailey, Cindy Heiser, and Linda Nelson to the Ad Hoc Economic Development Committee. Board discussion followed.

Motion by: Treasurer Richard Franks moved to confirm the charter, extend the term for the Ad Hoc Economic Development Committee, and affirm the Chairman's appointments of Directors Brad Bailey, Cindy Heiser, and Linda Nelson to the committee.

Second by: Vice Chairman Craig Eissler

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

22. **Receive, consider and act upon the charter and an extension of the term for the Ad Hoc Government Relations Committee and the related appointments to the Committee;**

Todd Stephens, Director of Intergovernmental Relations/Assistant to the President, shared information about the history and purpose of the Ad Hoc Government Relations Committee. Mr. Stephens shared information about the proposed amendments to the Ad Hoc Government Relations Committee Charter, which adds the ability to consider legislative priorities for the legislative session and recommend these legislative priorities to the Board for consideration. He then shared that Chairman Brad Bailey appointed Directors Brad Bailey, Cindy Heiser, and Linda Nelson to the Ad Hoc Government Relations Committee.

Motion by: Treasurer Richard Franks moved to confirm the charter, extend the term for the Ad Hoc Government Relations Committee, and affirm the Chairman's appointments of Directors Brad Bailey, Cindy Heiser, and Linda Nelson to the committee.

Second by: Vice Chairman Craig Eissler

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

23. **Receive, consider and act upon the charter and an extension of the term for the Ad Hoc Emergency Management Committee and the related appointments to the Committee;**

Chairman Brad Bailey requested that agenda item 23 be deferred to a future agenda, pending a staff report on emergency management that will be presented to the Board.

Motion by: Director Shelley Sekula-Gibbs moved to defer agenda item 23.
Second by: Director Cindy Heiser

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

24. **Receive, consider and act upon the charter and an extension of the term for the Budget Task Force and the related appointments to the Task Force;**

Chairman Brad Bailey requested that agenda item 24 be deferred and discussed in a Strategic Planning session.

Motion by: Treasurer Richard Franks moved to defer agenda item 24.
Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

25. **Receive, consider and act upon appointments to the Village Presidents' Council;**

Chairman Brad Bailey recommended to appoint Treasurer Richard Franks as primary and Vice Chairman Craig Eissler as alternate, as representatives to the Village Presidents Council.

Motion by: Director Cindy Heiser moved to appoint Treasurer Richard Franks and Vice Chairman Craig Eissler, as an alternate, to the Village Presidents' Council.

Second by: Secretary Linda Nelson

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

26. **Receive, consider and act upon the appointment by election of Directors of The Woodlands Township Board of Directors as members of The Woodlands Convention and Visitors Bureau (d.b.a. Visit The Woodlands) in accordance with its Bylaws;**

Karen Dempsey, Chief Administrative Officer, advised that, in accordance with the bylaws of The Woodlands Convention and Visitors Bureau (CVB), the Township Board will appoint three Directors of The Woodlands Township to be CVB Members and Directors. She reported that, historically, the Township Chairman has made recommendations for the CVB Board positions, as well as the recommendation to appoint Nick Wolda to serve as the President of the CVB from January 2025 through December 2025. Ms. Dempsey shared that there is a balloting process to affirm the recommendations of the Chairman or to elect a different member. Ms. Dempsey shared that Chairman Brad Bailey recommended Directors Brad Bailey, Linda Nelson, and Richard Franks as members of The Woodlands Convention and Visitors Bureau (d.b.a. Visit The Woodlands) (CVB) and Nick Wolda as President.

Chairman Bailey announced that if he is elected to serve as a CVB Member and Director of Visit The Woodlands, he will recuse himself from serving as a Visit The Woodlands officer. Board discussion followed.

Ms. Dempsey distributed written ballots to the Board. After counting the ballots, Ms. Dempsey announced that the three individuals, recommended by the Chairman, Brad Bailey, Linda Nelson, and Richard Franks received the requisite number of votes.

Motion by: Treasurer Richard Franks moved to approve Directors Brad Bailey, Richard Franks, and Linda Nelson, by written ballot election as Class A Members of The Woodlands Convention and Visitors Bureau Board of Directors, and recommend Nick Wolda as President, all to serve from January 2025 through December 2025.

Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

27. **Receive, consider and act upon the Township's appointment to The Woodlands-Conroe Urbanized Area (UZA) Transit Advisory Committee;**

Dr. Chris Nunes, Chief Operating Officer, shared the purpose of The Woodlands-Conroe Urbanized Area (UZA) Transit Advisory Committee and the committee's bylaws, which require that the Township's representative be an elected official of the entity. Dr. Nunes shared that currently Director Shelley Sekula-Gibbs is the Township's appointed representative and serves as Chairman of the Committee.

Chairman Brad Bailey recommended that Director Shelley Sekula-Gibbs be appointed as the Township's representative to the Conroe-The Woodlands UZA Transit Advisory Committee.

Motion by: Secretary Linda Nelson moved to appoint Director Shelley Sekula-Gibbs as a representative to the Conroe-The Woodlands Urbanized Area Transit Advisory Committee.
Second by: Director Cindy Heiser

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

28. **Receive, consider and act upon an appointment by The Woodlands Township Board of Directors to serve as a Director on The Woodlands Road Utility District No. 1 Board of Directors;**

Todd Stephens, Director of Intergovernmental Relations/Assistant to the President, shared the purpose, history, and makeup of The Woodlands Road Utility District No. 1 Board of Directors. Mr. Stephens shared that the membership includes a position from The Woodlands Township, and it was determined that this position would be best served by a Director of The Woodlands Township. He shared that the Board last appointed Director Kyle Watson, who retired from the Township Board in November 2024, and resigned from his position as Director of The Woodlands Road Utility District No. 1. Mr. Stephens shared that the current term ends in May 2025 and that the Board may, at its discretion, appoint a successor to fulfill the remainder of the current term and continue to serve until another successor is appointed.

Chairman Brad Bailey recommended that Director Ann Snyder be appointed as the Township's representative to The Woodlands Road Utility District No. 1 Board of Directors.

Motion by: Director Shelley Sekula-Gibbs moved to appoint Director Ann Snyder to serve on The Woodlands Road Utility District No. 1 Board of Directors for the remainder of the current term and continue to serve until a successor is assigned.
Second by: Treasurer Richard Franks

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES

	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

29. **Receive, consider and act upon appointments to the Houston-Galveston Area Council Transportation Policy Council and nominations to related committees and subcommittees;**

Todd Stephens, Director of Intergovernmental Relations/Assistant to the President, shared the history of the Township's appointment to the Houston-Galveston Area Council Transportation Policy Council (TPC) and the process for the Township's nominations to related committees and subcommittees. Mr. Stephens shared that Director Ann Snyder currently serves as the Township's representative to the TPC.

Mr. Stephens shared that Chairman Brad Bailey recommended Director Ann Snyder as the Township's primary member representative to the TPC and Vice Chairman Craig Eissler as an alternate. Board discussion followed.

Motion by: Treasurer Richard Franks moved to appoint Director Ann Snyder as a primary member representative and Vice Chairman Craig Eissler as an alternate to serve on the H-GAC Transportation Policy Council for the 2025 Term, or until a successor is named, and to authorize the current TPC Township representative to submit the staff recommended slate of nominations for the 2025 committee and subcommittee positions.

Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

30. **Receive, consider and act upon an appointment to the One Water Task Force;**

Todd Stephens, Director of Intergovernmental Relations/Assistant to the President, shared information regarding the history, purpose, and structure of the One Water Task Force, currently led by Woodlands Water.

Mr. Stephens shared that Director Cindy Heiser is the Township's current representative to the One Water Task Force. He then shared that Chairman Bailey recommended appointing Director Cindy Heiser to the One Water Task Force.

Motion by: Director Ann Snyder moved to affirm the Chairman's appointment of Director Cindy Heiser to the One Water Task Force.

Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES

	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

31. **Receive, consider and act upon an appointment to the Parks and Recreation Advisory Council;**

John McGowan, Director of Parks and Recreation, shared that the Parks and Recreation Department Advisory Council was created to serve as a sounding board for programs, activities, services, and policies of the department. Mr. McGowan shared that the Department Director serves as its Chairman and that the Council currently consists of appointed representatives of the Village Associations, The Woodlands Development Company, the Township, and Department Director-appointed representatives.

Mr. McGowan shared that Chairman Bailey recommended appointing Vice Chairman Craig Eissler to the Parks and Recreation Advisory Council. Board discussion followed.

Motion by: Treasurer Richard Franks moved to affirm the Chairman's appointment of Vice Chairman Craig Eissler to the Parks and Recreation Advisory Council for a twelve-month term, ending December 31, 2025, or until a successor is assigned.

Second by: Secretary Linda Nelson

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

32. **Receive, consider and act upon an update regarding the Village Presidents' Council;**

Treasurer Richard Franks shared information regarding the December 2, 2024, Village Presidents' Council meeting and the information provided by the speaker, Nick Wolda, President, Visit The Woodlands, related to the development of The Woodlands and the role of Visit The Woodlands in economic development, conventions, and tourism. Board discussion followed.

Motion by: Secretary Linda Nelson moved to accept the report.

Second by: Vice Chairman Craig Eissler

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

33. **Receive, consider and act upon adopting the Board of Directors meeting schedule for 2025;**

Laure Morgan, Township Secretary, shared information regarding the proposed Board of Directors meeting schedule for 2025. Ms. Morgan shared that the schedule is based on the 2024 schedule and Board Policy. She shared that exceptions to this schedule are the November and December meetings, which have been adjusted in accordance with Board policy, and the March meetings, which have been adjusted due to Conroe Independent School District's spring break schedule.

Ms. Morgan shared information regarding the April meetings listed on the DRAFT 2025 Board Meeting Schedule and Township events occurring in April 2025. Ms. Morgan shared that the proposed schedule does not include strategic planning sessions and does not include a proposed schedule for July/August budget workshops, pending information from the Montgomery County Tax Assessor's Office on deadlines. She shared that a proposed schedule for these meetings will be presented for consideration during the first quarter of 2025.

Ms. Morgan shared that in November of odd-numbered years, the Board must canvass election results within the third to eleventh day following the election. She shared that a special meeting for this purpose is scheduled for Friday, November 14, at 4:00 p.m. She then shared that the first meeting of the new Board is scheduled on the third Wednesday of the month, November 19 at 6:00 p.m., the Wednesday following the canvassing.

Chairman Bailey shared that he would like the Board to consider holding a two-day Strategic Planning session in January or February 2025, which could be added to the 2025 Board schedule when dates can be confirmed.

Motion by: Treasurer Richard Franks moved to adopt the schedule of meeting dates for The Woodlands Township Board of Directors for the 2025 calendar year, as presented.

Second by: Vice Chairman Craig Eissler

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

CLOSED MEETING (if applicable)

34. **Recess to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; discuss IT network or critical infrastructure security pursuant to §551.089, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;**

Chairman Bailey shared that it would not be necessary to recess to executive session.

35. **Reconvene in public session;**

It was not necessary to reconvene in public session.

DISCUSS FUTURE AGENDA /ANNOUNCEMENTS

36. **Consideration of items to be placed on the agenda for next month's meeting;**

Director Ann Snyder requested consideration of funding to purchase an ADA shuttle bus for Interfaith of The Woodlands. The request was seconded by Secretary Linda Nelson. Director Snyder requested an agenda item to discuss a revision to the Board Operations Policy to add an Immediate Past Chair as an Officer of the Township Board of Directors. Chairman Brad Bailey shared that the item was requested by Director Snyder at the November 20 Board meeting and that the item has been added to the January 16 Regular Board meeting agenda.

Director Cindy Heiser requested a quarterly update from the One Water Task Force related to water infrastructure, rehabilitation, and capital improvement plan. The request was seconded by Director Shelley Sekula-Gibbs.

Chairman Brad Bailey requested a briefing from Senator Brandon Creighton and State Representative Steve Toth on legislative priorities. The request was seconded by Vice Chairman Craig Eissler.

37. **Board announcements; and**

Director Shelley Sekula-Gibbs expressed Happy Holiday greetings to residents.

38. **Adjournment.**

Motion by: Treasurer Richard Franks moved to adjourn the meeting at 8:16 p.m.
Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	YES
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Shelley Sekula-Gibbs	YES
	Director Ann Snyder	YES

THE WOODLANDS TOWNSHIP

_____

Linda Nelson
Secretary, Board of Directors

12/04/2024 - Regular Board of Directors meeting; 6:04 p.m. A=abstain R=recuse	Brad Bailey	Craig Eissler	Linda Nelson	Richard M. Franks	Cindy Heiser	Shelley Sekula-Gibbs	Anny Snyder
Consent 7. Approved consent agenda item: a) annual Service Agreement with South Montgomery County YMCA; b) annual Service Agreements with the Village Associations; c) annual Service Agreement with Meals on Wheels - Montgomery County Senior Rides Program for the provision of limited eligibility demand-response transportation services within The Woodlands Townships boundaries; d) annual Service Agreement with Interfaith of The Woodlands for senior transportation services; e) annual Service Agreement with The Woodlands Convention and Visitors Bureau d.b.a. Visit The Woodlands; g) renewal and restatement of the Fire Dispatch Services Agreement with the Montgomery County Fire Chiefs Association; h) affirmation of the officers of the Township Board of Directors as authorized signers on the Township's bank accounts; i) TML Intergovernmental Risk Pool Cyber Liability Coverage; j) award of proposal to R&K Commercial Aquatic Services for secondary disinfection systems at Township pools and spraygrounds; k) 2025 Swimming Pool Schedule; m) Request for Proposal for Vehicle Tracking System for Town Center Trolley Service; n) appointments to The Woodlands Township's Booking and Blocking Committee; o) Facilities Agreement between The Woodlands Township and The Woodlands Convention and Visitors Bureau, doing business as Visit The Woodlands, as it relates to the Fifth Amendment to the Host Venue Sponsorship Agreement – IRONMAN TEXAS 2026-2030; and p) agreement with T-Mobile For Government.	Y	Y	Y	Y	Y	Y	Y
Regular 7f. Approved the contract extension with Community Impact Printing for *The Woodlands Community Magazine* for 2025 and authorized the President/Chief Executive Officer to execute a services agreement as approved to final form by Township legal counsel.	Y	Y	Y	Y	Y	Y	Y
7l. Awarded the bid for park restroom renovation services to RCC Group and authorized the President/Chief Executive Officer to execute any necessary agreements as approved to final form by Township legal counsel.	Y	Y	Y	Y	Y	Y	Y
8. Accepted the annual report from The Woodlands Area Economic Development Partnership.	Y	Y	Y	Y	Y	Y	Y
9. Approved the 2025 Service Agreement with The Woodlands Area Economic Development Partnership.	Y	Y	Y	Y	Y	Y	Y
10. Received the quarterly update report from the Development Standards Committee.	Y	Y	Y	Y	Y	Y	Y
14. Adopted the proposed amendments to Township Order No. 020-09, adopting park user fees for the use of Park, Recreation, and Open Space Areas of The Woodlands Township and revisions to the 2025 Recreation Facility Operating Hours.	Y	Y	Y	Y	Y	Y	Y
15. Authorized Resolution No. 016–24 casting the Township's five votes for candidate Mike Sullivan for the Harris Central Appraisal District Board of Directors Election and authorized the Board Chairman to sign the ballot certification.	Y	Y	Y	Y	Y	Y	Y
16. Authorized Resolution No. 017-24, submitting Arthur Bredehoft, as the Township's nominee as a candidate for the Montgomery Central Appraisal District Board of Directors and authorized the Board Chairman to sign the Resolution.	Y	Y	Y	Y	Y	Y	Y
17. Authorized the Township President/Chief Executive Officer to enter into an agreement for lobbying services with Williams Public Affairs, and authorized acceptance of the firm's Texas Ethics Commission Form 1295 in connection therewith.	Y	Y	Y	Y	Y	N	Y
18. Authorized Township President/Chief Executive Officer to enter into an agreement for lobbying services with Schwartz, Page and Harding, L.L.P., and authorized acceptance of the firm's Texas Ethics Commission Form 1295 in connection therewith.	Y	Y	Y	Y	Y	N	Y
19. Appointed Tricia Danto and Andrew Freeman to the Development Standards Committee for two-year terms beginning January 1, 2025, or until successors are assigned, and appointed Robert Adams, John Anderson, and Dan Kolkhorst as The Woodlands Land Development Company's designees to the committee.	Y	Y	Y	Y	Y	Y	Y
20. Affirmed the Chairman's appointments of Directors Craig Eissler, Richard Franks, and Shelley Sekula-Gibbs to the Audit Committee.	Y	Y	Y	Y	Y	Y	Y
21. Confirmed the charter, extended the term for the Ad Hoc Economic Development Committee, and affirmed the Chairman's appointments of Directors Brad Bailey, Cindy Heiser, and Linda Nelson to the committee.	Y	Y	Y	Y	Y	Y	Y
22. Confirmed the charter, extended the term for the Ad Hoc Government Relations Committee, and affirmed the Chairman's appointments of Directors Brad Bailey, Cindy Heiser, and Linda Nelson to the committee.	Y	Y	Y	Y	Y	Y	Y
25. Appointed Treasurer Richard Franks and Vice Chairman Craig Eissler, as an alternate, to the Village Presidents' Council.	Y	Y	Y	Y	Y	Y	Y

26. Approved Directors Brad Bailey, Richard Franks, and Linda Nelson, by written ballot election as Class A Members of The Woodlands Convention and Visitors Bureau Board of Directors, and recommended Nick Wolda as President, all to serve from January 2025 through December 2025.	Y	Y	Y	Y	Y	Y	Y
27. Appointed Director Shelley Sekula-Gibbs as a representative to the Conroe-The Woodlands Urbanized Area Transit Advisory Committee.	Y	Y	Y	Y	Y	Y	Y
28. Appointed Director Ann Snyder to serve on The Woodlands Road Utility District No. 1 Board of Directors for the remainder of the current term and continue to serve until a successor is assigned.	Y	Y	Y	Y	Y	Y	Y
29. Appointed Director Ann Snyder as a primary member representative and Vice Chairman Craig Eissler as an alternate to serve on the H-GAC Transportation Policy Council for the 2025 Term, or until a successor is named, and authorized the current TPC Township representative to submit the staff recommended slate of nominations for the 2025 committee and subcommittee positions.	Y	Y	Y	Y	Y	Y	Y
30. Affirmed the Chairman's appointment of Director Cindy Heiser to the One Water Task Force.	Y	Y	Y	Y	Y	Y	Y
31. Affirmed the Chairman's appointment of Vice Chairman Craig Eissler to the Parks and Recreation Advisory Council for a twelve-month term, ending December 31, 2025, or until a successor is assigned.	Y	Y	Y	Y	Y	Y	Y
32. Accepted the report regarding the Village Presidents' Council.	Y	Y	Y	Y	Y	Y	Y
33. Adopted the schedule of meeting dates for The Woodlands Township Board of Directors for the 2025 calendar year, as presented.	Y	Y	Y	Y	Y	Y	Y

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider, and act upon Administrative Reports for Law Enforcement and Community Policing for December 2024;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

See the attached report provided by the Montgomery County Sheriff's Office and Harris County Constable's Office, Precinct 4.

