

NOTICE OF PUBLIC MEETING

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 on March 19, 2026, 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;
 - a. Proclamation recognizing The Woodlands High School Women's Swim and Dive Team's State Championship; [\(Pages 4 - 5\)](#)
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;

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.) [\(Pages 6 - 142\)](#)
 - a. Receive, consider and act upon approval of the minutes of the February 19, 2025 Regular Meeting, and the February 26, 2026 Regular Meeting for the Board of Directors for The Woodlands Township; [\(Pages 6 - 23\)](#)
 - b. Receive, consider and act upon Administrative Reports for Community Services; [\(Pages 24 - 36\)](#)
 - c. Receive, consider, and act upon Administrative Reports for Law Enforcement and Community Policing for February 2026; [\(Pages 37 - 43\)](#)

- d. Receive, consider and act upon Administrative Reports for The Woodlands Fire Department;
(Pages 44 - 50)
- e. Receive, consider and act upon Resolution No. 003-26 supporting the State and Local Cybersecurity Grant Program Mitigation application;
(Pages 51 - 52)
- f. Receive, consider and act upon annual computer replacement purchase;
(Page 53)
- g. Receive, consider and act upon the First Amendment to License Agreement For Parking Facilities with Oak Ridge Woodlands Area Little League at the Sawdust Park and Ride (C-2016-0050A1);
(Pages 54 - 68)
- h. Receive, consider and act upon proposals for playground equipment at Cochran's Green Park (C-2026-0301), Pepperdale Park (C-2026-0302), Spinning Wheel Park(C-2026-0303), Wilde Creek Park (C-2026-0304) and Craftwood Park (C-2026-0305);
(Pages 69 - 74)
- i. Receive, consider and act upon an Assignment and Assumption of License Agreement For The Use of Creekside Village Green Park (C-2026-0331);
(Pages 75 - 90)
- j. Receive, consider, and act upon a proposal to replace the irrigation pump station at Rob Fleming Park (C-2026-0327);
(Pages 91 - 101)
- k. Receive, consider, and act upon a renewal of the Ice Rink Production Services Agreement (C-2023-0071);
(Pages 102 - 103)
- l. Receive, consider and act upon an update to The Woodlands Township's Title VI Program to ensure continued compliance with Federal Transit Administration requirements and Resolution No. 004-26 related thereto;
(Pages 104 - 142)

REGULAR AGENDA

- 8. Receive, consider and act upon approval of Task Order 19C for the renovation of the Waterway Square Fountains and Interactive Water Feature (C-2022-0189);
(Pages 143 - 161)
- 9. Receive, consider and act upon adoption of the 2027 Budget Calendar and a related amendment to the Board of Directors 2026 Meeting Schedule;
(Pages 162 - 166)
- 10. Receive, consider and act upon an update regarding the Village Presidents' Council;
(Page 167)

CLOSED MEETING (if applicable)

11. 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;
12. Reconvene in public session;

DISCUSS FUTURE AGENDA /ANNOUNCEMENTS

13. Consideration of items to be placed on the agenda for next month's meeting;
14. Board announcements; and
15. Adjournment.




Laure A. Morgan
Township Secretary

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Agendas and Board Meetings may be viewed live at <https://www.thewoodlandstowship-tx.gov/meetingvideos>.



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Proclamation recognizing The Woodlands High School Women's Swim and Dive Team's State Championship;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

See attached proclamation.

RECOMMENDATION:

Accept the proclamation.

Attachments

The Lady Highlanders Swim and Dive Team State Champions Day Proclamation



PROCLAMATION

BE IT PROCLAIMED:

Whereas, The Woodlands High School Lady Highlanders Swim and Dive teams won the prestigious UIL Class 6A State Championship, its 13th state championship since 1989; and

Whereas, the Lady Highlanders reclaimed the state championship at the Lee and Joe Jamail Texas Swimming Center in Austin with 212.5 points, outpacing 2nd place finisher Keller; and

Whereas, the 200-yard medley relay team of Vicky Olivares, Kamila Akhmetova, Brooke Miller and Claire Meermann brought home a second-place silver medal; and

Whereas, the 200-yard free relay team of Claire Meermann, Lily Wiles, Kaia Finanger and Brooke Miller took a second-place finish, receiving a silver medal; and

Whereas, Brooke Miller brought home a bronze medal in the 50-yard freestyle, and Brooklyn Grant brought home a silver medal in 1-Meter Diving; and

Whereas, individual accomplishments were also earned by all team members: Kamila Akhmetova, Sophia Chavez, Kaia Finanger, Anabelle Gallagher, Brooklyn Grant, Anelle Guglielmello, Chloe Heinsohn, Peyton Khan, Claire Meermann, Brooke Miller, Whittier Molloy, Vicky Olivares and Lily Wiles; and

Whereas, the State Champions team of Lady Highlanders is led by Head Coach Jeremy Wade, Diving Coach Kevin Witt and assistants Dylan Venter and Marty Miller;

Now, therefore, I, Brad Bailey, Chairman of the Board of Directors of The Woodlands Township, do hereby proclaim Thursday, March 19, 2026, as:

LADY HIGHLANDERS SWIM AND DIVE TEAM STATE CHAMPIONS 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 19th day of March in the year Two Thousand Twenty-Six.