RECOMMENDATION:

Accept the report.

Attachments

Law Enforcement Monthly Report - December 2024

About The Woodlands Township's Law Enforcement Services

The Woodlands Township is a special-purpose district providing municipal types of services to the Woodlands community. By law, The Woodlands Township cannot directly employ law enforcement officers; however, the Township contracts supplemental law enforcement services in Montgomery County through an agreement with **Sheriff Wesley Doolittle** and the Montgomery County Sheriff's Office and in Harris County through a contract with **Constable Mark Herman** and the Harris County Constable's Office, Precinct 4. The Sheriff and Constable provide community policing services in eight residential villages and the tourism-commercial district located in Town Center. All villages have full-time deputies providing 24/7 coverage. The Township also contracts with **Constable Ryan Gable** and the Montgomery County Constable's Office, Precinct 3, for additional investigators specifically assigned to investigate crimes against children.

In addition to The Woodlands Township's county-contracted community-policing law enforcement services, each of the counties also provides Command and Administrative Support, Crime Scene and Detective Division support, Real-Time Crime Center, SWAT Team, Training, Recruitment, Traffic Unit, Crime Lab, Dispatch and Communications, Sex-Offender Compliance Unit, Fleet Maintenance and Facility Operations, Jail Division, Auto Theft Task Force, Organized Crime and Narcotics Units, as well as other areas, all funded through the county tax levy. The Woodlands Township contracts with the Montgomery County Sheriff's Office for policing in the eight policing response areas: seven residential villages and one commercial district. These zones comprise the Montgomery County Sheriff's Office South Patrol, The Woodlands Township Division, and the Village of Creekside Park, for which the Harris County Constable's Office provides law enforcement services.

Nine policing response zones:

- The Village of Grogan's Mill
- The Village of Panther Creek
- The Village of Indian Springs
- The Village of Sterling Ridge
- The Village of Alden Bridge
- The Village of Cochran's Crossing
- The Village of College Park
- The Woodlands Town Center (tourism and commercial zone)
- The Village of Creekside Park

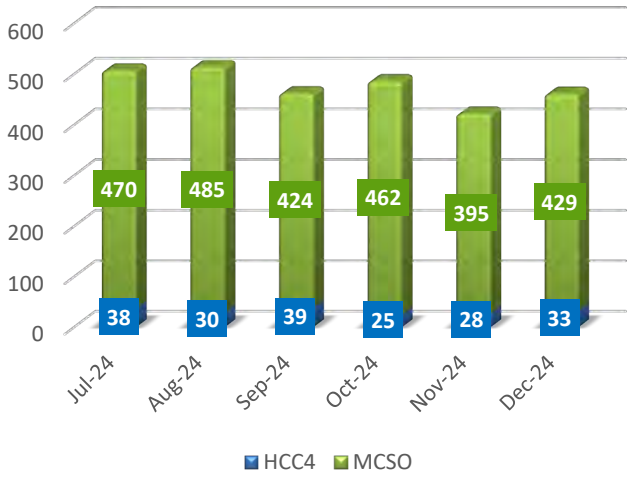
Please keep in mind that this report offers a snapshot in time for each of the months included based on the timing of when the data was provided by law enforcement. Due to the fluid nature of the criminal investigation, some of the data may have developed further after the report data was released.

The Woodlands Township Combined Law Enforcement Public Safety Report

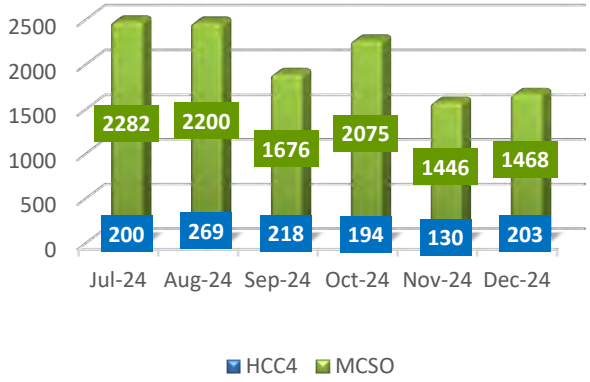
Calls for Service



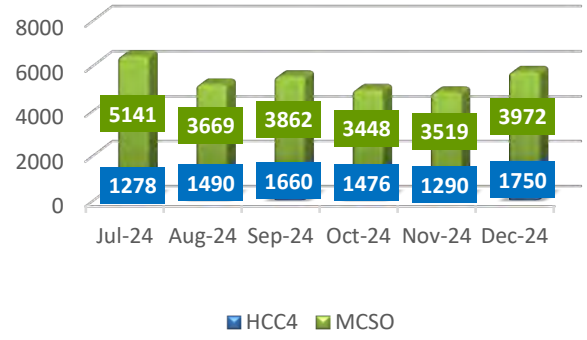
Reports



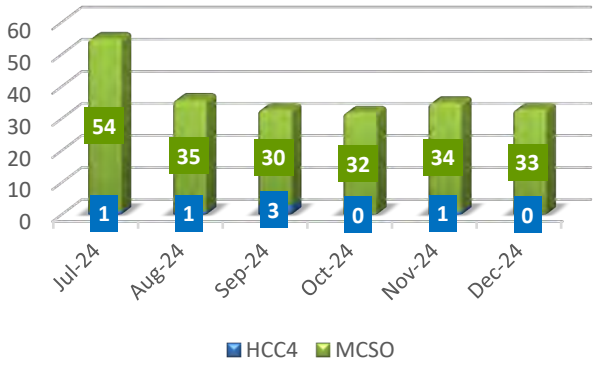
Traffic Enforcement



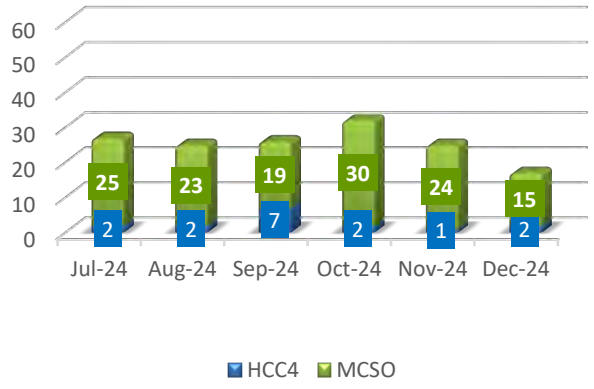
Area Patrol / Vacation Watches



Assault and Family Violence



Fraud Reports



December 2024
THE WOODLANDS TOWNSHIP
COMBINED MONTHLY
CRIME CATEGORIES REPORT

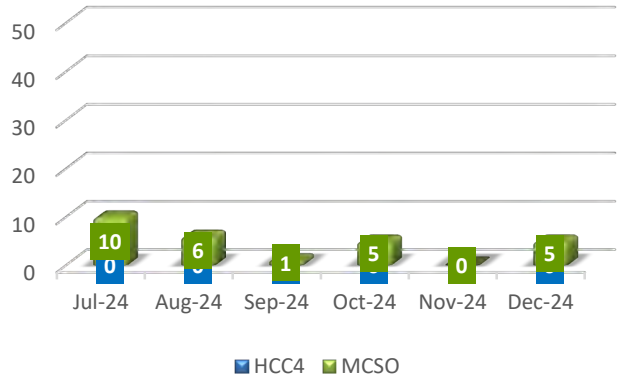
Crime Catergories of Note	Grogans Mill	Panther Creek	Indian Springs	Sterling Ridge	Alden Bridge	Cochrans Crossing	College Park	Town Center	Creekside Park	TOTAL
Assault - Family Violence	3	1	1	4	5	2	2	5	0	**23**
Assault (excludes family violence)	4	0	0	1	1	0	1	3	0	**10**
Burglary Building	0	1	0	0	0	1	1	0	0	**3**
Burglary Habitation	2	0	0	0	0	0	0	0	0	**2**
Burglary Motor Vehicle	1	2	0	0	0	1	1	11	1	**17**
Criminal Mischief	5	7	0	2	2	2	0	3	3	**24**
Forgery/Fraud	2	2	1	1	3	1	1	4	2	**17**
Homicide	0	0	0	0	0	0	0	0	0	**0**
Robbery	0	0	0	0	0	0	0	0	0	**0**
Suicide/Attempted Suicide	0	0	0	0	0	0	0	0	1	**1**
Theft - Auto	1	0	0	0	0	0	1	4	1	**7**
Theft-Misdemeanor & Felony	5	0	1	3	5	2	12	36	9	**73**
All Other Criminal Reports	5	5	3	4	4	1	6	29	4	**61**
Information	34	16	21	16	23	13	26	63	12	**224**
TOTAL	**62**	**34**	**27**	**31**	**43**	**23**	**51**	**158**	**33**	**462**

December 2023
THE WOODLANDS TOWNSHIP
COMBINED MONTHLY
CRIME CATEGORIES REPORT

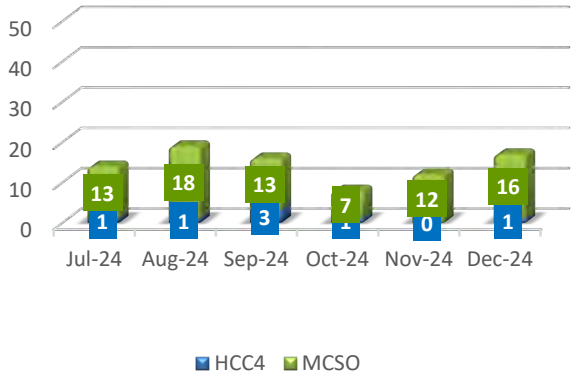
Crime Catergories of Note	Grogans Mill	Panther Creek	Indian Springs	Sterling Ridge	Alden Bridge	Cochrans Crossing	College Park	Town Center	Creekside Park	TOTAL
Assault - Family Violence	5	4	1	3	4	1	0	1	2	**21**
Assault (excludes family violence)	1	1	1	1	1	0	2	3	0	**10**
Burglary Building	0	0	0	0	0	0	0	0	0	**0**
Burglary Habitation	0	0	0	0	0	0	0	0	0	**0**
Burglary Motor Vehicle	4	1	2	3	3	2	0	14	1	**30**
Criminal Mischief	0	2	0	3	1	1	0	11	0	**18**
Forgery/Fraud	2	3	1	1	9	1	1	10	0	**28**
Homicide	0	0	0	0	0	0	0	0	0	**0**
Robbery	0	0	0	0	0	0	0	0	0	**0**
Suicide/Attempted Suicide	0	0	0	0	0	0	0	0	0	**0**
Theft - Auto	4	1	0	0	3	1	0	1	0	**10**
Theft-Misdemeanor & Felony	5	2	1	14	1	2	15	54	4	**98**
All Other Criminal Reports	7	8	3	1	2	1	6	38	1	**67**
Information	26	15	15	15	13	5	13	68	9	**179**
TOTAL	**54**	**37**	**24**	**41**	**37**	**14**	**37**	**200**	**17**	**461**

Incidents and Activities which Impact Quality of Life

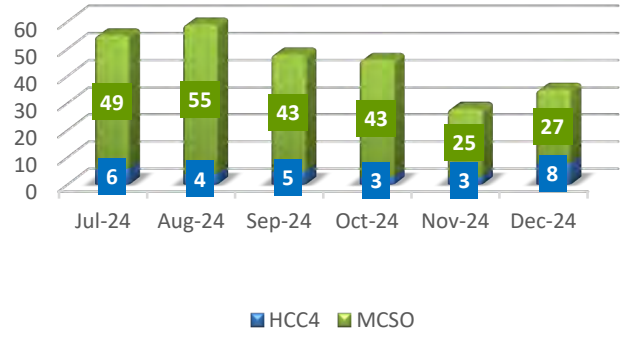
Burglary



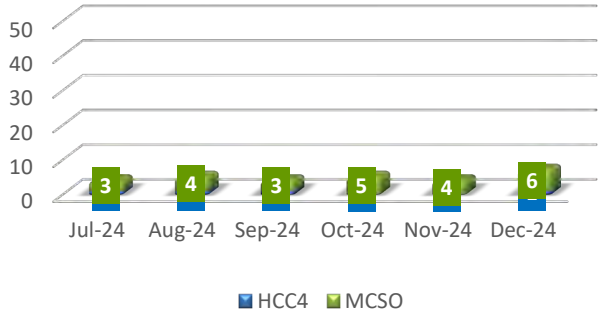
Burglary of Vehicle



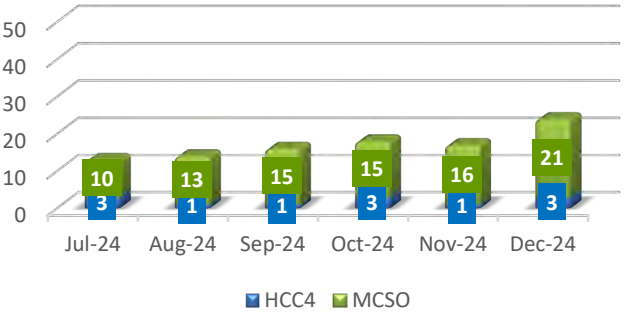
Theft



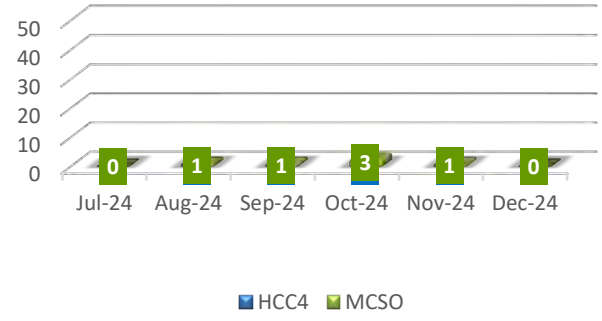
Auto Theft



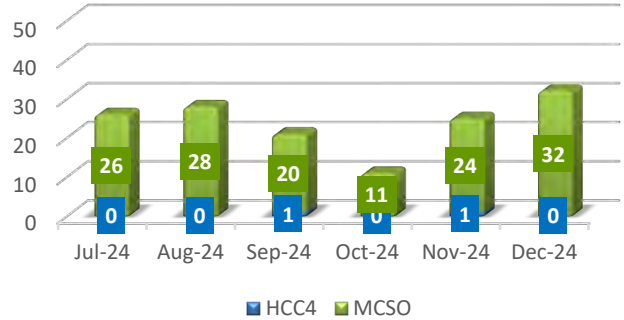
Criminal Mischief



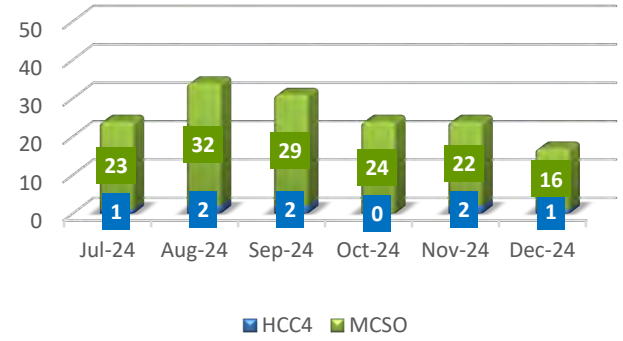
Robbery



Driving While Intoxicated



Crisis Intervention



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon Administrative Reports for The Woodlands Fire Department;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

See attached.

RECOMMENDATION:

Accept the report.

Attachments

The Woodlands Fire Department - January 2025 Activity Report

The Woodlands Fire Department

Administrative Report

January 2025

November/December Incidents

THE WOODLANDS FIRE DEPARTMENT
INCIDENT REPORT
November/December 2024

Incident Type			Count
FIRE			
111	Building fire		10
113	Cooking fire, confined to container		4
118	Trash or rubbish fire, contained		1
130	Mobile property (vehicle) fire, other		3
131	Passenger vehicle fire		5
132	Road freight or transport vehicle fire		3
138	Off-road vehicle or heavy equipment fire		1
140	Natural vegetation fire, other		1
141	Forest, woods or wildland fire		1
142	Brush or brush-and-grass mixture fire		1
150	Outside rubbish fire, other		2
151	Outside rubbish, trash or waste fire		6
154	Dumpster or other outside trash receptacle fire		3
		SUBTOTAL	41
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEATING (NO FIRE)			
251	Excessive heat, scorch burns with no ignition		3
		SUBTOTAL	3
RESCUE & EMERGENCY MEDICAL SERVICES INCIDENT			
300	Rescue, EMS incident, other		7
311	Medical assist, assist EMS crew		784
320	Emergency medical service, other		6
321	EMS call, excluding vehicle accident with injury		512
322	Motor vehicle accident with injuries		63
323	Motor vehicle/pedestrian accident (MV Ped)		3
324	Motor Vehicle Accident with no injuries		95
331	Lock-in (if lock out, use 511)		6
352	Extrication of victim(s) from vehicle		2

353	Removal of victim(s) from stalled elevator		16
381	Rescue or EMS standby		1
		SUBTOTAL	1495

HAZARDOUS CONDITION (no fire)

400	Hazardous condition, other		6
410	Combustible/flammable gas/liquid condition, other		2
411	Gasoline or other flammable liquid spill		4
412	Gas leak (natural gas or LPG)		23
413	Oil or other combustible liquid spill		2
422	Chemical spill or leak		3
424	Carbon Monoxide incident		2
440	Electrical wiring/equipment problem, Other		3
441	Heat from short circuit (wiring), defective/worn		3
442	Overheated motor		2
		SUBTOTAL	50

SERVICE CALL

500	Service Call, other		4
510	Person in distress, Other		3
511	Lock-out		7
522	Water or steam leak		5
531	Smoke or odor removal		8
541	Animal problem		1
542	Animal rescue		3
550	Public service assistance, other		3
551	Assist police or other governmental agency		3
552	Police matter		2
553	Public service		5
561	Unauthorized burning		2
571	Cover assignment, standby, moveup		1
		SUBTOTAL	47

GOOD INTENT CALL

611	Dispatched & cancelled en route		90
6111	Dispatched & cancelled en route - Automatic alarm		103
6112	Dispatched & cancelled en route - EMS call		158
6113	Dispatched & cancelled en route - MVA		36
621	Wrong location		1
622	No Incident found on arrival at dispatch address		49
650	Steam, other gas mistaken for smoke, other		2
651	Smoke scare, odor of smoke		13
653	Smoke from barbecue, tar kettle		1

661	EMS call, party transported by non-fire agency		1
671	HazMat release investigation w/no HazMat		12
		SUBTOTAL	466

FALSE ALARM & FALSE CALL

711	Municipal alarm system, malicious false alarm		1
712	Direct tie to FD, malicious false alarm		5
715	Local alarm system, malicious false alarm		2
730	System malfunction, Other		16
733	Smoke detector activation due to malfunction		22
734	Heat detector activation due to malfunction		1
735	Alarm system sounded due to malfunction		34
736	CO detector activation due to malfunction		5
740	Unintentional transmission of alarm, Other		34
741	Sprinkler activation, no fire-unintentional		1
743	Smoke detector activation, no fire - unintentional		23
744	Detector activation, no fire - unintentional		14
745	Alarm system activation, no fire - unintentional		63
746	Carbon monoxide detector activation, no CO		2
		SUBTOTAL	223

NATURAL DISASTER

813	Wind storm, tornado/hurricane assessment		1
		SUBTOTAL	1

TOTAL INCIDENT COUNT FOR NOVEMBER/DECEMBER 2024 2326

November-December Non-Incident Activity

Public Relations Events

Station tours	42
Attended on site public relations event	53
Miscellaneous citizen contacts	12
Commercial on site walk thru (emergency preparedness preplanning)	3

Dispatch

Woodlands Fire Department

Non-emergency administrative calls	1,360
Emergency calls dispatched	694
Mutual Aid given	51
Mutual Aid received	25

Training

Emergency Training Center events	24
Woodlands Fire Department training classes at Emergency Training Center	30

Fire Prevention Officer Monthly Report - November 2024

Inspections: (Assist Montgomery County Fire Marshal's Office)

- Fire Inspection: 29
- Plans Reviewed: 8
- Fire Investigations: 0
- Public Relations Events: 0
- Access Control: 3
- Ceiling Cover: 1
- Complaint: 0
- Final (Fire Code): 7
- Follow-Up: 3
- Foster Home: 0
- Hydro: 1
- Knox-Box: 3
- Life-Safety 3
- Fire Sprinkler System 1
- Site Inspection 3
- Fire Alarm System 4

TOTAL: 66

Montgomery County Fire Marshal's Office Investigation Days: 0

Public Relations: 0

Fire Prevention Officer Monthly Report - December 2024

Inspections: (Assist Montgomery County Fire Marshal's Office)

- Fire Inspection: 36
- Plans Reviewed: 8
- Fire Investigations: 0
- Public Relations Events: 2
- Access Control: 0
- Ceiling Cover: 3
- Complaint: 3
- Final (Fire Code): 12
- Follow-Up: 7
- Foster Home: 0
- Hydro: 1
- Knox-Box: 1
- Life-Safety 4
- Fire Sprinkler System 0
- Site Inspection 5
- Fire Alarm System 0

TOTAL: 82

Montgomery County Fire Marshal's Office Investigation Days: 0

Public Relations: 0







In true holiday fashion, TWFD participated in multiple gift drives for children.

Staffing Updates

New Hires:

None

Promotions:

Manuel Adler	Lieutenant	eff. 11/15/2024
Joseph Spitzenberger	Driver/Operator	eff. 11/15/2024
Nathan Perez	Firefighter III	eff. 11/15/2024

Retirements:

None

Separated:

None

November-December Notable Accomplishments

- iGel Training
- Fire Department Consumption Course
- TWFD New Hire Process
- Annual Hose and Ground Ladder Testing
- Annual Pump Testing

Upcoming Projects & Events

- Rope Rescue Awareness/Operations
- TK108 Driver Training

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon the Communications Metrics Monthly Reports;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

See attached reports.

RECOMMENDATION:

Accept the report.

Attachments

November 2024 Communications Activities & Metrics Report

December 2024 Communications Activities & Metrics Report

MEASURING OUR IMPACT

COMMUNICATIONS

NOVEMBER 2024

ACTIVITIES & METRICS MONTHLY REPORT



THE WOODLANDS TOWNSHIP

ACTIVITIES SNAPSHOT

The following is a quick snapshot of Communications activities for November 2024. Additional data and information will be included as the Communications Action Plan is further developed.

84 PROJECTS & TASKS RECEIVED ..... 78 PROJECTS & TASKS COMPLETED

PHOTO & VIDEO

- November 2024 Board Election
- Pumpkin Smash
- Thanksgiving Break SunnyDayz Camp
- WaterGlow Aquatics Event
- Lighting of the Doves
- Woodlands in 60
- Turkey Fryer Fire
- Lifeguard HR Promo
- Veteran's Day Livestream

PRINT PRODUCTION

- The Woodlands Community Magazine Nov/Dec
- HR Seasonal Hiring Campaign Rack Cards 4x9, Dog Walker Watch Brochures, Temporary Trolley Stops and Maps Coroplast Signs 24x36, ReadyWoodlands Booklet, 8 pages

ADVERTISING

- Community Impact: Township Talk full page, The Ice Rink/Lighting of the Doves full page, The Ice Rink Sticky Notes
- Hello Woodlands: Lighting of the Doves Deluxe, The Ice Rink Deluxe, Creekside Makers Market Deluxe
- Woodlands Villager: RDRC Volunteers 1/4 page
- Woodlands Mommy: Creekside Makers Market

TARGETED MESSAGING FOR LIGHTING OF THE DOVES, VETERAN'S DAY, HR HIRING CAMPAIGN, THE ICE RINK, SHRED DAY & ELECTRONICS RECYCLING DRIVE THRU

MEDIA RELATIONS

MENTIONS
72

AUDIENCE
15,618,537
print & online reach

VALUE
$265,226

INQUIRIES
5



NOVEMBER/DECEMBER COMMUNITY MAGAZINE

IMPRESSIONS
2,511

READ TIME
04 :51
Average Time

ONLINE READS
477

EMAIL COMMUNICATIONS

The following is a snapshot of newsletters, announcements and other email communications released through the Township's GovDelivery platform.

GOVDELIVERY **26 EMAILS SENT | 129,341 Recipients | 80% ENGAGEMENT RATE | 1.3M IMPRESSIONS**

TALK OF THE TOWNSHIP
Friday, November 1

- 60% Unique Opens
- 23# of Links Clicked
- Top 3 Links Clicked
  - 2024 Fall Action Guide
  - Montgomery County Elections
  - Calendar: Pumpkin Smash

TALK OF THE TOWNSHIP
Friday, November 8

- 59% Unique Opens
- 23 # of Links Clicked
- Top 3 Links Clicked
  - Calendar: Shred Day/Electronics Recycling
  - Wi60 Video, November 8
  - Recycle More Guide

TALK OF THE TOWNSHIP
Friday, November 15

- 60% Unique Opens
- 22# of Links Clicked
- Top 3 Links Clicked
  - Press Release: Resident Survey
  - Calendar: Shred Day & Electronics Recycling
  - Nov/Dec Community Magazine Digital Edition - ISSUU

TALK OF THE TOWNSHIP
Friday, November 22

- 59% Unique Opens
- 21# of Links Clicked
- Top 3 Links Clicked
  - Holiday Trash Collection
  - Calendar: Lighting of the Doves
  - Wi60 Video, November 22

TALK OF THE TOWNSHIP
Friday, November 29

- 58% Unique Opens
- 22# of Links Clicked
- Top 3 Links Clicked
  - Township Calendar
  - The Ice Rink Website
  - Board of Directors Meeting Page

NEIGHBORLY NEWS
Tuesday, November 5

- 65% Unique Opens
- 17# of Links Clicked
- Top 3 Links Clicked
  - Calendar: Shred Day/Electronics Recycling Drive Thru
  - Press Release: Shred Day/Electronics Recycling Drive Thru
  - MCSO Homepage

BOARDROOM BRIEFING
Friday, November 22

- 58% Unique Opens
- 39# of Links Clicked
- Top 3 Links Clicked
  - November 20, 2024 Board Meeting Agenda
  - Notice of Public Meeting, November 19, 2024
  - November 5 Election Official Results



WEBSITE METRICS

Data on user volume, page views, sessions, site updates, top-performing pages & other key performance indicators.

PAGE VIEWS
188,971

TOTAL USERS
98,875

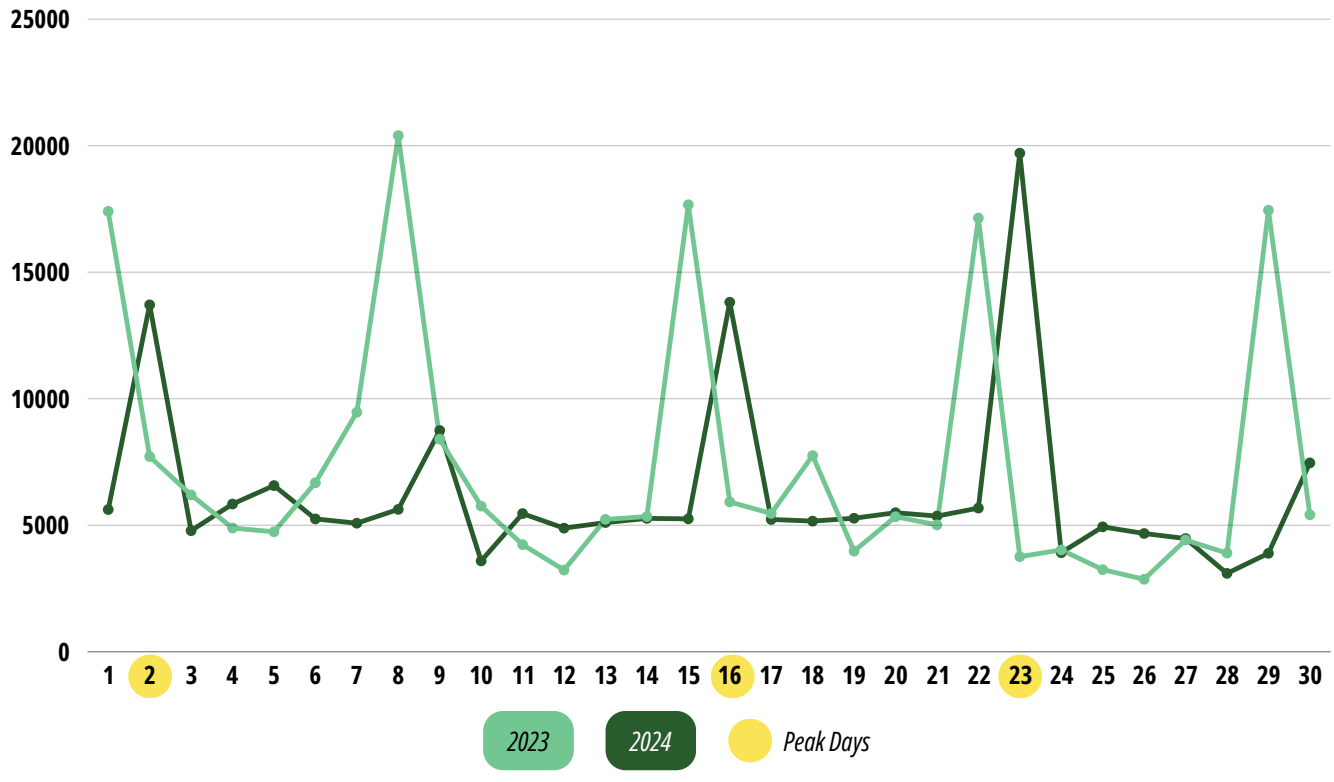
SESSIONS
130,118

SITE UPDATES
571

TOP 3 VIEWED PAGES

1. CALENDAR - 20,289 Views
2. NEWSFLASH - 19,528 Views
3. HOMEPAGE - 13,733 Views

TOTAL USERS BY NOVEMBER 2024 COMPARED TO NOVEMBER 2023



MOBILE USERS

80.3% of total users

77,575 mobile

690 tablet

DESKTOP USERS

19.7% of total users

19,204

USER TRAFFIC

Direct	56,685
Search	34,874
Social	2,907
Referral	1,664
Email	1,729
Unassigned	549

MEETING VIEWS

November 19 Board Special Meeting
39 views

November 20 Board Meeting
121 views

SOCIAL MEDIA ANALYTICS

Snapshot of primary social media channels' data for impressions, number of posts, engagements & more.

TOWNSHIP SOCIAL MEDIA NETWORKS

Likes	4,516
Posts	95
Engagement	35,402
Impressions	813,246

FACEBOOK

Likes	438
Posts	57
Engagement	2,350
Impressions	79,132

INSTAGRAM

Likes	304
Posts	27
Engagement	1,337
Impressions	7,363

LINKEDIN

Likes	76
Posts	47
Engagement	357
Impressions	10,961

TWITTER

60,783 MEMBERS WITH 37,885 HOUSEHOLDS CLAIMED

3.2K VIDEO VIEWS, 482 SUBSCRIBERS

HIGHEST PERFORMING POST: 50TH ANNIVERSARY MURAL REEL 17,443 IMPRESSIONS, 730 ENGAGEMENTS, 562 INTERACTIONS

DEPARTMENTAL SOCIAL MEDIA NETWORKS

PARKS & REC

Likes	844
Posts	34
Engagement	3,396,96
Impressions	511,393

FACEBOOK

Likes	257
Posts	30
Engagement	356
Impressions	43,035

INSTAGRAM

TEXAS TREEVENTURES

Likes	392
Posts	9
Engagement	278
Impressions	22,985

FACEBOOK

Likes	186
Posts	21
Engagement	324
Impressions	50,176

INSTAGRAM

Riva Row BOAT HOUSE

Likes	62
Posts	9
Engagement	2,742
Impressions	64,805

FACEBOOK

Likes	103
Posts	14
Engagement	157
Impressions	3,707

INSTAGRAM

TRANSIT

Likes	0
Posts	2
Engagement	163
Impressions	1,478

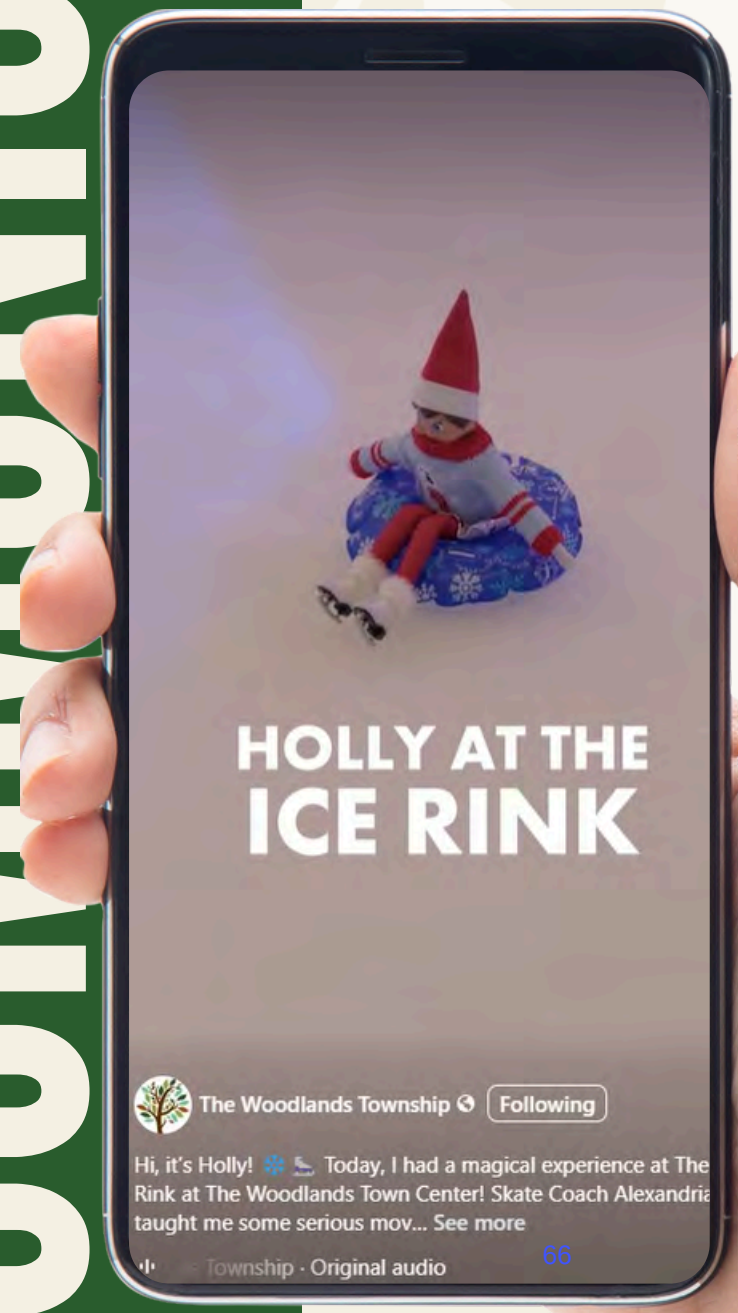
TWITTER

MEASURING OUR IMPACT

COMMUNICATIONS

DECEMBER 2024

ACTIVITIES & METRICS MONTHLY REPORT



THE WOODLANDS TOWNSHIP

ACTIVITIES SNAPSHOT

The following is a quick snapshot of Communications activities for December 2024. Additional data and information will be included as the Communications Action Plan is further developed.

28 PROJECTS & TASKS RECEIVED ..... 75 PROJECTS & TASKS COMPLETED

PHOTO & VIDEO

- Lighting of the Doves
- Glow in Go
- Woodlands in 60 - December 6, 13, 20, 27
- Holly the Elf Reels
- Park Photos
- Winter Wonderland on The Waterway

PRINT PRODUCTION

- Spring 2025 Action Guide
- 50th Anniversary Photo Book
- Arbor Day Posters

ADVERTISING

- December Township Talk
- Ice Rink Villager Ads
- Ice Rink Community Impact Ads

TARGETED MESSAGING FOR HOLLY THE ELF, SPRING 2025 ACTION GUIDE, 50TH ANNIVERSARY PHOTO BOOKS, ICE RINK, HR HIRING CAMPAIGN

MEDIA RELATIONS

MENTIONS
42

AUDIENCE
971,971
print & online reach

VALUE
$20,438

INQUIRIES
3



NOVEMBER/DECEMBER COMMUNITY MAGAZINE

IMPRESSIONS
2,140

READ TIME
02:10
Average Time

ONLINE READS
247

EMAIL COMMUNICATIONS

The following is a snapshot of newsletters, announcements and other email communications released through the Township's GovDelivery platform.

GOVDELIVERY **11 EMAILS SENT | 68,894 Recipients | 78.9% ENGAGEMENT RATE | 1.4M IMPRESSIONS**

TALK OF THE TOWNSHIP
Friday, December 6

- 60% Unique Opens
- 421# of Links Clicked
- Top 3 Links Clicked
  - Woodlands in 60, Dec. 6
  - 2025 Spring Programs
  - Press Release - Creekside Market

TALK OF THE TOWNSHIP
Friday, December 13

- 59% Unique Opens
- 679# of Links Clicked
- Top 3 Links Clicked
  - Township Calendar
  - Event - Gingerbread House
  - Event - Jingle Boats

TALK OF THE TOWNSHIP
Friday, December 20

- 59% Unique Opens
- 301# of Links Clicked
- Top 3 Links Clicked
  - Woodlands in 60, Dec. 20
  - Press Release - Holiday Schedule
  - Event - Jingle Boats

TALK OF THE TOWNSHIP
Friday, December 27

- 59% Unique Opens
- 269# of Links Clicked
- Top 3 Links Clicked
  - Township Calendar
  - RDRC & VA Election Press Release
  - FAQ - Fire Department

EARTHWISE EXPLORER
Monday, December 2

- 57% Unique Opens
- 223# of Links Clicked
- Top 3 Links Clicked
  - Event - 49th Arbor Day Tree Giveaway
  - Blog Post - Sustainable Practices for the Holidays
  - Event Search Results - "Compost" on Website Calendar

NEIGHBORLY NEWS
Tuesday, December 3

- 64% Unique Opens
- 74# of Links Clicked
- Top 3 Links Clicked
  - Blood Drive Digital Donor Page - Schedules
  - Neighborly News Web Version
  - Press Release - Shred Day & Electronics Drive Thru

BOARDROOM BRIEFING
Friday, December 6

- 45% Unique Opens
- 169# of Links Clicked
- Top 3 Links Clicked
  - Agenda Item - Park Restroom Renovation
  - Agenda Item - The Woodlands Community Magazine Contract
  - Agenda Item - Adoption of Park User Fees



WEBSITE METRICS

Data on user volume, page views, sessions, site updates, top-performing pages & other key performance indicators.