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



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider and act upon approval of the minutes of the February 19, 2025 Regular Meeting, and the February 26, 2026 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 - February 19 Regular BOD Meeting

Vote Tabs - February 19 Regular Board Meeting

Meeting Minutes - February 26 Regular BOD Meeting

Vote Tabs - February 26 Regular BOD Meeting

DRAFT

THE WOODLANDS TOWNSHIP

Board of Directors Meeting

REGULAR BOARD MEETING

February 19, 2026

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 February 19, 2026, 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;**

Director Adam Lamb 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 6:02 p.m. and declared that notice of this meeting was posted at least three business days in advance of the scheduled date 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.thewoodlandstowship-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 Adam Lamb; Director Shelley Sekula-Gibbs

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; Laure Morgan, Township Secretary

Attendees: Bret Strong, Legal Counsel

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

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 Adam Lamb	YES
	Director Shelley Sekula-Gibbs	YES

4. **Recognize public officials;**

The following public officials were in attendance:

- Arthur Bredehoft — Director, The Woodlands Metro Center Municipal Utility District; Vice-Chairman, Montgomery County Appraisal District; and Chair, The Woodlands Development Standards Committee

5. **Public comment;**

The following individuals provided public comment:

- Simon Boddison — shared an update regarding HTX Soccer Club.
- Chuck Biber — shared concerns related to his neighbor's recreational vehicle and requested consideration of an amendment to covenant restrictions.
- Stu Hirsch — shared concerns related to the future use of the South Gosling Tract and expressed opposition to the proposed development of a public golf short course on the tract.

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.)

Motion by: Treasurer Richard Franks moved to approve the consent agenda.

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

- a. Receive, consider and act upon approval of the minutes of the January 22, 2026 Regular Meeting for the Board of Directors for The Woodlands Township;
- b. Receive, consider, and act upon Administrative Reports for Law Enforcement and Community Policing for January 2026;
- c. Receive, consider and act upon Administrative Reports for The Woodlands Fire Department;
- d. Receive, consider and act upon the 2026 Swimming Pool Schedule;
- e. Receive, consider and act upon the 2025 capital project carryovers and related 2026 budget amendment;
- f. Receive, consider and act upon a network equipment purchase with a three-year license and warranty period (C-2026-0298);
- g. Receive, consider and act upon the purchase and installation of replacement office furniture at Town Hall (C-2025-0451A);
- h. Receive, consider and act upon contract renewal with Kilgore Plumbing for plumbing maintenance and repair services (C-2023-0030);
- i. Receive, consider and act upon Phase 3 of the Heating, Ventilation, and Air Conditioning unit replacements (C-2019-0368);
- j. Receive, consider, and act upon an amendment to the 2026 Interlocal Agreement for Law Enforcement Services with Harris County (C-2025-0418A);

REGULAR AGENDA

7. **Receive, consider and act upon a proposal to The Boring Company under its *Tunnel Vision Challenge* and authorize a Board letter of support for the submittal;**

Dr. Chris Nunes, Chief Operating Officer, presented a response to The Boring Company's Request for Proposals (RFP) for a tunnel project up to one mile in length and 12 feet in diameter. Dr. Nunes noted that a revised proposal was being presented to the Board, reflecting amendments made after the agenda packet was published.

Dr. Nunes outlined the Township's draft concept, known as "The Current", which includes two parallel 12-foot diameter tunnels designed to transport passengers in Tesla electric vehicles beneath the Town Center corridor near the Waterway. He shared that the proposed tunnel concept would connect key destinations, including Waterway Square, The Woodlands Waterway Marriott Hotel and Convention Center, Cynthia Woods Mitchell Pavilion and Town Green Park, and have the potential to expand to Hughes Landing in the future. He shared that the goal of the concept is to provide a zero-emission, grade-separated transportation option to improve circulation within Town Center, particularly during

peak periods and major events. He shared that proposals are due February 23 and that the process is competitive.

Dr. Nunes shared that the Township’s near-term involvement would be limited to preparing the submission, coordinating with additional stakeholders and completing necessary outreach and due diligence activities. He shared that if the project is selected, staff would return to the Board with proposed agreements, a permitting strategy, funding considerations and scope recommendations for consideration. Board discussion followed.

Monique Sharp, President/Chief Executive Officer, commended Dr. Nunes and Director Shelley Sekula-Gibbs for their work in locating and responding to the RFP by the deadline.

Motion by: Director Shelley Sekula-Gibbs moved to authorize staff to submit the *Tunnel Vision Challenge* revised proposal to The Boring Company by February 23, 2026, deadline, and authorize a unanimous letter of support for inclusion in the Township’s proposal.

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 Adam Lamb	YES
	Director Shelley Sekula-Gibbs	YES

8. **Receive, consider and act upon an Ad Hoc Village Centers Committee Charter and the related appointments to the Committee;**

Todd Stephens, Director of Intergovernmental Relations/Assistant to the President, presented a charter for the proposed Ad Hoc Village Centers Committee, as requested at the January 22, 2026, board meeting. Mr. Stephens shared that the charge related to village shopping centers had previously been assigned to the Ad Hoc Economic Development Committee. He explained that the proposed committee would consist of three Township directors and three members of the public and would serve in an advisory capacity, with recommendations brought to the full Board for consideration. He shared that while the Township does not own or manage the village centers, the committee would help facilitate communication among property owners, merchant associations and residents.

Chairman Bailey proposed the appointments of Director Cindy Heiser, Director Adam Lamb, and Chairman Brad Bailey, and Township residents, Haley Garcia, Christian (Chris) Reyes, and Whitney Lehmann to the Ad Hoc Village Centers Committee.

Board discussion followed.

Motion by: Treasurer Richard Franks moved to adopt the Ad Hoc Village Centers Committee charter and affirm the Chairman's appointments of Directors Cindy Heiser, Adam Lamb, and Brad Bailey, and Township residents Haley Garcia, Christian (Chris) Reyes, and Whitney Lehmann to the 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 Adam Lamb	YES
Director Shelley Sekula-Gibbs	YES

CLOSED MEETING (if applicable)

9. **Recessed to Executive Session at 6:30 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;**

Chairman Bailey informed the Board that it would be necessary to recess to executive session.

10. **Reconvened in public session at 7:35 a.m.;**

Chairman Bailey shared that it would not be necessary to take action on matters discussed in executive session.

DISCUSS FUTURE AGENDA /ANNOUNCEMENTS

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

Vice Chairman Craig Eissler requested an update from Alpha & Omega Mounted Patrol. Seconded by Director Shelley Sekula-Gibbs.

Director Shelley Sekula-Gibbs requested a briefing related to e-vehicle injury statistics and e-vehicle concerns in Creekside Park. Seconded by Vice Chairman Eissler.

Director Linda Nelson asked when an update on the Waterway Square Fountains repair would be placed on a future agenda. Dr. Chris Nunes, Chief Operating Officer, shared that the update is scheduled for an April agenda.

12. **Board announcements; and**

Director Shelley Sekula-Gibbs announced that The Woodlands Marathon will be held on February 28.

Secretary Linda Nelson announced that IRONKIDS Texas & Doggie Dash will be held on April 11.

13. **Adjournment.**

Motion by: Treasurer Richard Franks moved to adjourn the meeting at 7:40 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 Adam Lamb	YES
Director Shelley Sekula-Gibbs	YES



Linda Nelson
Secretary, Board of Directors

02/19/2026 - Regular Board of Directors meeting; 6:02 p.m.	A=abstain R=recuse		Brad Bailey	Craig Eissler	Linda Nelson	Richard M. Franks	Cindy Heiser	Shelley Sekula-Gibbs	Adam Lamb
Consent 6. Approved consent agenda item: a) Minutes of the January 22, 2026 Regular Meeting for the Board of Directors for The Woodlands Township; b) Administrative Reports for Law Enforcement and Community Policing for January 2026; c) Administrative Reports for The Woodlands Fire Department; d) 2026 Swimming Pool Schedule; e) 2025 capital project carryovers and related 2026 budget amendment; f) network equipment purchase with a three-year license and warranty period; g) purchase and installation of replacement office furniture at Town Hall; h) contract renewal with Kilgore Plumbing for plumbing maintenance and repair services; i) Phase 3 of the Heating, Ventilation, and Air Conditioning unit replacements; and j) amendment to the 2026 Interlocal Agreement for Law Enforcement Services with Harris County.	Y	Y	Y	Y	Y	Y	Y		
Regular 7. Authorized staff to submit the Tunnel Vision Challenge revised proposal to The Boring Company by February 23, 2026, deadline, and authorized a unanimous letter of support for inclusion in the Township's proposal. .	Y	Y	Y	Y	Y	Y	Y		
8. Adopted the Ad Hoc Village Centers Committee charter and affirmed the Chairman's appointments of Directors Cindy Heiser, Adam Lamb, and Brad Bailey, and Township residents Haley Garcia, Christian (Chris) Reyes, and Whitney Lehmann to the committee.	Y	Y	Y	Y	Y	Y	Y		