PAGE VIEWS
158,837

TOTAL USERS
83,974

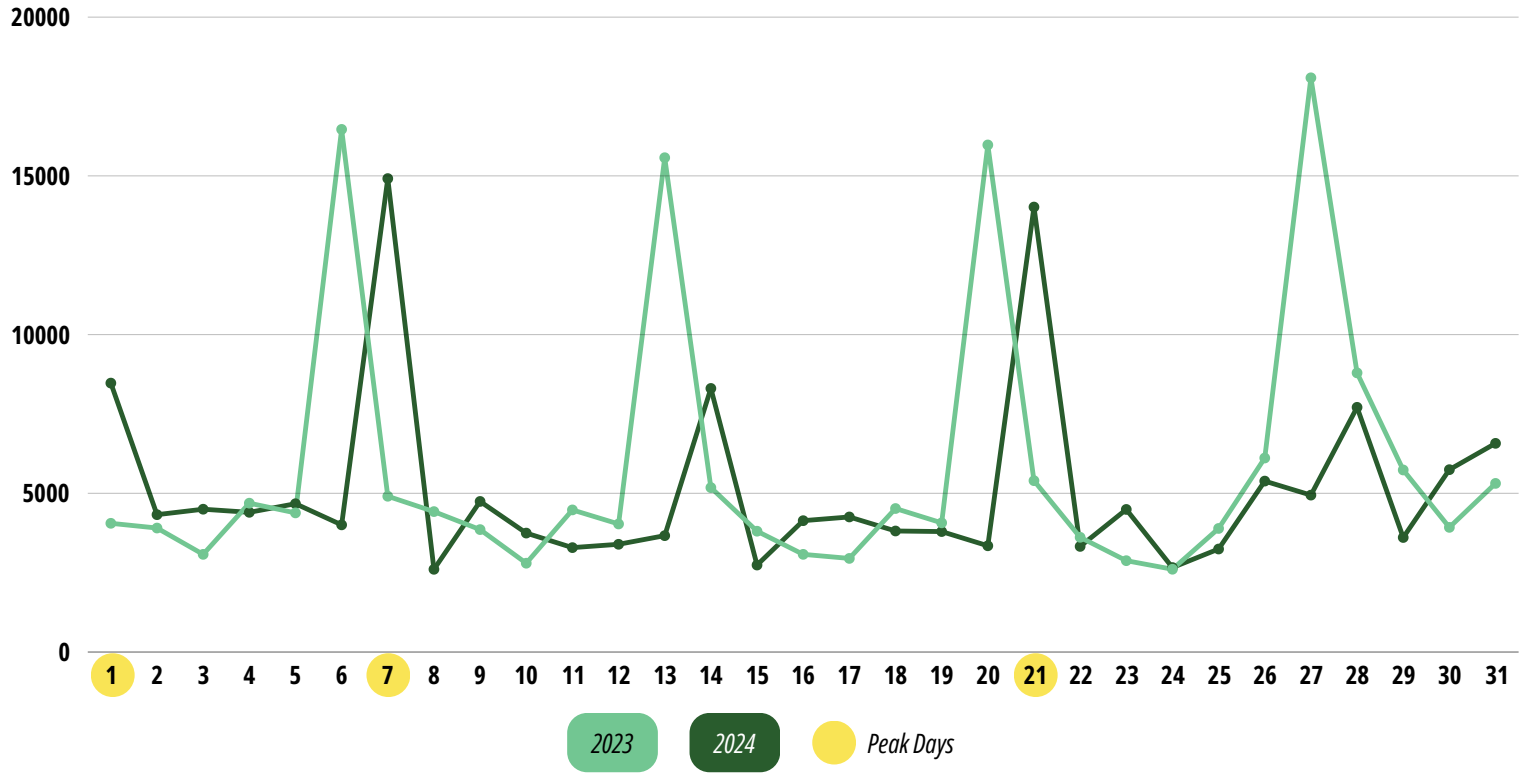
SESSIONS
110,739

SITE UPDATES
594

TOP 3 VIEWED PAGES

1. CALENDAR - Views 14,402
2. NEWSFLASH - 13,884 Views
3. HOMEPAGE - 11,117 Views

TOTAL USERS BY DECEMBER 2024 COMPARED TO DECEMBER 2023



MOBILE USERS

82.4% of total users

67,211 mobile

580 tablet

DESKTOP USERS

17.6% of total users

14,508

USER TRAFFIC

Direct	51,801
Search	51,043
Social	1,823
Referral	2,178
Email	2,255
Unassigned	404

MEETING VIEWS

December 4 Board Regular Meeting

100 views

SOCIAL MEDIA ANALYTICS

Snapshot of primary social media channels' data for impressions, number of posts, engagements & more.

TOWNSHIP SOCIAL MEDIA NETWORKS

Likes	4,203
Posts	105
Engagement	23,694
Impressions	873,885

FACEBOOK

Likes	3,023
Posts	56
Engagement	2,414
Impressions	96,556

INSTAGRAM

Likes	335
Posts	42
Engagement	1,180
Impressions	10,471

LINKEDIN

Likes	40
Posts	56
Engagement	340
Impressions	14,717

TWITTER

61,043 MEMBERS WITH 37,954 HOUSEHOLDS CLAIMED

1.4 K VIDEO VIEWS, 498 SUBSCRIBERS

HIGHEST PERFORMING POST: THE WATERWAY WONDERLAND 33,070 IMPRESSIONS, 3,045 ENGAGEMENTS, 717 INTERACTIONS

DEPARTMENTAL SOCIAL MEDIA NETWORKS

PARKS & REC

Likes	181
Posts	29
Engagement	4,006
Impressions	370,428

FACEBOOK

Likes	1,123
Posts	10
Engagement	128
Impressions	62,087

INSTAGRAM

TEXAS TREEVENTURES

Likes	57
Posts	17
Engagement	326
Impressions	25,753

FACEBOOK

Likes	230
Posts	18
Engagement	266
Impressions	13,524

INSTAGRAM

Riva Row BOAT HOUSE

Likes	22
Posts	2
Engagement	4,009
Impressions	62,109

FACEBOOK

Likes	12
Posts	1
Engagement	28
Impressions	1,862

INSTAGRAM

TRANSIT

Likes	1
Posts	3
Engagement	31
Impressions	1,197

TWITTER

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon an easement for the City of Shenandoah in the Township's Open Space Reserve (P-2025-0136);

FISCAL IMPACT:

Not applicable.

BACKGROUND:

In 2012, the City of Shenandoah constructed a pathway, at their own cost, along Grogan's Mill Road and Wellman Road connecting their pathway system with the Township's pathway system (Attachment A). This improved infrastructure benefits the City of Shenandoah and the community-at-large. Upon a routine review of easement documents, staff learned that while there was a construction access agreement, there was not an easement for the pathways. An easement will guide the management and oversight of the land's use. Township legal counsel has reviewed the proposed easement (Attachment B).

RECOMMENDATION:

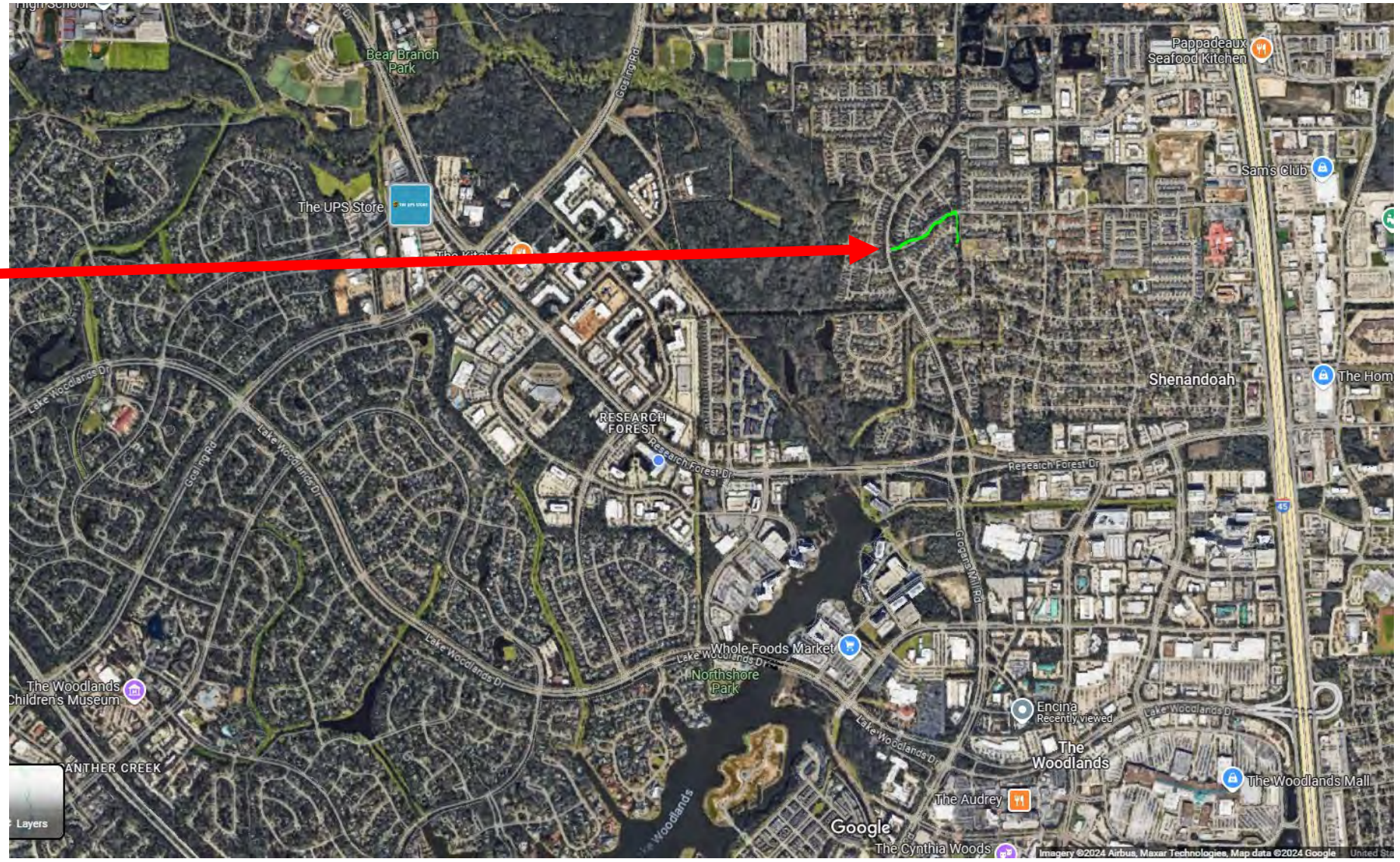
Approve an easement agreement with the City of Shenandoah and authorize the President/Chief Executive Officer to execute the agreement as approved to final form by Township legal counsel.

Attachments

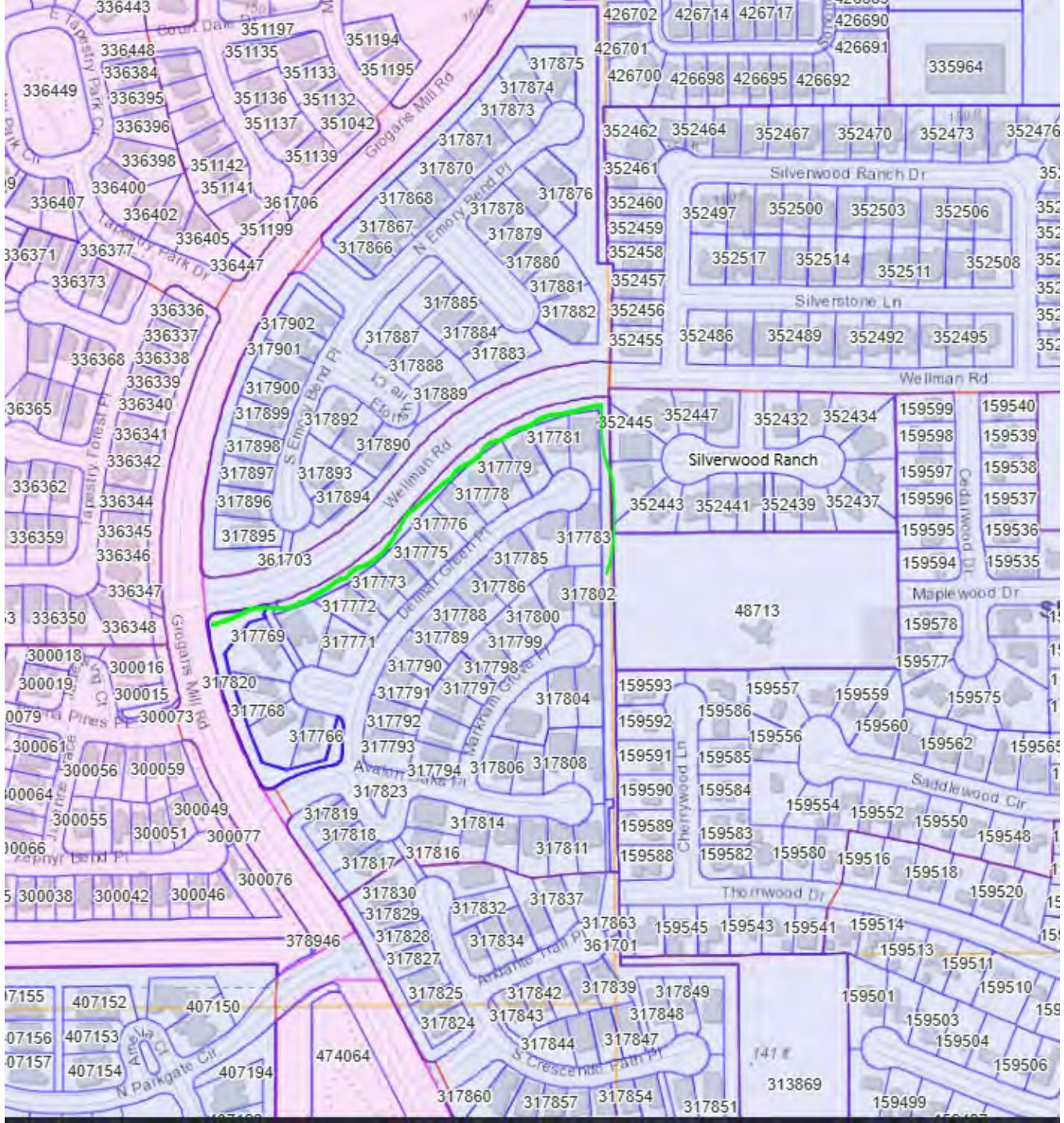
Attachment A - Pathway Easement Location

Attachment B - Pathway Easement and Indemnity Agreement

Green = pathway alignment



Green = pathway alignment



After Recording Return To:
Bret L. Strong
The Strong Firm P.C.
1790 Hughes Landing Blvd – Suite 200
The Woodlands, TX 77380

PATHWAY EASEMENT AND INDEMNITY AGREEMENT

THIS PATHWAY EASEMENT AND INDEMNITY AGREEMENT (this "**Agreement**") is made this _____ day of _____, 2025, by and between **THE WOODLANDS TOWNSHIP**, a special purpose Township and political subdivision of the State of Texas duly created and operating pursuant to Chapter 289, Acts of the 73rd Texas Legislature, Regular Session, 1993, as amended, acting by and through its Board of Directors (hereinafter referred to as the "**Township**" or "**Grantor**") does hereby grant, assign, convey unto **THE CITY OF SHENANDOAH**, a political subdivision of the State of Texas (hereinafter referred to as the "**City**" or "**Grantee**").

For and in consideration of the sum of One Dollar ($1.00) in hand paid and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, pursuant to a Right of Entry and Indemnity Agreement by and between The Grantor and the City under which a pathway was constructed, Grantor hereby GRANTS, SELLS AND CONVEYS unto Grantee, its successors and assigns, a **non-exclusive, permanent and perpetual easement approximately eight feet (8') wide (4' either side of a center-line) and the full length of the pathway located in the County of Montgomery, State of Texas and more particularly described on Exhibit A attached hereto (hereinafter, together with the rights and privileges herein granted, referred to as the "Easement"), to operate, use, maintain, inspect, repair, alter, modify, upgrade, replace, relocate and remove an 8' wide concrete pedestrian pathway, and not for any other use or purpose whatsoever (the "Pathway"), together with the right of access, ingress and egress on, over and across the property described on Exhibit B attached hereto (the "Grantor Property") reasonably necessary for the exercise of such rights.**

1. Maintenance. Grantee shall provide regular maintenance of the easement, including but not limited to pruning, cleaning of trash and debris in any and all manner and with such frequency as is consistent with safety and good property management and to present at all times with the appearance of a neat attractive, and well-kept area.

2. Damage to Property. Grantee shall, at Grantee's sole cost and expense, restore any and all damage to the Grantor Property and any vegetation (including sod and grass) as well as improvements located thereon, including without limitation, any damage to sidewalks located on Grantor's Property, in a manner reasonably acceptable to Grantor. Grantee shall also, at Grantee's sole cost and expense, restore the surface of the Property as nearly as is reasonably practical to its original condition, grade and level after performing any maintenance or other work that disturbs the surface.

3. Insurance. During the entire term of this Agreement, Grantee shall keep in force at the Grantee's sole cost and expense, an insurance policy or policies in a standard form with respect to the Grantor Property and the use thereof by the Grantee and its successors and assigns

(including its employees, agents, contractors, shareholders, officers, and invitees), covering claims for bodily injury, property damage and death incident to the use or enjoyment of or resulting from an accident occurring in, on or about the Grantor Property and caused by the negligence of Grantee. Each policy must be issued by an insurance company licensed to do business in Texas with a Best's Rating of at least A-VIII or by the Texas Municipal League Intergovernmental Risk Pool. Grantor shall be included as an additional insured under all insurance policies. Any such liability insurance shall be in at least the total amount of $1,000,000.00 per occurrence and $2,000,000.00 in the aggregate. These limits can be satisfied by purchasing primary and umbrella policies. Grantee shall deliver to Grantor within ten (10) days prior of Grantor's request, duly executed originals of the evidence of such insurance (on ACORD Form 27 or a similar form) evidencing in-force coverage, stating that Grantor is an additional insured thereunder and agreeing to give Grantor at least thirty (30) days written notice prior to termination or cancellation, except that ten (10) days' notice will be provided in the event of non-payment of premium. Further, Grantee shall deliver to Grantor renewals thereof at least thirty (30) days prior to the expiration of the respective policy terms.

4. Liens. Nothing in this Agreement shall permit any claim, lien, or other encumbrance arising from any work Grantee performs or causes to be performed on the Easement under the terms of this Agreement to accrue against or attach to the interest of Grantor in the Easement or the Grantor Property. In the event that Grantee shall not, within ten (10) days following notification to Grantee of the imposition of any such lien, cause the same to be released of record by payment or the posting of a bond in amount, form and substance acceptable to Grantor, Grantor shall have, in addition to all other remedies provided herein and by law, the right but not the obligation, to cause the same to be released by such means as it shall deem proper, including payment of or defense against the claim giving rise to such lien. All actual and reasonable amounts, including but not limited to attorney's fees, paid or incurred by Grantor in connection therewith shall be paid by Grantee to Grantor on demand. Nothing in this Agreement shall be deemed or construed in any way as constituting the consent or request of Grantor, express or implied, by inference or otherwise, to any contractor, subcontractor, laborer or materialman for the performance of any labor or the furnishing of any materials for any specific improvement, alteration or repair of the Easement or any part thereof, nor as giving Grantee any right, power or authority to contract for or permit the rendering of any services or the furnishing of any materials that would give rise to the filing of any mechanic's or other liens against the interest of Grantor in the Easement or the Grantor Property.

5. Restrictions of Use of Easement.

(a) Grantor reserves for itself, its tenants, licensees, legal representatives, successors and assigns, the full and unrestricted right to use the surface area of the Grantor Property for landscaping, sidewalks or any other purposes whatsoever so long as said easement and rights granted to Grantee herein are not materially and adversely impacted.

(b) Grantee agrees to comply with all applicable laws, rules and regulations relating to the exercise of Grantee's rights herein granted.

(c) Grantor agrees to comply with all applicable laws, rules and regulations relating to the exercise of the rights retained herein with respect to the use of the surface area of the Grantor Property.

6. Easements to Run with the Land; Binding Effect. The easements, rights-of-way and covenants provided for in this Agreement shall constitute easements, rights-of-way and covenants running with the land. Notwithstanding the foregoing, the Easement shall terminate and be of no further force or effect in the event the Grantee abandons the Easement, which abandonment shall be presumed in the event Grantee does not use the Easement for a period of twelve (12) months.

7. Abandonment and Termination. In the event Grantee ceases to utilize the Easement and does not resume said use within thirty (30) days after receiving written notice from Grantor, this Easement shall automatically terminate in its entirety and Grantor may record evidence of same in the real property records of Montgomery County, Texas.

8. **INDEMNIFICATION. IN CONSIDERATION FOR THE RIGHTS GRANTED HEREINABOVE TO THE CITY, THE CITY TO THE MAXIMUM EXTENT PERMITTED BY LAW DOES HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS THE TOWNSHIP FROM AND AGAINST ANY CLAIMS FOR INJURY OR DEATH TO ANY PERSON AND/OR DAMAGE TO PROPERTY AND/OR ANY IMPROVEMENTS LOCATED ON THE GRANTOR PROPERTY TO THE EXTENT ARISING OUT OF OR IN ANY MANNER ASSOCIATED WITH ACTIVITIES WITHIN THE EASEMENT CAUSED BY THE NEGLIGENCE OF GRANTEE, OR FOR ANY INJURIES, DEATH OR DAMAGE WHICH WOULD NOT HAVE OTHERWISE OCCURRED BUT FOR SUCH NEGLIGENT USE AND NEGLIGENT ACTIVITIES IN THE EASEMENT.**

9. Miscellaneous.

(a) Severability. Every provision of this Agreement is intended to be severable. If any term or provision hereof is declared by a court of competent jurisdiction to be illegal or invalid, such illegal or invalid term or provision shall not affect the balance of the terms and provisions hereof, which terms and provisions shall remain binding and enforceable so long as the basic intent of this Agreement is preserved and upheld.

(b) Attorneys' Fees. In the event of the bringing of any action or suit by a party hereto against another party hereunder by reason of any breach of any of the covenants or agreements set forth in this Agreement or any other dispute between the parties concerning this Agreement or the easements created hereby, then in that event, the prevailing party in such action or dispute, by final non-appealable judgment, shall be entitled to have and recover of and from the non-prevailing party all costs and expenses of suit, including reasonable attorneys' fees. Any judgment or order entered in any final judgment shall contain a specific provision providing for the recovery of all costs and expenses of suit, including reasonable attorneys' fees incurred in enforcing, perfecting and executing such judgment.

(c) Breach of Agreement. No breach of this Agreement shall entitle any party hereto to cancel, rescind, or otherwise terminate the easements granted herein; provided, however, the foregoing limitation shall not affect any other right or remedy a party hereto may have with respect to a breach, including the right to restrain by injunction any violation or threatened violation of any of the terms of this Agreement, or to compel performance of any such terms.

(d) Notices. Any notice, request, demand, consent, approval or other communication required or permitted hereunder or by law shall be deemed given or made only if in writing and delivered in person or by nationally recognized overnight courier or deposited in the United States mail, duly certified or registered (return receipt requested), postage prepaid and addressed to the party for whom intended:

To Grantor: The Woodlands Township
2801 Technology Forest Drive
The Woodlands, Texas 77381
Attn: Chief Executive Officer

With a copy to: The Strong Firm, PC
1790 Hughes Landing Blvd, Suite 200
The Woodlands, Texas 77380
Attn: Bret Strong

To City: City of Shenandoah Texas
29995 I-45, Shenandoah, TX 77381
Attn: City Administrator

With a copy to: Steptoe & Johnson PLLC
1780 Hughes Landing Blvd, Suite 750
The Woodlands, Texas 77380
Attn: Bill Ferebee

If any notice or other document is sent by mail as set forth above, the same shall be deemed fully delivered and received upon first attempted delivery, or if delivered in person or by nationally recognized overnight courier, upon receipt. Either party shall be entitled to change the notice recipient information from time to time upon delivery of a notice of such change to the other party sent in accordance herewith.

(e) Assignment. Grantee shall not be entitled to assign or otherwise transfer the rights hereunder without the prior, written consent of the Grantor.

(f) Governing Law and Venue: This Agreement shall be governed by and constructed and enforced in accordance with the laws of the State of Texas. The Agreement is performable in Montgomery County, Texas, and the Parties agree that venue for any legal dispute under the Agreement shall be Montgomery County, Texas.

(g) Inconsistencies and Ambiguities. This Agreement is to be deemed to have been prepared jointly by the parties hereto, and if any inconsistencies or ambiguities exist herein, they shall not be interpreted or construed against either party as the drafter.

(h) Paragraph Headings. All paragraph headings are inserted for convenience only and shall not be used in any way to modify, limit, construe or otherwise affect this Agreement.

(i) Exhibits. The Exhibits attached hereto are incorporated herein by this reference and made a part hereof.

(j) Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which, together shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement is executed as of the date first above written.

[REMAINDER OF PAGE INTENTIONALLY BLANK]
[SIGNATURES ON FOLLOWING PAGE]

GRANTOR:

The Woodlands Township

By: _____
Name: _____
Title: _____

GRANTEE:

City of Shenandoah Texas

By: _____
Name: _____
Title: _____

State of Texas)
)
County of Montgomery)

Before me, the undersigned notary, on this day personally appeared _____, _____[title] of The Woodlands Township, known to me through valid identification to be the person whose name is subscribed to the preceding instrument and acknowledged to me that the person executed the instrument in the person's official capacity for the purposes and consideration expressed in the instrument.

Given under my hand and seal of office on _____, 2025.

_____
Notary Public for the State of Texas
My Commission Expires:_____

State of Texas)
)
County of _____)

Before me, the undersigned notary, on this day personally appeared _____, as the _____[title] of City of Shenandoah Texas, known to me through valid identification to be the person whose name is subscribed to the preceding instrument and acknowledged to me that the person executed the instrument in the person's official capacity for the purposes and consideration expressed in the instrument.

Dated: _____, 2025.

_____
Notary Public for _____
My Commission Expires:_____

EXHIBIT A

EASEMENT

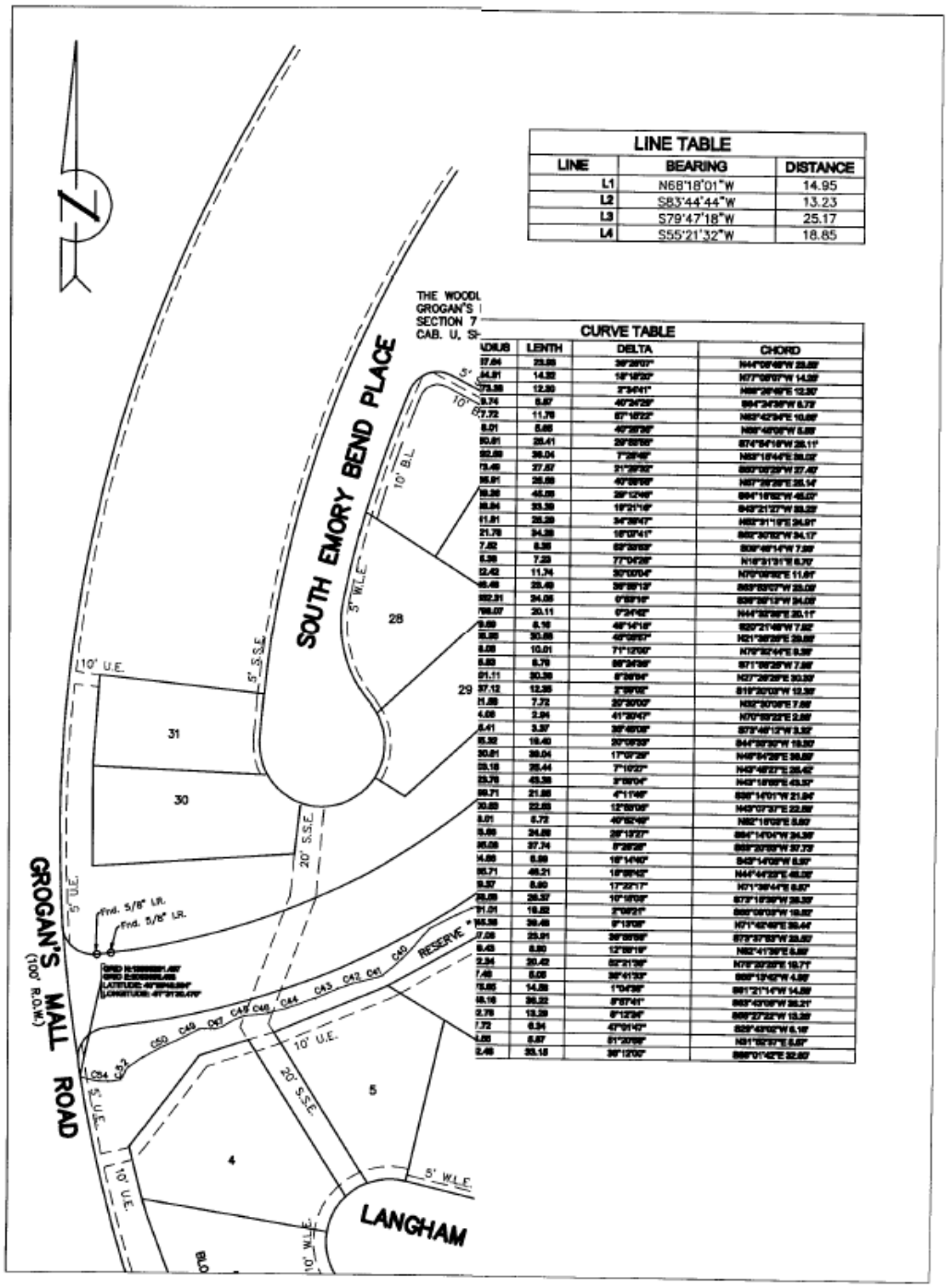


EXHIBIT A

JEFFREY MOON & ASSOCIATES, INC.
LAND SURVEYORS
www.moonsurveying.com
P.O. Box 2501
Conroe, Texas 77305
(936)756-5266 Fax: (936)756-5288

July 3, 2012

BEING A CENTERLINE DESCRIPTION OUT OF THE JAMES STEPHENS SURVEY, A - 536, MONTGOMERY COUNTY, TEXAS AND BEING OUT OF THE WOODLANDS GROGAN'S FOREST, SECTION 6, A SUBDIVISION, MAP OF WHICH IS RECORDED IN CABINET U, SHEET 116, MONTGOMERY COUNTY MAP RECORDS, SAID CENTERLINE BEING DESCRIBED MORE PARTICULAR -LY AS FOLLOWS:

BEGINNING at a point which has a Grid Coordinate Value of N. 13995818.982, E. 3084885.506 of the Texas State Plane Coordinate System Central Zone US Foot NAD'83, from whence a 5/8" iron rod found for the Northeast corner of Lot 17, Block 1, The Woodlands Grogan's Forest, Section 6 bears N. 67° 41' 24" W., 21.26 feet

THENCE in a Westerly direction along said centerline as follows;

Radius	Arc Length	Delta Angle	Chord Bearing and Distance	Bearing	Distance
37.64	23.93	36°26'07"	N44°06'48"W 23.53'		
				N68°18'01"W	14.95
44.81	14.32	18°18'20"	N77°05'07"W 14.25'		
				S83°44'44"W	13.23
				S79°47'18"W	25.17
273.38	12.30	2°34'41"	S88°26'49"W 12.30'		
9.74	6.87	40°24'29"	S64°24'35"W 6.73'		
7.72	11.76	87°15'22"	S83°42'34"W 10.66'		
8.01	5.65	40°25'35"	N68°45'05"W 5.53'		
50.61	26.41	29°53'55"	S74°54'16"W 26.11'		
292.69	38.04	07°26'49"	S63°15'44"W 38.02'		
73.49	27.57	21°29'32"	S50°06'29"W 27.40'		
35.91	25.68	40°58'55"	S67°28'28"W 25.14'		
89.36	45.56	29°12'46"	S64°16'52"W 45.07'		
98.84	33.39	19°21'16"	S43°21'27"W 33.23'		
41.81	25.29	34°39'47"	S52°31'19"W 24.91'		
121.78	34.28	16°07'41"	S52°30'52"W 34.17'		
7.52	8.35	63°33'53"	S09°46'14"W 7.93'		
5.38	7.23	77°04'28"	S16°31'31"W 6.70'		
				S55°21'32"W	18.85
22.42	11.74	30°00'04"	S70°09'52"W 11.61'		
36.46	23.49	36°55'13"	S63°53'07"W 23.09'		
1552.31	24.05	00°53'16"	S36°39'13"W 24.05'		
2798.07	20.11	00°24'42"	S44°32'38"W 20.11'		
9.69	8.16	48°14'15"	S20°21'48"W 7.92'		
38.96	30.66	45°05'57"	S21°35'26"W 29.88'		
8.06	10.01	71°12'00"	S79°32'44"W 9.38'		
5.83	8.79	86°24'38"	S71°56'25"W 7.98'		
201.11	30.36	08°38'54"	S27°26'25"W 30.33'		
237.12	12.35	02°59'02"	S19°20'03"W 12.35'		
21.58	7.72	20°30'00"	S32°30'05"W 7.68'		
4.06	2.94	41°30'47"	S70°53'22"W 2.88'		
5.41	3.37	35°45'08"	S73°46'12"W 3.32'		

55.32	19.40	20°05'33"	S44°33'30"W 19.30'		
130.61	39.04	17°07'29"	S45°54'28"W 38.89'		
203.18	25.44	07°10'27"	S43°45'27"W 25.42'		
623.78	43.38	03°59'04"	S43°15'55"W 43.37'		
299.71	21.95	04°11'46"	S38°14'01"W 21.94'		
100.63	22.63	12°53'05"	S43°07'37"W 22.58'		
8.01	5.72	40°52'49"	S82°16'03"W 5.60'		
53.66	24.56	26°13'27"	S84°14'04"W 24.35'		
395.08	37.74	05°28'26"	S63°20'53"W 37.73'		
24.66	6.99	16°14'40"	S43°14'08"W 6.97'		
165.71	46.21	15°58'42"	S44°44'23"W 46.06'		
29.37	8.90	17°22'17"	S71°38'44"W 8.87'		
158.58	28.37	10°15'03"	S73°15'39"W 28.33'		
531.01	19.52	02°06'21"	S66°09'03"W 19.52'		
245.38	39.48	09°13'08"	S71°42'49"W 39.44'		
37.08	23.91	36°56'58"	S73°37'53"W 23.50'		
39.43	8.90	12°56'19"	S82°41'39"W 8.89'		
22.34	20.42	52°21'38"	S75°20'25"W 19.71'		
7.48	5.05	38°41'33"	S85°13'42"W 4.95'		
775.65	14.58	01°04'38"	S61°21'14"W 14.58'		
348.16	36.22	05°57'41"	S63°43'05"W 36.21'		
92.78	13.29	08°12'24"	S56°27'22"W 13.28'		
7.72	6.34	47°01'47"	S29°43'02"W 6.16'		
6.55	5.87	51°20'58"	S31°52'37"W 5.67'		
52.46	48.85	53°20'39"	N77°27'22"W 47.10'		

to the East line of Grogan's Mill Road (100' Wide) for the point of termination of the herein described centerline, said point having a Grid Coordinate Value of N. 13995281.497, E. 3083958.463, Texas State Plane Coordinate System Central Zone US Foot NAD'83 ,from whence a 5/8" iron rod found for the Northwest corner of Lot 4, Block 1 bears S. 35° 31' 40" E., 67.82

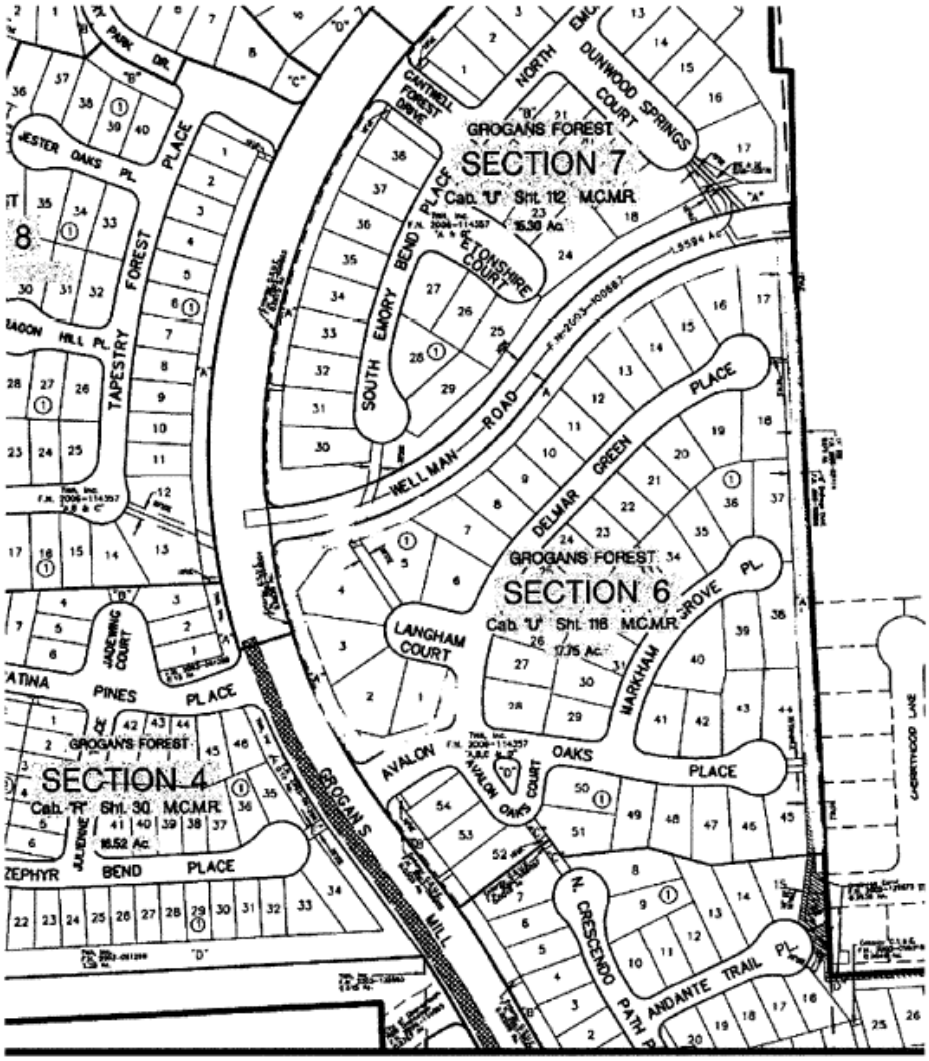
Jeffrey Moon
Registered Professional
Land Surveyor No. 4639

STATE OF TEXAS
REGISTERED
JEFFREY MOON
4639
PROFESSIONAL
LAND SURVEYOR

pathwaycf

EXHIBIT B

GRANTOR PROPERTY



A tract of land containing a total of 2.36 acres, more of less being Restricted Open Space Reserve "A" out of The Woodlands, Grogan's Forest, Sec. 6, a subdivision in The Woodlands, Montgomery County, Texas, according to the map or plat thereof recorded in Cabinet U, Sheet 116 of the map records of Montgomery County, Texas, as represented in yellow on the map above.