DRAFT

THE WOODLANDS TOWNSHIP

Board of Directors Meeting

REGULAR BOARD MEETING

February 26, 2026

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 February 26, 2026, 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;**

Rabbi Edwin Goldberg of Congregation Beth Shalom of 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 6:03 p.m. and declared that notice of this meeting was posted at least three business days in advance of the scheduled date 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.thewoodlandstowship-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 Adam Lamb; Director Shelley Sekula-Gibbs

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; Nick Wolda, President, Visit The Woodlands; Palmer Buck, Fire Chief; Angela Branch, Director of Human Resources; LeaAnn Petersen, Director of Communications; Ruthanne Haut, Director of Transportation and Infrastructure; John McGowan, Director of Parks and Recreation; Laure Morgan, Township Secretary

Attendees: Bret Strong, Township Legal Counsel, Daniel Ringold, Township Legal Counsel

Board of Directors
Regular Board Meeting
February 26, 2026

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

Note: Chairman Bailey requested that agenda items 8 and 14 be deferred to a future meeting.

Motion by: Treasurer Richard Franks moved to adopt the agenda, as amended.

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 Adam Lamb	YES
	Director Shelley Sekula-Gibbs	YES

4. **Recognize public officials;**

The following public officials were in attendance:

- Arthur Bredehoft - Director, The Woodlands Metro Center Municipal Utility District; Vice-Chairman, Montgomery County Appraisal District; and Chair, The Woodlands Development Standards Committee
- Scott Preston - Sterling Ridge Residential Design Review Committee

5. **Public comment;**

The following individuals provided public comment:

- Ann Leoni - shared concerns related to the Township's proposal for the Tunnel Vision Challenge.
- Nancy Liu - shared concerns related to e-vehicle safety on Township pathways.
- William Morriss - shared opposition to the construction of a short course golf complex on the South Gosling Tract.

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

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

- Alden Bridge VA - President Mary Ann Braid - provided an update on recent and future meetings and events.
- Cochran's Crossing VA - President JC Harville - provided an update on recent and future meetings and events.

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

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 Adam Lamb	YES
Director Shelley Sekula-Gibbs	YES

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.)

Motion by: Vice Chairman Craig Eissler moved to approve the consent agenda.

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 Adam Lamb	YES
	Director Shelley Sekula-Gibbs	YES

- a. Receive, consider and act upon Administrative Reports for Community Services;
- b. Receive, consider and act upon a proposal for artificial turf replacement at the Hughes Landing Boardwalk and Bandshell (C-2026-0311);
- c. Receive, consider and act upon a Major Event Venue Sponsor Agreement between The Woodlands Convention & Visitors Bureau and The Woodlands Township (C-2026-0320);
- d. Receive, consider and act upon an annual network license and support payment for a security automation platform (C-2026-0319);

REGULAR AGENDA

8. **Receive, consider and act upon the 2025 Summary of Achievements;**

Note: This agenda item was deferred to a future meeting. No action was taken.

9. **Receive, consider, and act upon fares and related service increase for The Woodlands Express;**

Ruthanne Haut, Director of Transportation and Infrastructure, provided a timeline for a proposed \$2 fare increase related to The Woodlands Park and Ride service, which included a federally-required public comment period, an official Board vote on the fare increase and an anticipated implementation date of April 1, 2026. Ms. Haut shared that the 30-day public comment period resulted in seven comments received via email, which she summarized in her presentation. She shared that there was an 11%

increase in ridership from 2023 to 2024, and a 14% increase from 2024 to 2025. Ms. Haut reported a 22% increase in ridership for January year over year. She shared that staff has received several calls from park and ride users reporting that they have been called back into the office, typically four days per week with a flex schedule on Friday. Ms. Haut suggested that the Board approve two additional service runs to accommodate the increases in ridership. Board discussion followed.

Motion by: Director Shelley Sekula-Gibbs moved to approve a \$2 fare increase for The Woodlands Express Park and Ride program, increasing the round-trip fare from \$15 to \$17, for implementation on April 1, 2026, and approve two additional runs for The Woodlands Express commuter bus service to respond to changing ridership commuting patterns.

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 Adam Lamb	YES
	Director Shelley Sekula-Gibbs	YES

10. **Receive, consider, and act upon vehicle disposition options for The Woodlands Express commuter buses and Trolley fleet in compliance with updated Federal Transportation Administration regulations;**

Ruthanne Haut, Director of Transportation and Infrastructure, shared that the Township is scheduled to receive new Trolley and Woodlands Express fleets later this year. She reported that the current fleet has now met the Federal Transit Administration (FTA) designated end of useful life. She requested that the Board consider retaining four of the older Trolleys and 14 of The Woodlands Express coach buses for operational flexibility and to ensure adequate fleet reserves and dispose of the remaining vehicles in compliance with FTA disposal policies. Board discussion followed.