Exhibit B

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon the first amendment to the Construction Access Agreement for The Woodlands Waterway (1 Riva Row) (C-2023-0367A1);

FISCAL IMPACT:

Not applicable.

BACKGROUND:

Howard Hughes started construction on the 1 Riva Row luxury multifamily residences along The Woodlands Waterway. The project includes a new 13-story tower and four-story residential living area that will total 268 luxury units. Due to the construction, Howard Hughes requested a construction access agreement for the pathway on the south side of The Waterway. The proposed amendment (Attachment A) extends the original agreement's termination date from January 31, 2025 to March 31, 2025. All other terms of the agreement remain the same. The Township and Howard Hughes have maintained positive communication related to the covered walkway and the various programs and events held in this area to minimize the impact on the public.

The Township does not have regulatory authority over the development of this parcel. The review and approval lies within the jurisdiction of the Development Review Committee (DRC) for residential and the Community Standards Committee (CSC) for commercial, which are both Howard Hughes-controlled committees.

The Strong Firm has reviewed and approved the attached amendment.

RECOMMENDATION:

Authorize the President/Chief Executive Officer to execute the First Amendment To Construction Access Agreement For The Woodlands Waterway.

Attachments

Attachment A - First Amendment to Construction Access Agreement for The Woodlands Waterway

FIRST AMENDMENT TO
CONSTRUCTION ACCESS AGREEMENT
FOR THE WOODLANDS WATERWAY

THIS FIRST AMENDMENT TO THE CONSTRUCTION ACCESS AGREEMENT FOR THE WOODLANDS WATERWAY (this "First Amendment") is made as of _____ ___, 2025 (the "Effective Date") by and among **THE WOODLANDS MANAGEMENT DEVELOPMENT COMPANY, LLC**, a Delaware limited liability company (the "TWMDC"), and **THE WOODLANDS TOWNSHIP,** a political subdivision of the State of Texas, duly created and operated pursuant to Chapter 289, Acts of the 73rd Texas Legislature, Regular Session, 1993, as amended (the "Township"). (TWMDC and Township are herein collectively referred to as the "Parties" and individually as a "Party").

WHEREAS, the Parties entered into that certain CONSTRUCTION ACCESS AGREEMENT FOR COVERED WALKWAY ON THE WOODLANDS WATERWAY, executed November 29, 2023, (the "Original Agreement");

WHEREAS, it is the intent of the Parties by this First Amendment to amend such Original Agreement in order to extend certain deadlines as described therein.

NOW, THEREFORE, by the execution hereof and for good and valuable consideration, the receipt and sufficiency of which the Parties hereby acknowledge, and in consideration of the following mutual covenants and agreements, the Parties accept the following:

1. Capitalized terms used herein and not defined herein have the respective meanings ascribed to such terms in the Original Agreement.

2. Section 11 of the Original Agreement titled "Term" is hereby deleted in its entirety and replaced by the following:

> "Except as otherwise specifically set forth herein, this Agreement will continue in force and effect from the dates detailed herein, and shall continue with the Covered Walkway in place for as long as reasonably necessary but in no case longer than **March 31, 2025** following the initial commencement of activities hereunder unless terminated by the Township due to a material breach of this Agreement by TWMDC following written notice and a reasonable period during which to cure (the "Term")."

MISCELLANEOUS

3. Except as expressly amended by the provisions hereof, the terms and provisions in the Original Agreement shall continue to govern the rights and obligations of the parties; and all provisions in the Original Agreement shall remain in full force and effect as stated therein. This First Amendment and the Original Agreement taken together shall be

construed as one instrument and are the complete agreement of the Parties thereto, and supersede all prior proposals, negotiations, agreements and understandings relating to the subject matter hereof but the Parties further agree to execute any other documents that are necessary to completely effectuate the intent of the Parties as stated herein.

4. This First Amendment may be executed in multiple counterparts and by facsimile or other electronic means, each of which when so executed shall be deemed to be an original copy, and all of which together shall constitute one agreement, binding on all Parties hereto, notwithstanding that all Parties shall not have signed the same counterpart.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

[SIGNATURES ON FOLLOWING PAGE]

The Parties hereto have caused this First Amendment to be executed and delivered as of the Effective Date.

THE WOODLANDS MANAGEMENT DEVELOPMENT COMPANY, LLC

By: _____
Name: _____
Title: _____

THE WOODLANDS TOWNSHIP

By: _____
Name: _____
Title: _____

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon approval of Task Order 18B for the preparation of construction drawings for landscape improvements on State Highway 242 (C-2022-0189);

FISCAL IMPACT:

$300,000 is allocated in the Township's 2025 Operating Budget for professional consulting services to be performed as needed for Township projects. Funding for this project totals $83,940 and was earmarked in the 2025 Budget.

BACKGROUND:

The Texas Department of Transportation (TxDOT) initiated a 4.36-mile road enhancement project that includes the renovation of State Highway 242, which includes a revised middle median. Through discussion with TxDOT representatives, the Township was offered the opportunity to add center median landscaping similar to other areas of The Woodlands if stamped engineer designs were provided. TxDOT has earmarked $700,000 for these landscape improvements. The Township already provides maintenance along this stretch and will be responsible for the new landscape after its initial warranty period.

Township staff have engaged Halff Associates, Inc. (Halff) to develop a Task Order (Attachment A) for design and construction documents to meet TxDOT's budget and specifications. Halff was selected by the Board of Directors at the August 24, 2022, meeting to provide civil engineering and landscape architecture services for The Woodlands Township through a Request for Qualifications Process. The Texas Professional Services Procurement Act precludes governmental entities from awarding a contract for professional services solely based on fee. Through this process, fees are negotiated on a per-project basis. This approval would allow for the submission of construction drawings to TxDOT in the first quarter of 2025, with anticipation of construction in the fourth quarter of 2025.

RECOMMENDATION:

Approve Task Order 18B from Halff Associates, Inc. for construction drawings for landscape improvements on State Highway 242 and authorize the President/Chief Executive Officer to execute any necessary agreements as approved to form by the Township legal counsel.

Attachments

Attachment A - Task Order 18B (SH 242 Construction Documents)

Attachment B - Median Conceptual Design

Dr. Chris Nunes
Chief Operating Officer
The Woodlands Township

December 3, 2024

RE: Request for Authorization
AVO 52417.018B
Landscape Architectural Services – Work Order 18B
FM 242 Landscape Improvements

Dear Dr. Nunes:

Halff Associates Inc. (Halff) hereby requests authorization to proceed with Work Order 18B related to the above-referenced contract. The purpose of this work order is to prepare construction drawings for landscape improvements in FM 242 in accordance with TxDOT procedures, plans and specifications. This work will be completed utilizing the following Client provided information:

- Approved plans and specifications for FM 242, TxDOT Project Number C 3538-1-34, CSJ 3538-01-034

We have developed a scope of work and fee schedule for the area of work required which is included as Attachment "A". Our scope and fee are based on the design intent of the preliminary concepts prepared for this segment. Attachment "B" enumerates items not included in this proposal and assumptions made to prepare the scope and fee. Excluded items, if needed, can be provided by Halff as an additional service.

We appreciate the opportunity to work with you on this very important project. If this proposal meets with your approval, please accept below and provide an executed task authorization as notification to proceed, approval of the budget, and agreement to the fee schedule and basis of compensation. It is understood and agreed that by signing this proposal, access to the property referenced in this proposal is granted for the purpose of conducting site visits and/or field survey work.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,
HALFF ASSOCIATES, INC.

Casey Collins

Casey Collins, P.L.A.
Landscape Architecture Team Leader
ccollins@halff.com

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ATTACHMENT "A"
Scope of Services

I. Project Management

A. Internal Team Meetings

Halff will conduct internal team meetings as required by the project. The internal team meetings will include internal coordination of project processes, program items and schedules.

B. Communications and Reporting

1. Kickoff Meeting

   Halff will conduct a kickoff meeting with The Woodlands Township (Township) and Texas Department of Transportation (TxDOT) to confirm the projects goals and objectives, project budget and project schedule. Notes will be taken by Halff at this meeting to record items discussed and decisions made and will be delivered in digital format to the Township.

2. Design Submittal Review Meetings

   Halff will conduct design submittal review conference calls with Township staff members to discuss all comments related to the project at the 60%, 90% and 100% submittal milestones. Notes will be taken by Halff at these meetings to record items discussed and decisions made and will be delivered in digital format to the Township.

   Meeting milestones shall be as follows:

   - (01) Kickoff meeting with Township and TxDOT – Conference Call
   - (01) 60% Design Review - Conference Call
   - (01) 90% Design Review - Conference Call
   - (01) 100% Final Design Submittal

   Total Four (04) Meetings

3. Halff will continue to hold monthly web-based meetings or conference calls with the Client to discuss progress, status, project schedule, current and resolved issues, and Client needs. Halff will prepare and submit meeting minutes and maintain project documentation.

4. Provide ongoing quality assurance and quality control to ensure completeness of product and compliance with contract documents.

II. Construction Documents and Permitting

A. Landscape Plans

Based on the 30% schematic plan previously approved by the Township, Halff shall prepare, for approval by TxDOT, a complete set of landscape construction documents and specifications as defined below. Halff shall prepare one (1) 11x17 pdf file copy of drawings for review and comment by the Township. For TxDOT review, Halff will print three (3) 11x17 sets of drawings and bound specification books. Drawings and specifications shall be submitted electronically at 60%, 90% and 100% Final submittal stages. Halff will provide the following drawings for submittal:

1. Quantity Summary Sheet and General Notes

   A quantity summary sheet will be prepared in TxDOT format that identifies each bid item and the quantity of each bid item per sheet. A general notes sheet will also be prepared.

2. Hardscape Plan

   Prepare a 60% and 90% review set and a 100% Final set of hardscape plans that identify the location of concrete mow strips and stamped concrete median noses. The 60% Hardscape Plan will denote hardscape material options, paving pattern options and paving material options. The 90% Hardscape Plan will include hardscape materials, paving materials and paving patterns. Upon receiving comments from the City on the 90% plan set submittal, Halff will prepare 100% hardscape Construction Documents.

3. Planting Plan

   Prepare a 60% and 90% review set and a 100% Final set of plans and specifications for Planting Design. Planting plans shall identify the quantity, size and location of trees, shrubs, ground cover / native grass. The trees proposed in the plans will be selected from the Township list of recommended trees and all selections will be submitted for approval as needed and will be designed in accordance with the Township standards. These plans will also include planting details and notes. The 60% landscape plan set will denote tree and landscape bed locations. The 90% plan set will denote actual plant species information. Upon receiving comments from the City on the 90% plan set submittal, Halff will prepare 100% landscape Construction Documents.

4. Cost Estimating, Specifications and Project Manual

   Prepare the project manual with TxDOT technical specifications for the tree plantings, landscaping and irrigation. A draft project manual will be included at all submittal stages in the project for review and comment by Township staff and TxDOT. The Township and TxDOT will provide Halff with standard "boilerplate" contract documents for incorporation into the project manual. Halff will also update the 30% opinion of probable construction cost and will include it with the 60%, 95% and 100% final review plans and specifications.

III. Additional Services (if requested)

A. Irrigation Design

1. Prepare irrigation plans for the watering of trees (bubblers), turf (spray heads) and planter beds (drip) proposed in the Planting plans. The plan will indicate a complete layout and design for an underground, automated irrigation system. The plan will show coverage and proper zoning of the irrigation system to maximize efficient water use. Halff will coordinate pressure data requirements with the water utility owner and use such data in the design of the irrigation systems. Pressure readings at the site, if required, will be made by the water utility owner. Should the utility owner not be able to provide pressure readings, Halff can obtain pressure readings as an additional service. Plans will also include irrigation details, notes, and pressure loss tables. The 60% irrigation plans will denote the point of connection, irrigation equipment to be used and the mainline route only. The 90% irrigation plan will include all emission devices, valves and lateral piping. Upon receiving comments from the City on the 90% plan set submittal, Halff will prepare 100% irrigation Construction Documents.

B. Bid Phase Services

Per discussions with TxDOT, TxDOT will let the project and Halff will provide support during the Bid Phase of the project as detailed below. Should TxDOT not let the project and the Woodlands be required to publicly bid the work, a revision to the scope and fee will be required.

1. Pre-Bid Meeting (Conference Call) - Halff will participate in the pre-bid meeting to describe the project design and expectations to prospective bidders.
2. Bid Document Distribution - Halff will prepare bid documents for digital distribution by others. The bid set will consist of digital PDF copies of both the plans and specifications.
3. Bid Process Coordination - Halff will assist the Township during the bidding process by addressing technical questions and bidder inquiries during the time of bidding. Halff will prepare addenda for issuance and distribution to the bidders by the Township.
4. Bid Opening (Conference Call) - Halff will attend the bid opening and prepare a tabulation of bid results.
5. Bid Review - Halff will assist the Township in evaluating the bid results and will provide a recommendation for contract award.

C. Construction Phase Services

1. Construction Administration

   Construction administration shall include preparation and attendance at a pre-construction conference, attendance at up to two (2) meetings during construction and review and approval of hardscape, planting and irrigation submittals. Halff will also be responsible for answering Contractor generated RFI's (Request for Information) by either issuing a change order or change directive.

2. Substantial and Final Observation

   At substantial completion a punch list will be prepared to document deficient construction items that will need to be addressed. A final observation will take place to review completion of the substantial completion punch list.

D. Flow Testing

1. Halff will coordinate with a local contractor to obtain a proposal for flow testing of the nearest public fire hydrant(s) and will retain the contractor as a subcontractor under Halff's scope. Halff will coordinate with the contractor to obtain the flow testing per the water utility owner procedures. Halff will impose a 10% markup on the contractor's fee.

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ATTACHMENT "B"
Fee for Services

I.	**Project Management/Coordination**	**$10,560.00**
II.	**Construction Documents/Permitting**	**$40,000.00**
	A. Landscape Plans	
	DESIGN TOTAL	**$50,560.00**
III.	**Additional Services (If requested)**	
	A. Irrigation Plans	**$5,300.00**
	B. Bid Phase Services	**$8,550.00**
	C. Construction Phase Services	**$10,030.00**
	D. Flow Testing (Includes 10% markup)	**$2,000.00**
	PROJECT TOTAL	**$76,440.00**
IV.	**Reimbursable Expenses**	**$7,500.00**

The estimated fee for Items I – III established above are for budgeting purposes only. Services will be billed on a time and materials basis. Costs incurred will be carefully monitored during the progress of this project and Halff will inform The Woodlands Township when the costs are at the estimated budget. Should additional work still need to be done, Halff will provide The Woodlands Township with an estimate of work remaining.

The estimated fee for Reimbursable Expenses (Item IV above) includes mileage, printing, plotting and reproduction, postage, messenger service, equipment, TAS review and/or inspection fees, City and County review fees, and project related travel. They will be billed separately at 1.10 times the direct cost incurred. This fee does not include permit fees.

The budget established above is based on obtaining the information needed from the Client prior to start of work. The budget established above does not include revisions once the work is underway. If revisions are requested by the Client, additional services will be required and must be approved in writing prior to performing such work.

Unless otherwise stated, fees quoted in this proposal exclude state and federal sales taxes on professional services. Current Texas law requires assessment of sales tax on certain kinds of surveying services but does not require sales taxes on other professional services. If new or additional state or federal taxes are implemented on the professional services provided under this contract during the term of the work, such taxes will be added to the applicable billings and will be in addition to the quoted fees.

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ATTACHMENT "C"
Assumptions and Exclusions for Services

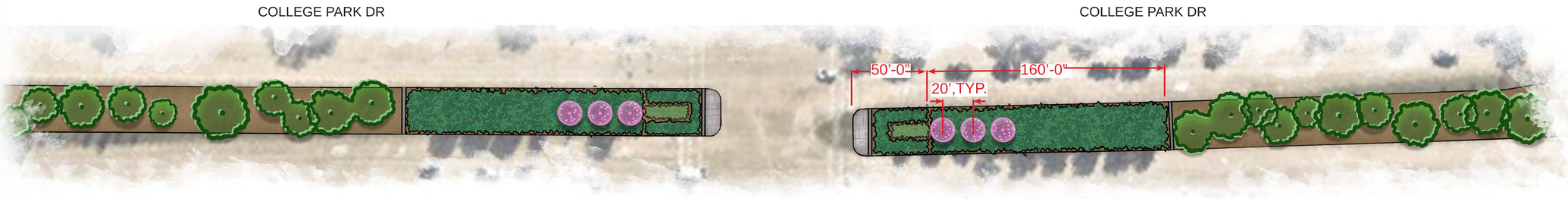
The following is a list of *ASSUMPTIONS* made for the preparation of the Scope for Services.

1. This scope and fee assume that the corridor is 23,021 LF (4.36 Miles) and the alignment and lanes have been approved by The Woodlands Township and Texas Department of Transportation.
2. This Scope and Fee does not include species specific threatened or endangered species surveys or Section 7 consultation with the USFWS under the Endangered Species Act. Does not include obtaining an Antiquities Permit from the Texas Historical Commission (THC), preparation of a research design, performing a reconnaissance survey or intensive surveys (i.e., on the ground or archival research for historic structures/districts and shovel testing/deep trenching for archeological sites), evaluation of National Register of Historic Places (NRHP) eligibility for any resources, evaluation of effects on NRHP-eligible or -listed sites, development of mitigation plans, or Section 4(f) evaluations. specified in this scope of work, then a supplemental services agreement will be required.
3. This Scope and Fee does not include an ASTM Standard Phase I ESA.