Ms. Haut shared information related to how the reserve vehicles would be chosen and how those vehicles would allow cost savings by using Township-owned resources instead of contractor buses. Board discussion followed.

Ms. Haut shared that, once the Township buys out the federal interest in the reserve trolleys and buses, they could then be used for local programs. Board discussion followed. Ms. Haut also shared the four options available for the disposal of the older fleet vehicles. Board discussion followed.

Motion by: Treasurer Richard Franks moved to approve the retention of four Town Center Trolleys and 14 The Woodlands Express commuter buses for future operational flexibility and adequate fleet reserve and authorize staff to dispose of the remaining vehicles in compliance with FTA disposal policy.

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 Adam Lamb	YES

11. **Review, consider and act upon The Woodlands Express Bus wrap funding and design, and a Woodlands Express Design Task Force charter and appointments related thereto;**

Ruthanne Haut, Director of Transportation and Infrastructure, provided information related to the three options for funding the design and installation of bus wrap designs for the new The Woodlands Express buses, including keeping the existing fleet design at no cost; creating a new design using in-house resources at a cost of \$75,000 to \$110,000; or a developing a new design using contracted services at a cost of \$90,000 to \$158,000.

LeaAnn Petersen, Director of Communications, shared information related to the Communications team, their combined experience and recent design projects. Ms. Petersen provided information related to the current commuter bus design and the Visit The Woodlands designs on the back of the buses. Ms. Petersen provided information related to the design and cost of the Energy Corridor commuter buses that were designed in 2024 and installed in 2025. She then presented designs created by the Communications Department, that reflected the Board's input from the previous Board meeting, incorporating art, nature, sports and community themes, and retaining the Visit The Woodlands advertising on the back of the buses using those same themes. Ms. Petersen advised that the images created were not final designs but are examples of the Communications Department capabilities. Board discussion followed.

Ms. Petersen, Ms. Haut and Karen Dempsey, Chief Administrative Officer, provided clarification for the Board related to the cost differences between in-house and contracted designs and the various bus wrap options. Board discussion followed.

Ms. Petersen shared that the Board previously requested a Woodlands Express Bus Design Task Force be created in order for the Board to work with staff and/or the selected contractor during the design process. Chairman Bailey advised that he was not asking for a bus wrap design task force, and is requesting a marketing and communications task force as a whole, with the bus wrap design to be housed within that task force. Board discussion followed.

A motion was made by Vice Chairman Craig Eissler and seconded by Director Shelly Sekula-Gibbs to propose a new design for The Woodlands Express fleet to be designed in-house and installed on the existing fleet funded with a budget amendment for an amount not to exceed \$110,000 from Hotel Occupancy Tax. Board discussion followed, and the motion was restated.

Chairman Bailey requested the creation of a Marketing and Communications Committee be added to a future meeting agenda.

Motion by: Vice Chairman Craig Eissler moved to create a new design for The Woodlands Express fleet to be designed in-house and installed on the existing fleet funded with a budget amendment for an amount not to exceed \$110,000 from Hotel Occupancy Tax.

Second by: Director Shelley Sekula-Gibbs

Passed:	Chairman Brad Bailey	NO
	Vice Chairman Craig Eissler	YES
	Secretary Linda Nelson	YES
	Treasurer Richard Franks	YES
	Director Cindy Heiser	YES
	Director Adam Lamb	YES

12. Receive, consider and act upon an Amended and Restated Donation Agreement with The Woodlands Art Council (C-2014-4940A7);

Dr. Chris Nunes, Chief Operating Officer, shared information related to the Township's Donation Agreement with The Woodlands Art Council (the "Arts Council") related to the art benches and one bike rack placed throughout the Township. He shared that staff has determined that the trolley stops need to be redesigned and have suggested that the Township partner with the Arts Council to revitalize the trolley stops with digitally printed glass. He shared that there is no cost to the Township for this project and the \$100,000 cost would be covered by donations solicited by the Arts Council. Dr. Nunes stated that all designs are selected through a competition run by the Arts Council in accordance with the Township's Public Art Selection Criteria. Board discussion followed.

Motion by: Director Shelley Sekula-Gibbs moved to approve the 2026 Amendment to the Amended and Restated Donation Agreement with The Woodlands Waterway Arts Council and authorize the President/Chief Executive Officer to execute the agreement 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 Adam Lamb	YES
	Director Shelley Sekula-Gibbs	YES

13. Receive, consider and act upon Order No. 002-26, Adopting a Policy Related to Memorials, Artwork and Commemorative Donations on Township-owned Property;

Dr. Chris Nunes, Chief Operating Officer, shared that staff occasionally receives requests for the installation of donated items on Township property, ranging from commemorations/plaques to larger sponsored projects. Dr. Nunes provided information related to the proposed Order, including an application process and criteria review, as well as installation, funding and maintenance expectations placed on the donor. Board discussion followed.