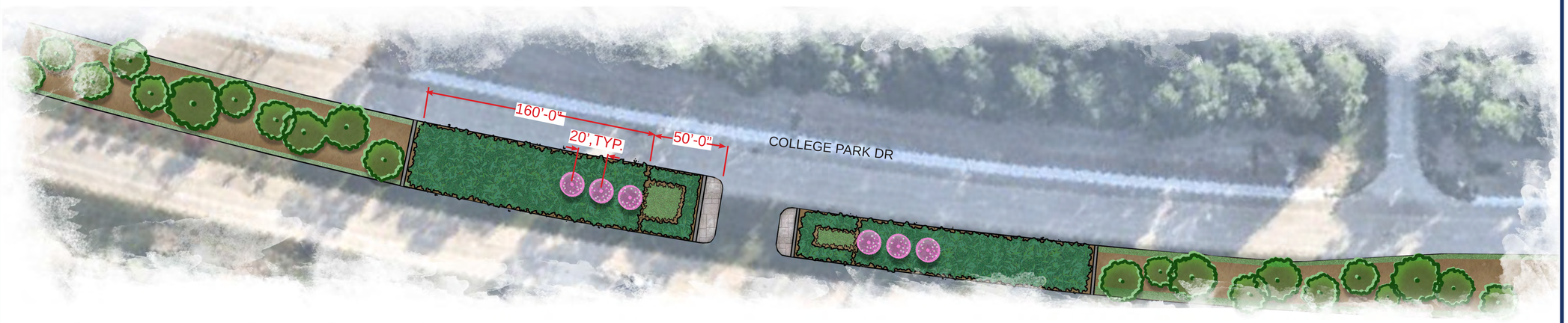
The following is a list of *EXCLUSIONS* that are not included for the preparation of the Scope of Services. Additional Services not included in the Scope for Services will be negotiated with the Township as needed. Compensation will be based upon a mutually agreed lump sum fee or an hourly rate as shown below. Items that are considered additional services include:

1. Client generated changes to the design once Construction Document Preparation is in progress. Time will be billed at an hourly rate, per a proposal approved by the Client, until the work is at the same level of completion as it was prior to the change.
2. Civil Engineering Services.
3. Electrical Engineering Services.
4. Design of areas outside the limits of the project site.
5. Additions to the project scope or budget that causes additional work.
6. Additional meetings or workshops not identified in the project scope.
7. Revisions to the plans requested by the Client after the plans are approved in writing, unless necessitated by discrepancy in the plans.
8. Permit fees, filing fees, pro-rated fees, impact fees, taxes, and federal and/or state regulatory agency review fees.
9. Design of gas, telephone, or other utility improvements.
10. Submittal coordination meetings, except as noted herein.
11. Printing of drawings, specification, and contract documents except as noted herein.
12. Full-time construction inspection.
13. Graphic products except as noted herein.
14. Quality control and material testing services during construction except for submittal reviews.
15. Traffic Engineering reports or studies.
16. Construction staking.
17. Design of major existing utility relocations or modifications.

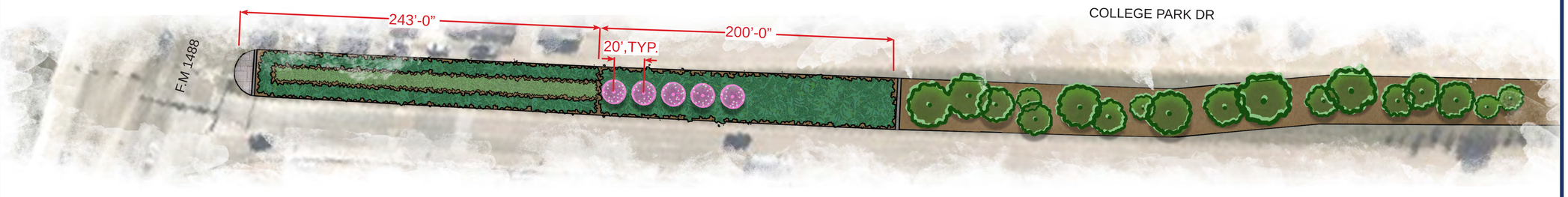
18. Negotiations/agreements with adjacent property owners.
19. Plat or final plat preparation.
20. Traffic Control Plans and Details.
21. Environmental Permitting, Plans, Details and EPIC Sheet.
22. Analysis or coordination not specifically included in the Scope for Services.
23. Any additional work not specifically included in the Proposed Scope for Services will be accomplished as Additional Services.
24. Preparation of any special interim sets of Construction documents for phased construction other than previously stated.
25. Preparation or submittal of any design calculations.
26. Printing of Drawings and Specifications for Bidding
27. Coordination with insurance companies, attorneys, or banking institutions.
28. Evaluation or re-design of value engineering proposed by the contractor.
29. Additional labor or overtime to complete the project, due to lack of information provided in a timely manner.
30. Modifications to documents after documents are issued for construction.
31. Modification to documents to meet budgeting constraints of other disciplines.
32. Significant design revisions following substantial completion of the Construction Documents, which are not due to design errors or omissions.



1 Standard Median Design-Concept ‘A’



2 Standard Median Design-Concept ‘B’



3 Streetscape Entry Median Design

LEGEND

- STAMPED CONCRETE MEDIAN NOSE
- SOD STRIP
- RIBBON CURB
- PINESTRAW MULCH
- ASIAN JASMINE
- FLAX LILY
- CRAPE MYRTLE
- LOBLOLLY PINE

PLANT PALETTE



ASIAN JASMINE
Trachelospermum asiaticum
(1 gal.)



FLAX LILY
Dianella iridioides
(3 gal.)



CRAPE MYRTLE
Lagerstroemia indica
(30 gal.)



LOBLOLLY PINE
Pinus taeda
(33% 15 gal., 33% 30 gal., 33% 45 *gal.)*

WOODLANDS SR 242 MEDIAN CONCEPTS

AUGUST 2024

0’ 15’ 30’ 60’
SCALE: 1” = 30’ - 0”

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These drawings and the information contained herein are for general presentation purposes only and are not intended nor shall be used for design or as construction plans. The owner reserves the right to modify or change all designs without notice to the public.

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon renewal of the Township's Property, Liability and Workers' Compensation Insurance for the policy period January 1, 2025 - January 1, 2026;

FISCAL IMPACT:

Property and Liability annual premiums total $658,711. Workers' Compensation annual premiums total $305,152. In total, premiums equal $963,863, which is within the 2025 budgeted amount of $1,396,590.

BACKGROUND:

In September 2013, at the conclusion of a comprehensive Request for Proposal (RFP) process related to the provision of property, liability and Workers' Compensation insurance and risk management services for the Township, the Board of Directors selected Texas Municipal League Intergovernmental Risk Pool (TMLIRP) as the Township's insurance provider.

A summary of the types of insurance coverage and corresponding premiums, deductibles and limits of liability included in the renewal quotes is attached for review. In total, the Township's annual premiums are increasing by $194,643, or 25.3%. The increase in insurance expense is due to a $83,771 increase in property and liability insurance premiums, and a $110,872 increase in Workers' Compensation, as outlined below:

> Property and liability insurance premiums are increasing by $83,771, or 14.6%, from the 2024 total of $574,940 to the renewal total of $658,711. The increase is due primarily to inflationary increases in real and personal property and the addition of assets to the covered property schedule. The quotes are based on maintaining the same level of deductibles and the same limits of liability for all policies.
>
> For the Township's Workers' Compensation policy, TMLIRP has provided a renewal quote of $305,152, which is $110,872, or 57.1%, more than the 2024 premium of $194,280. The increase is due primarily to an adjustment to the experience modifier used in the rate calculation.

Ms. Carolyn Miller of RWL Group, the Township's Insurance Consultant, has reviewed the renewal quotes from TMLIRP and has confirmed they are appropriate and align with the marketplace. Accordingly, Ms. Miller recommends Board approval.

RECOMMENDATION:

Approve the renewal of the Township's Property, Liability and Workers' Compensation Insurance Policies for the period January 1, 2025 through January 1, 2026, as presented.

Attachments

TML Intergovernmental Risk Pool: Property, Liability and Worker's Compensation Insurance Annual Renewal

TML Intergovernmental Risk Pool
Property, Liability, and Worker's Compensation Insurance

Policy Type	Current Policy Year 1/1/2024 - 1/1/2025		Renewal Policy Year 1/1/2025 - 1/1/2026	Change
General Liability				
Premium	**$20,832**		**$20,255**	**($577)**
Deductible	$5,000	per occurrence	no change	**-2.8%**
Limit of Liability	$5,000,000	per occurrence	no change	
Annual Aggregate	$10,000,000		no change	
Error & Omissions				
Premium	**$41,370**		**$40,493**	**($877)**
Deductible	$25,000	each wrongful act	no change	**-2.1%**
Limit of Liability	$5,000,000	each wrongful act	no change	
Annual Aggregate	$10,000,000			
Automobile Liability				
Premium	**$58,561**		**$70,409**	**$11,848**
Deductible	$0	per occurrence	no change	**20.2%**
Limit of Liability	$2,000,000	per occurrence	no change	
Medical Payment Limit	$25,000	per person	no change	
Automobile Physical Damage				
Premium	**$69,688**		**$88,963**	**$19,275**
Deductible	$1,000	each vehicle	no change	**27.7%**
Limit of Liability	$10,000	each occurrence	no change	
Limit of Coverage		per Schedule & Endorsements		
Real & Personal Property				
Premium	**$368,063**		**$418,072**	**$50,009**
Deductible	$25,000		no change	**13.6%**
Deductible Flood/Earthquake	$25,000		no change	
Limit of Liability	$228,125,084	as scheduled	$239,129,077	
Transit Limit	$1,000,000			
Mobile Equipment				
Premium	**$9,077**		**$13,170**	**$4,093**
Deductible	$250		no change	**45.1%**
Limit of Liability	$1,769,425	as scheduled	$2,565,986	
Boiler & Machinery				
Premium	Included in Real & Personal Property		Included in Real & Personal Property	
Deductible	$25,000			
Limit of Liability	$25,000,000	per accident		
Crime				
Premium	**$7,349**		**$7,349**	**$0**
Deductible	$10,000	per occurrence	no change	**0.0%**
Limit of Liability	$1,000,000	per occurrence	no change	
Total Property and Liability Insurance	**$574,940**		**$658,711**	**$83,771** **14.6%**

TML Intergovernmental Risk Pool
Property, Liability, and Worker's Compensation Insurance

Policy Type		Current Policy Year 1/1/2024 - 1/1/2025		Renewal Policy Year 1/1/2025 - 1/1/2026	Change
Worker's Compensation					
	Premium	**$194,280**		**$305,152**	**$110,872**
	Deductible	$25,000	per occurrence	no change	**57.1%**
Total Property, Liability, and Workers' Compensation Insurance					
		$769,220		**$963,863**	**$194,643**
					25.3%
			2025 Budget	**$1,396,590**	

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon security guard services for the Park & Ride facilities (C-2024-0595);

FISCAL IMPACT:

The 2025 Budget includes $242,650 for security services at the Park & Ride facilities. Based on the low bid hourly rate of $21.48, 2025 expenses would total $251,822, which is a difference of $9,172. Expenses are eligible for 50% reimbursement through Federal Transit Administration (FTA) formula grant funding through December 31, 2026. After 2026, 100% of costs will be covered utilizing federal formula grant funds and transportation development credits.

BACKGROUND:

The Transportation and Infrastructure Department contracts security guard services for the three Park & Ride facilities, which includes professional security, ticket sales, and customer service activities. The current service agreement with Vets Securing America is set to expire on July 1, 2025. An Invitation for Bid (IFB) was developed to provide unarmed, uniformed, Texas state-licensed professional security for the three Park & Ride locations. The IFB for a three-year service agreement was advertised in multiple local news outlets and posted to the Township's bid posting page starting September 25, 2024. A mandatory pre-bid meeting was held on October 9, 2024, with nine vendors in attendance. Bids were due November 1, 2024, and five bids were received. A summary of the bid tabulations is provided below:

Vendor Name	Billing Rate (Per Hour)
Andy Frain Services Inc	$25.12
J & J Certified Protection Services LLC	$25.00
Jet Security LLC	$24.00
Invictus Security and Investigations	$21.48
~~Esprit De Security Services, Inc. **Rejected**~~	~~$20.00~~

***Bid rejected per Federal Guidance FAR 14.402-2(a). Any bid that fails to conform to the essential requirements of the invitation for bid shall be rejected. The bidder provided pricing for only two years for a three-year contract along with not signing off on the federal clauses within the procurement package. This renders the bid incomplete and cannot be compared in the bid tab against other bidders. The Township believes that this makes the apparent low bidder's bid fail to conform to the essential requirements of the invitation for bid and is thus rejected.*

RECOMMENDATION:

Accept the proposal from Invictus Security and Investigations for security guard services for Township Park & Ride facilities and authorize the President/Chief Executive Officer to execute any necessary contracts as approved to final form by Township legal counsel.

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon a quarterly update on Law Enforcement;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

Montgomery County Sheriff's Office and Harris County Constable's Office, Precinct. 4, will jointly present the quarterly Law Enforcement report.

RECOMMENDATION:

Receive and accept the report.

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon an amendment to the Board Operations Policy to include Immediate Past Chair as a Board Officer position;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

The Board has an operational policy that speaks to the meeting time and format, public comment process, seating of the Board, officer elections, Board roles and committee appointments. At the November 20, 2024 Board meeting, Dr. Ann Snyder requested an agenda item to discuss a revision to the Board Operations policy to add an Immediate Past Chair as an officer of the Township Board of Directors. The request was seconded by Secretary Linda Nelson.

The current Board policy (attached) recognizes four Board officer positions: Chairman, Vice Chairman, Treasurer, and Secretary.

RECOMMENDATION:

Board to determine action.

Attachments

Board Operations Policy

The Woodlands Township
Board policy regarding meeting time and format, public comment process, seating of the Board, Officer elections and Committee Appointments

November 14, 2012
Amended October 17, 2013
Amended March 26, 2014
Amended November 19, 2014
Amended January 22, 2015
Amended January 27, 2016
Amended February 24, 2016
Amended January 19, 2017
Amended May 24, 2017
Amended May 16, 2019
Amended August 28, 2019
Amended August 20, 2020
Amended October 22, 2020
Amended January 24, 2024

1. Meeting Format

The Woodlands Township will generally hold regular meetings twice each month. In order to accommodate as many constituents as possible, the Township Board holds evening meetings. Regular meetings are scheduled for the fourth Wednesday of the month at 6 p.m. and the Thursday prior to the fourth Wednesday (typically the third Thursday) at 6 p.m. An annual Board meeting schedule is adopted in November of each year and revised as deemed necessary. The Woodlands Township Board of Directors reserves the right to cancel regularly scheduled meetings when deemed appropriate. All Township Board of Directors meetings will be posted and conducted in accordance with the Texas Open Meetings Act.

The Board operates as a "committee of the whole" at all meetings in order to allow the entire Board to participate in all deliberation. Regular meetings will include a consent agenda to allow routine and non-controversial business items to be called and approved as a group with one motion, without individual discussion. Directors have the ability to remove an item from the consent agenda while allowing the rest of the items to be voted on in one motion. Both regular meetings each month will include deliberation and action.

The first meeting of the month, typically held on the third Thursday of the month at 6 p.m., will include an invocation, United States Pledge of Allegiance and the Texas Pledge, consent agenda, regular agenda, business style briefings such as the quarterly reports of the Convention and Visitor's Bureau and other entities reporting as required through service agreements, and initial briefings and discussion on larger issues Administrative reports will be included on the consent

agenda for the Thursday meeting. On quarterly basis, a verbal report on Law Enforcement services will be included as part of the regular agenda.

The second meeting of the month, typically held on the fourth Wednesday of the month at 6 p.m. will include an invocation, United States Pledge of Allegiance and the Texas Pledge, consent agenda, regular agenda, and will focus on deliberation and action on issues of larger interest to the public and will include any public hearings and village association reports, when needed.

Establishing the Agenda
The President/Chief Executive Officer is responsible for developing the agendas for the Board meeting in accordance with the Texas Open Meetings Act.

Any Director may request items be placed on a Board agenda. A single Director can make a request for a future agenda item in open session at a Board meeting, and the item will be added to a future agenda as requested if a second Director supports the request. A request for a future agenda item outside of a posted meeting should be made by contacting the Chairman or the President/Chief Executive Officer, or the President/Chief Executive Officer's designee. An item requested outside of a posted meeting must be approved for placement on the agenda by the Board Chairman in order to be included on the next regular meeting agenda. If the Chairman does not approve the agenda item addition, the request will be held until the Director can publicly request the agenda item at a posted Board of Directors meeting. This includes all requested topics, including proclamations.

2. Guidelines for Invocation

In order to solemnize proceedings of The Woodlands Township Board of Directors, it is the policy of the Board to allow for an invocation to be offered before its meetings for the benefit of the Board.

To ensure compliance with general principals of law and all the rights and obligations afforded under the United States and Texas Constitution and statutes, the following will be observed:

- No member, employee or person in attendance at the meeting will be required to participate in any prayer that is offered.
- The voluntary prayer-giver shall deliver the invocation in his or her capacity as a private citizen, and according to the dictates of his or her own conscience.
- No volunteer shall receive supplemental compensation of any kind for providing the invocation.
- No member of the Township Board or staff shall engage in any prior inquiry, review of, or involvement in, the content of any prayer to be offered by the scheduled volunteer.
- No guidelines or limitations shall be issued regarding an invocation's content except that the Township shall request that the invocation follow the State of Texas tradition for a

brief prayer that promotes civility and tolerance; a prayer that acts to bring persons together, and accordingly, ask that the tone and content avoid political or partisan matters.
- The views or beliefs of the invocation speaker should not be deemed to necessarily represent the beliefs or views of the Township Board in part or in whole.

This policy is not intended, and shall not be implemented or construed in any way, to affiliate the Township with, nor express a preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the Board's respect for the diversity of religious denominations and faiths represented and practiced among the citizens of The Woodlands Township.

3. Guidelines for Public Comments

Participation by members of the public in open meetings of the Board of Directors is welcomed and encouraged. A "public comment" agenda item will be included at the beginning of all regular Board meeting agendas. To produce the most efficient and effective process for allowing constituents to address the Board, The Woodlands Township Board of Directors accepts public comments in accordance with State Law and the following Guidelines for Participating in Public Meetings:

- Each person wishing to address the Board must first sign the Speaker's Roster provided by the Board Secretary.
- Individuals who wish to make general announcements, address a topic that is not included on the agenda, or who wish to address specific agenda items must do so under the "public comments" agenda item at the beginning of the meeting.
- Individuals will be limited to a total of three (3) minutes regardless of the number of topics. If there are more than 15 speakers signed up for public comment, each speaker will then be limited to two (2) minutes regardless of the number of topics.
- Individuals who provide and utilize a translator will be limited to a total of six (6) minutes.
- Speakers will be taken in the order in which they sign up.
- State Law prohibits the Board from formally acting on a specific item or public comment unless it appears on the posted agenda. Therefore, any Board discussion of items not included on the posted agenda is limited to questions for clarification and whether or not the item should be placed on a future Board agenda.
- Speakers may express their opinions or viewpoints on an issue, but are not permitted to participate in the debate on an issue.
- Speakers will not use profanity.
- Comments from speakers can be made to the Board as a whole or to an individual director(s).

4. Proclamations

The Township Board authorizes the Chairman to sign and issue proclamations for matters that are largely ceremonial, do not take a formal position on regulatory matters and do not impact the Township's operations.

For proclamations that are brought forward to the Board for consideration and presentation as agenda items, the proclamations will be included in a separate "Proclamations" section on the agenda, to be placed prior to the consent agenda so that the proclamations can be formally approved and presented by the Board in advance of the Board's regular deliberative process.

5. President/Chief Executive Officer's Report

An agenda item for a President/Chief Executive Officer's Report will routinely be placed on the Thursday Board Meeting Agenda, following the Public Comment agenda item. This agenda item provides an opportunity for the President/Chief Executive Officer to make announcements and recognize special individuals or groups for Township accomplishments.

Items of community interest that may be appropriate to include are:

(1) expressions of thanks, congratulations, or condolence;
(2) information regarding holiday schedules;
(3) an honorary or salutary recognition of a public official, public employee, or other community member;
(4) a reminder about an upcoming event organized or sponsored by the Township;
(5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the Township

To ensure compliance with the Texas Open Meetings Act, the agenda item will indicate the topics to be included in the report.

6. Executive Sessions

The Board of Directors may meet in Executive Session during any regular or special meeting, or anytime otherwise authorized by State Law, to consider or hear any matter which is authorized by State Law to be heard or considered in Executive Session.

a. The Board of Directors may exclude from any such Executive Session any person or persons which it is authorized by State law to exclude from such sessions.
b. Directors may not reveal the nature of discussion from a closed session unless required by State law.

c. Board members should avoid making public statements about the subject matter of a closed meeting so as not to injure or damage any person affected *or potentially waive attorney-client privilege belonging to the Board and not to an individual member.* Further, each member of the Board should respect the privilege afforded to the board to conduct a closed meeting. If Directors do not intend to keep the matter confidential, then the Board should not conduct a closed meeting.

d. Executive Session discussions will be limited to matters permitted in closed session by State Law, including matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; discuss IT network or critical infrastructure security pursuant to §551.089, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code.

7. Guidelines for Board Motions and Voting

In order to encourage full and orderly discussion, clear understanding by Directors and the public, and to promote efficient meetings, the Board will utilize the following guidelines in conducting meetings.

The Board recognizes throughout this process that:

- All Directors have equal rights, privileges and obligations.
- The majority vote decides.
- The purpose of debate is to attain a resolution based on the collective judgement of the group regarding proposals submitted for decision. This purpose is best served by free interchange of thought through discussion and debate.
- Every Director has the right to know what the pending motion is and has the right to have it restated before a vote is taken.

Handling a motion

- Any Director can make a motion and any Director can second the motion.
- Only a motion that receives a second will be voted upon. If no second is made, the motion dies.
- All motions that receive a second will be voted upon, including motions to table.
- Following the Board vote, the Chair will announce the result of the vote.

Amendments

- An amendment to a motion is voted on first, then the main motion.
- There are two types of amendments to a main motion.
- *Friendly amendment* – If another Director proposes an amendment that the maker of

the original motion wishes to accept and the seconder agrees or another Director is willing to second the amendment, then the vote occurs on the amended motion.

- *Voting amendment* – If the maker of the original motion does not wish to accept the amendment, the amendment must then receive a second and a vote must be taken. If the amendment does not pass, then the vote occurs on the main motion.

Motion Terminology

- *Table* – A motion to table will lay the item aside and the Board will advance to the next item on the agenda.
- *Postpone* – A motion to postpone defers action on the proposal until some definite time in the future. Alternatively, a motion may be made to postpone indefinitely.
- *Call the question* – Requests that discussion cease and that the main motion be voted upon.

8. Conflicts of Interest

Should any Director have a conflict of interest, pursuant to any State Laws, with an agenda item before the Board of Directors, he or she shall openly declare same before discussion proceeds, and he or she is thereby prohibited from discussing the item or voting on the question, and is not considered as present and voting for the purpose of the tally and determining a majority.

Should any person on the Board choose to abstain from voting on any question before the Board where no legal conflict exists, the Director's vote will be recorded as an abstention and the Director will be considered as present and voting for the purpose of the tally and determining a majority.

9. Meetings to Canvass Elections, Elect Officers and Make Appointments to Committees and Other Boards

With elections held in November, the following process will be utilized for the canvassing of election results, seating of Directors, officer elections and committee appointments:

Canvassing Election Results
In November, a special board meeting will be established for the purpose of canvassing the results of the Board of Directors election. This meeting will occur within the 8th and 11th day after the election, or within the statutory timeframe as established by State Law.

Seating of the Board and Officer Elections
In the month of November of each year, following the Board of Directors election, a consolidated monthly Board meeting will be held on the third Wednesday in November. The first order of business at this meeting will be to seat the new Directors. The first order of business for the new board, once officially seated, will be to elect officers. A written ballot will

be provided listing the nominee names for each officer position. In order to be included on the pre-printed ballot, officer nominations may be submitted to the President's Office by any Director (self- nomination or nomination of another Director) by 5 p.m. the day before the Officer Election meeting. Nominations will also be taken from the floor at the meeting. Directors will vote by written and signed ballot cast in person by current members of the Board in attendance at the meeting. No proxy ballots, early ballots or ballots not signed and cast in person at such meeting will be considered. Officers will be elected by a majority of the Board.

Each officer elected will serve for a term of one year or until such officer's successor has been elected and qualified. There shall be no limit on the number of consecutive or aggregate terms of office that may be served by any Board member in any one or more officer positions.

The most recent Chair (or highest-ranking officer still serving on the Board) will preside over the officer-election process at the November meeting and, after a ceremonial pause, will continue to preside over the remainder of the meeting with the new Chairman's consent. The newly elected or re-elected Chair will preside over the meetings starting with the next regularly-scheduled meeting (December).

Appointments to Committees and Other Boards
Committee and other appointments will be made at the first regular monthly meeting following the seating of the new Board. These appointments include:

- Audit Committee
- Investment Committee (by position)
- Economic Development Zone
- Convention and Visitors Bureau

Appointments occur approximately one month after the Board is seated and officers are elected to allow Directors adequate time to submit their interest and sufficient time for the Chairman to consider appointments.

10. Board of Directors – Board Roles

Chairman
The Chairman shall preside at all meetings of the Board. Subject to appeal to the full Board, the Chair shall have the authority to prevent the misuse of motions, the abuse of any privilege or the obstruction of the business of the Board by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith. In the role of facilitator, the Chair will assist the Board in focusing agenda discussions and deliberations.

The Chairman has been delegated the responsibility to act as the Board of Directors' ceremonial representative at public events and functions. In the Chairman's absence, the Vice Chairman

assumes this responsibility. In both the Chairman and Vice Chairman's absence, the Chairman will appoint another Director to assume the responsibility.

In addition, the Chairman appoints committees of the Board, unless otherwise prescribed in the committee's charter or bylaws.

The Chairman shall sign, after authorization by the Board, all contracts and conveyances made or entered into by the Board, and all bonds, warrants and any other obligation issued when directed by the Board of Directors.

Unless delegated by Board action, has no special authority to act on behalf of the Board.

Vice Chairman
The Vice Chair functions as the Chairman in the absence of the Chairman.

Secretary
The Board Secretary acts as nominal official recorder of minutes and the verifying officer as to the authenticity of records. In addition, the Board Secretary ceremonially attests the signature of the Chairman on documents. Per the Investment Policies and Guidelines, the Board Secretary serves on the Investment Committee, per the Investment Policies and Guidelines.

Treasurer
The Board Treasurer acts as nominal financial officer of the Board. The Board Treasurer may be called upon to certify fund balances or the availability of funds from time to time, but the day-to- day financial responsibilities have been delegated to the President/Chief Executive Officer and the CFO. Per the Investment Policies and Guidelines, the Board Treasurer serves on the Investment Committee.

The Township Investment Policy requires the Treasurer of the Board to attend at least 10 hours of investment training related to the Texas Public Funds Investment Act within 12 months of taking office. An additional 10 hours of training is required every two years.

Board of Directors
All Directors will:

- Attend and participate in public board meetings, workshops and planning sessions.
- Be knowledgeable and prepared to make informed decisions.
- Abstain when "conflict of interest" situations occur (see separate section and State Law pertaining to Conflicts of Interest Statements).
- Represent constituents' interests rather than personal agendas.
- Respect diversity – agree to disagree.
- Be respectful of time.
- Limit deliberations to the item at hand.

Any member of the Board may move to require enforcement of Board policies during a meeting and an affirmative vote of a majority of the Board shall require the presiding officer to act.

President/Chief Executive Officer

- Serves as the CEO of the Township and has executive authority to act on behalf of the Township within limits established by Board policy.
- Responsible for day-to-day operations, including, but not limited to, directing and supervising the administration of all departments and authority over all employment actions.
- Essential Duties and Responsibilities:
  - Responsible for development of annual budgets and financial forecasts for approval by the Board of Directors.
  - Execute programs and policies approved by the Board of Directors.
  - Plan and organize the activities of The Woodlands Township and works with chambers of commerce, city administrators, county administrators, state government agencies and other organizations in carrying out activities in support of the Township and the adjacent impacted areas.
  - Represent The Woodlands Township with municipal, state, and federal agencies in support of Township activities and interests.
  - Maintain a high level of enthusiasm with Township members and participants and engages in strategic planning to enhance the future development of The Woodlands Township.
  - Assist in the coordination and development of plans for capital improvements to the area.
  - Maintain and monitor capital improvement programs; and work with area businesses, developers, and property owners to enhance the image of The Woodlands Township and adjacent impacted areas.
  - Direct the development and implementation of goals, objectives, and priorities for the Township organization; make recommendations on policies, programs, and initiatives for the benefit of the residents; allocate resources in an appropriate and effective manner.
  - Attend all meetings of the Board of Directors; provide professional assistance; oversee development of Board agendas; make recommendations regarding matters presented to the Board; keep the Board informed about current and emerging opportunities and challenges; provide relevant reports on Township activities and project status.

11. Committee Structure

The Woodlands Township Board of Directors consists of seven members, with four members constituting a quorum. The Board functions as a “committee of the whole” for the majority of business matters. Issues are researched through staff processes and a staff recommendation is made for consideration and discussion by the full Township Board.

Standing Committees

The only standing committees of The Woodlands Township Board of Directors are the Audit committee, which serves a specific legal purpose, and the Investment Committee, which performs an annual review of investment policies. Investments are managed by staff, with reporting to the full Board in the financial reports. Each committee consists of no more than three members, meets only when there is a need or specific purpose, and meetings are posted and held in accordance with the Texas Open Meetings Act due to the potential presence of a quorum of the Board.

Ad Hoc Committees

Ad Hoc committees may be added from time to time to address specific issues, when appropriate, as determined by the Board. Ad Hoc committees make recommendations to be discussed and acted on by the full Township Board of Directors; the committee does not have any final decision-making authority. An Ad Hoc Committee, by definition, is temporary and established for a specific task or objective. Once the task is performed or the objective is reached, the committee is dissolved. In the formation of an Ad Hoc Committee, a deadline may be set for the time in which they must complete the work, request an extension or end. As working committees, these committees consist of no more than three members, meet only when there is a need or specific purpose, and hold formal committee meetings following these administrative procedures:

A. All recommendations of the Committees shall first be presented for discussion and adoption at a "formal committee meeting" where an agenda has been prepared and properly posted in accordance with these provisions:
    a. An Agenda for such meetings shall be posted on the Township web site no later than three days prior to a meeting.
    b. Minutes for all meetings shall be prepared on a timely basis and made available on the Township web site.
    c. Agendas shall provide time for the public to speak adhering to the same policies used for Board of Director Meetings.

B. The Committees may meet in executive session with counsel, staff and/or affected third parties pursuant to executive session exceptions permitted by the Texas Open Meetings Act for meetings of the Board of Directors or for the sole purpose of evaluating the feasibility of possible transactions concerning real property interests, funding alternatives and potential agreements with other local, state or federal agencies.

C. From time to time, the Committees may delegate to any two members the responsibility to conduct information gathering discussions, outside of a formal Committee meeting, with staff, counsel or third parties for presentation to and consideration by the full Committee at a properly called and noticed meeting of the Committee.

D. Any meeting of the Committees at which four or more members of the Board of Directors are in attendance will be promptly adjourned until proper notice of a meeting of the Board of Directors can be given.

Task Force

The Board may, from time to time, create a task force to assist in a specific task that is typically short term. The task force functions as a small working group that is less formal than one of the Board's other committee types and may be utilized to provide guidance to consultants. The task force will consist of no more than three Directors and its role is defined when the task force is created. The task force is advisory in nature and has no independent authority. All final decisions are made by the full Township Board of Directors. As working groups, the task force will meet only when there is a need or a specific purpose.

Board Liaisons

From time to time, the Board may appoint a liaison to work with partner agencies or community groups on a specific issue or to address a specific need that impacts the community. These roles are temporary in nature and do not replace or usurp staff functions. The appointment will not be deemed to prevent another Director from representing his or her constituents; however, the liaison is appointed to provide a primary point of contact for the Board for designated third-party efforts. The liaison does not have independent authority to make commitments or act on behalf of the Board of Directors or the Township as a whole. The liaison serves as a conduit for gathering and sharing information with the Board on designated matters and will provide regular reports to the Board for this purpose.

12. Advisory Councils

Advisory Councils are created to serve as a sounding board for programs, activities, services and policies of the Department. Advisory Councils are a function of the Department and as such the Department Director serves as its Chairman. Advisory Councils typically consists of appointed representatives of the Village Associations and several Department Director-appointed representatives. While the Board does not directly interact with the Advisory Councils, the Board does receive indirect input from the advisory councils, whose discussion factors into staff recommendations.

13. Director Participation in Community Activities

From time to time, Directors may choose to participate in community activities, committees, events and task forces. When a Director participates in these types of activities, the Director is acting as an interested party rather than acting on behalf of the Township. Acting or participating on behalf of the Board of Directors is limited to those instances when the Township Board has formally designated the individual Director as its representative for the matter.

14. Repeal of Prior Policies

With the adoption of this policy, The Woodlands Township Board of Directors repeals all prior conflicting resolutions and policies.

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon Waterway Avenue Bridge light upgrades (C-2025-0131);

FISCAL IMPACT:

$225,000 is allocated in the Township's 2025 Capital Budget for the replacement of the Waterway Avenue Bridge lighting system. Current proposals are valid through February 2025 and are subject to change due to potential tariffs against products manufactured in Mexico. The lowest proposal was received from Pieper-Houston Electric L.P., totaling $131,157 under TIPS Purchasing Cooperative Contract Number 210205.

BACKGROUND:

The bridge that crosses The Woodlands Waterway on Waterway Avenue opened in 2004. The light system needs to be replaced due to functional obsolescence. Lighting upgrades are part of an ongoing project to refurbish the bridge which also includes extensive painting of all metal components, roofing repairs, and cleaning of the bridge masonry. The goal of the light renovation project is to replace all LED-colored lighting and associated controls and to renovate the "WATERWAY SQUARE" lettering atop the bridge. Demolition of the existing lighting and painting of the archway are not included in the scope of work and will be handled by a painting contractor prior to installation of new LED lighting. Following completion of the lighting upgrades, staff will utilize the remaining funds to address the lights along the lower-level archways over The Waterway. The current lead time for the purchase of these lights is approximately six weeks, which would allow the approved contractor time to complete the project prior to IRONMAN Texas on April 26, 2025.

With the assistance of C.W. Lighting, the Township's LED Lighting Distributor, staff identified and received proposals from two companies experienced in LED lighting installations and members of approved Purchasing Cooperatives.

Vendor	Proposed Price
Pieper-Houston Electric, L.P.	$131,157
Facility Solutions Group	$304,150

The lowest bidder, Pieper-Houston Electric, L.P., has its primary offices in the Houston area and has a presence in the greater Houston area, including The Woodlands. They are also a member of the TIPS Purchasing Cooperative. Pieper-Houston Electric, L.P. comes highly recommended by C.W. Lighting, the LED Lighting Distributor responsible for all Howard Hughes LED lighting projects throughout The Woodlands Town Center. Using Pieper-Houston Electric, L.P. will ensure consistency in the colored LED lighting across Town Center, including the Hughes Landing Bandshell, Riva Row Park Fountains, Waterway Square Park (stage, pedestrian bridge, fountain, and interactive water feature), Hackett Pedestrian Bridge, as well as Mall Ring Turning Basin and Lake Robbins Bridge (both Howard Hughes projects) which are slated for completion in 2025.

RECOMMENDATION:

Accept the proposal from Pieper-Houston Electric, L.P. for The Waterway Bridge light upgrades and authorize the President/Chief Executive Officer to execute any necessary agreements as approved to final form by Township legal counsel.

THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda - Amended

Meeting Date: 01/16/2025

SUBJECT MATTER:

Receive, consider and act upon an update regarding the Village Presidents' Council;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

The Village Presidents' Council met on Monday, January 6, 2025. Treasurer Richard Franks will provide an update at the Board meeting.

In 2023, the Township Board approved a process for a Village Presidents' Council to the Board of Directors and appointed Treasurer Richard Franks to the Council and Secretary Linda Nelson to serve as alternate. In December 2024, the Board affirmed the continuation of the Council and appointed Treasurer Richard Franks to the Council and Vice Chairman Craig Eissler as alternate. The Village Presidents' Council was established with the following parameters: The Village Presidents' Council (Council) will meet on the first Monday of each month at 6 p.m. at the Township Town Hall, located at 2801 Technology Forest Blvd. The meetings are designed to be held between the Presidents of each of the eight Village Associations and the assigned Township Director. One Board member and an alternate are assigned to the Council. Township Executive Leadership staff will be invited, but not required to attend. An agenda will be established for each meeting with a report to be provided back to the full Board of Directors.

The Council has no independent authority or budget. The assigned Township Director cannot make commitments on behalf of the full Board; all final authority over Township business remains with the full Board of Directors of The Woodlands Township.

All eight Village Association Presidents (Alden Bridge, Cochran's Crossing, College Park, Creekside Park, Grogan's Mill, Indian Springs, Panther Creek and Sterling Ridge) are invited and encouraged to attend; however, attendance is not required. Participation in the Council does not impact or replace the Village Association's requirement to attend a Township Board meeting to report on the activities of their village, as defined in the annual service agreement between the Township and the Village Association.

The Village Associations are an integral part of the community; however, they are not part of the Township's governmental body. It is only through the service agreements that the Township has a legal relationship to each of the individual Village Associations. Likewise, the Village Associations are separate and independent of one another, each with its own governing documents, boards, policies, and formal and informal procedures. The creation of the Council does not impact the entities' independence.

RECOMMENDATION:

Accept the report.