Motion by: Director Shelley Sekula-Gibbs moved to adopt Order No. 002-26, Adopting a Policy Related to Memorials, Artwork and Commemorative Donations on Township-owned Property.

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 Adam Lamb	YES
	Director Shelley Sekula-Gibbs	YES

14. **Receive, consider and act upon a quarterly update on transportation-related matters;**

Note: This agenda item was deferred to a future meeting. No action was taken.

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

Treasurer Richard Franks provided an update regarding the February 2, 2026, Village Presidents' Council meeting and the information provided by the guest speaker, Ritch Wheeler, Montgomery County Precinct 3 Commissioner, on current projects taking place in Precinct 3.

Motion by: Vice Chairman Craig Eissler moved to accept 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 Adam Lamb	YES
	Director Shelley Sekula-Gibbs	YES

CLOSED MEETING (if applicable)

16. **Recessed to Executive Session at 7:42 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;**

Chairman Bailey informed the Board that it would be necessary to recess to executive session.

17. **Reconvened in public session at 9:04 p.m.;**

18. **Receive, consider and act upon proposals for a Public-Private Partnership for the design, finance, construction and operation of a short course golf complex and associated amenities on the South Gosling Tract;**

Dr. Chris Nunes, Chief Operating Officer, provided an overview of the proposed South Gosling Park property, including property specifics, studies already performed and those that may need updating. Dr. Nunes provided information related to the proposed South Gosling Master Plan that would potentially include golf, trails, active recreation and access to the Spring Creek Greenway area. Dr. Nunes shared information on the Request for Proposal (RFP) process that was released in December 2025 and was due on January 23, 2026. He reported that proposals were received from Early Bird Management, Park Golf and American Golf. He then provided a summary of the information provided in all three proposals. Board discussion followed.

Motion by: Vice Chairman Craig Eissler moved to authorize the President/Chief Executive Officer to negotiate a contract with Early Bird Management, LLC, the highest scoring firm, for a Public-Private Partnership, including design, finance, construction and operation, of a short course golf complex and associated amenities, as outlined in the Request for Proposals, on the South Gosling Tract and return to the Board with the final agreement. If negotiations fail with the highest scoring firm, authorize the President/ Chief Executive Officer to negotiate with the second-highest scoring firm, Park Golf, until/if an agreeable contract can be reached.

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 Adam Lamb	YES
	Director Shelley Sekula-Gibbs	YES

DISCUSS FUTURE AGENDA /ANNOUNCEMENTS

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

Chairman Brad Bailey requested an agenda item to discuss rules for bringing personal items into the Board Chambers. Seconded by Director Shelley Sekula-Gibbs.

Director Adam Lamb requested an agenda item to discuss the ongoing issues related to e-vehicles in the Windward Cove/Northshore Park area. Director Cindy Heiser requested that an update regarding e-vehicles on pathways be included with any information provided. Seconded by Director Sekula-Gibbs.

20. Board announcements; and

Vice Chairman Craig Eissler reminded residents of The Woodlands Marathon being held during the upcoming weekend.

21. Adjournment.

Motion by: Treasurer Richard Franks moved to adjourn the meeting at 9:17 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 Adam Lamb	YES
	Director Shelley Sekula-Gibbs	YES



Linda Nelson
Secretary, Board of Directors

02/26/2026 - Regular Board of Directors meeting; 6:03 p.m.	A=abstain R=recuse		Brad Bailey	Craig Eissler	Linda Nelson	Richard M. Franks	Cindy Heiser	Shelley Sekula-Gibbs	Adam Lamb
Consent 7. Approved consent agenda item: a) Administrative Reports for Community Services; b) proposal for artificial turf replacement at the Hughes Landing Boardwalk and Bandshell; c) Major Event Venue Sponsor Agreement between The Woodlands Convention & Visitors Bureau and The Woodlands Township; and d) annual network license and support payment for a security automation platform.	Y	Y	Y	Y	Y	Y	Y	Y	
Regular 9. Approved a \$2 fare increase for The Woodlands Express Park and Ride program, increasing the round-trip fare from \$15 to \$17, for implementation on April 1, 2026, and approved two additional runs for The Woodlands Express commuter bus service to respond to changing ridership commuting patterns. proposal.	Y	Y	Y	Y	Y	Y	Y	Y	
10. Approved the retention of four Town Center Trolleys and 14 The Woodlands Express commuter buses for future operational flexibility and adequate fleet reserve and authorized staff to dispose of the remaining vehicles in compliance with FTA disposal policy.	Y	Y	Y	Y	Y	Y	Y	Y	
11. Approved the creation of a new design for The Woodlands Express fleet to be designed in-house and installed on the existing fleet funded with a budget amendment for an amount not to exceed \$110,000 from Hotel Occupancy Tax.	N	Y	Y	Y	Y	Y	Y	Y	
12. Approved the 2026 Amendment to the Amended and Restated Donation Agreement with The Woodlands Waterway Arts Council and authorized the President/Chief Executive Officer to execute the agreement as approved to final form by Township legal counsel.	Y	Y	Y	Y	Y	Y	Y	Y	
13. Adopted Order No. 002-26, Adopting a Policy Related to Memorials, Artwork and Commemorative Donations on Township-owned Property.	Y	Y	Y	Y	Y	Y	Y	Y	
15. Accepted the Village Presidents' Council report.	Y	Y	Y	Y	Y	Y	Y	Y	
18. Authorized the President/Chief Executive Officer to negotiate a contract with Early Bird Management, LLC, the highest scoring firm, for a Public-Private Partnership, including design, finance, construction and operation, of a short course golf complex and associated amenities, as outlined in the Request for Proposals, on the South Gosling Tract and return to the Board with the final agreement. If negotiations fail with the highest scoring firm, authorized the President/ Chief Executive Officer to negotiate with the second-highest scoring firm, Park Golf, until/if an agreeable contract can be reached.	Y	Y	Y	Y	Y	Y	Y	Y	



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

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

FISCAL IMPACT:

Not applicable.

BACKGROUND:

Not applicable.

RECOMMENDATION:

Accept the report.

Attachments

Community Services Administrative Report - February 2026



Chief Operating Officer

MONTHLY REPORT

to the Board of Directors



- Covenant Administration
- Parks and Recreation
- Transportation

February

2026

Commercial Operations

TreeVentures	Jan	Feb	2026 YTD	2025 YTD
Admission Revenue	\$21,858	\$18,834	\$40,692	\$33,192
Group Revenue	\$3,589	\$3,770	\$7,359	\$6,966
Other Revenue	\$1,375	\$1,410	\$2,785	\$1,501
Total	\$26,822	\$24,014	\$50,836	\$41,658
Participants	682	620	1,302	899
Per Admission Revenue	\$39	\$39	\$39	\$46



Wood Repair at Texas TreeVentures



Riva Row Boat House Renovations (New floor, new paint on all metal furnishings and walls)

Boat Houses	Jan	Feb	2026 YTD	2025 YTD
Riva Row Rentals*	\$21,889	\$14,752	\$36,641	\$30,078
Lakes Edge Rentals	\$960	\$2,051	\$3,011	\$887
Mall Swans Rentals	\$4,393	\$6,309	\$10,702	\$980
Programs	\$3,713	\$1,204	\$4,917	\$2,769
Total	\$30,955	\$24,316	\$55,271	\$34,714
# Rentals	791	834	1,625	870
Per Rental Revenue	\$39	\$29	\$34	\$40

* Includes Northshore



Lakes Edge BOAT HOUSE

PARKS & RECREATION
THE WOODLANDS TOWNSHIP

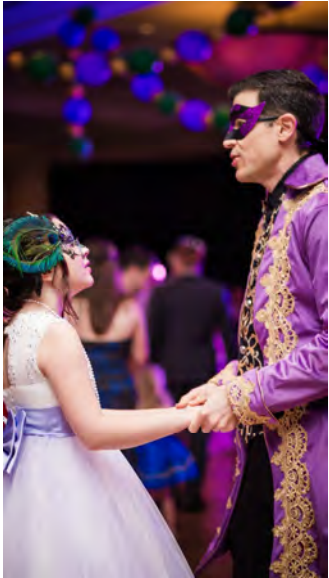


RivaRowBoathouse.com

Recreation

Recreation	January	Feb	2026 YTD Totals	2025 YTD Totals
Front Desk Enrolled	976	1,667	2,643	3,059
Online Enrolled	876	1,084	1,960	1,980
Programs/Sessions offered	434	284	718	707
Cancelled Classes	51	39	90	93
Revenue Generated from Programs	\$167,784	\$241,613	\$409,397	\$753,915
Revenue generated per registration (receipt price per registrant)	\$91	\$88	\$178	\$298
Fitness Passes Sold	64	46	110	118
Fitness Area Uses	1,019	856	1,875	2,086
PARDES Facebook Followers (Total to Date)	39,989	40,061	80,050	73,413
Tennis Enrollments (Groups, Private, Programs)	1,573	2,307	3,880	3,883
Pickleball (Lessons/ Leagues)	117	106	223	362
Softball Teams	0	40	40	50
Soccer Teams	83	0	83	83
Sunny Dayz Enrollments	34	38	72	27
Revenue Generated from Sunny Dayz	\$5,550	\$6,370	\$11,920	\$2,680
Revenue generated per registration (receipt price per registrant)	\$163	\$168	\$166	\$99

* Monthly numbers vary based on registrations, refunds, and cancellations



Daddy Daughter Dance



Mother Son Date Night



Painting in the Trees

Special Events

Special Events	January	Feb	2026 YTD	2025 YTD
Cash Sponsorships	\$27,250	\$3,250	\$30,500	\$15,875
In Kind Sponsorships	\$0	\$500	\$500	\$9,700
Field Reservations	1,144	1,368	2,512	1,734
Field Reservations Hours	5,462	5,731	11,193	7,985
Pavilion Reservations	82	130	212	278
Pavilion Reservation Hours	1,335	809	2,144	3,529
Township Events- Participants (Est.)	0	0	0	37,451*
Township Race Participation- YTD	770	1,019	1,789	1,562

*Included Ice Rink Numbers in January 2025



**CRUSH
RUSH 5K**
THE WOODLANDS, TEXAS



Aquatics

Program Registration Numbers	January*		Feb		2026 YTD		2025 YTD	
	Enrolled	Revenue	Enrolled	Revenue	Enrolled	Revenue	Enrolled	Revenue
Jr. Swim Team	0	\$0	40	\$1,890	40	\$1,890	16	\$1,569
Privates Lesson Enrollment	0	\$0	31	\$225	31	\$225	18	\$2,565
Cyclones/TAAF	0	\$0	31	\$520	31	\$520	64	\$13,578
5 & 6 Cyclones	0	\$0	7	\$260	7	\$260	17	\$2,053
Learn to Swim	0	\$0	39	\$1,260	39	\$1,260	49	\$1,700
Hurricanes	0	\$0	146	\$34,290	146	\$34,290	0	\$0
Waves	0	\$0	158	\$36,335	158	\$36,335	0	\$0
Riptides	0	\$0	91	\$21,135	91	\$21,135	0	\$0
Totals:	0	\$0	543	\$95,915	543	\$95,915	164	\$21,465

*NEW PROCESS: Registrations numbers calculated in the month of start date of program

Rental Revenue	January		Feb		2026 YTD		2025 YTD	
	Reservations	Revenue	Reservation	Revenue	Reservations	Revenue	Reservations	Revenue
Contracted User Groups	124	\$10,555	126	\$11,537	250	\$22,091	158	\$14,454
Rentals								
Daycare								

- Swim team enrollment is doing well with many age groups already being full. The Waves currently have 205 enrolled, the Riptides have 138 enrolled and the Hurricanes have 180 enrolled.
- February 18th, the Aquatics Department received an award for targeted programming for our Special Needs Swim Lesson program at the Association Of Aquatic Professionals (AOAP) conference in Colorado.
- Spray grounds officially opened on March 1st.



Rachel Palomino, Aquatics Supervisor
Receives award at AOAP Conference



The Aquatics Departments won Special Event of the Year from the Texas Pool Council for their *Morning with a Mermaid* event.

Pathway Operations

Daily Average Use		
Trail Name	Jan	Feb
Creekside West	183	189
Flintridge	274	280
Footbridge	326	236
GM Ped Bridge	125	140
Grogan's Mill	135	192
Millbend Loop	101	167
Northeast Waterway	1,564	1,755
Northwest Waterway	558	554
Research Forest	98	108
Rob Fleming Lodge	58	57
Rob Fleming Recreation Center	111	120
Shadowbend	136	167
Southeast Waterway	979	1,065
Southwest Waterway	912	1,110
Spindle Tree	265	366
Total	5,825	6,507

Streetscapes

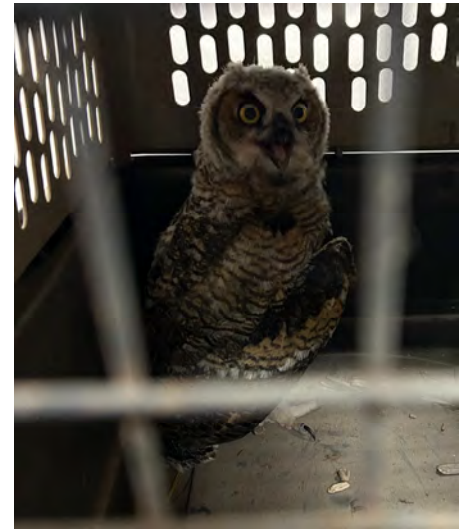
Streetscapes	Jan	Feb	2026 YTD Total	2025 YTD Total
Woodlands Entries (Cycles) - Brightview	4	4	8	9
Community Entries (Cycles) - Brightview	2	2	4	4
Town Center maintenance (Cycles) - Berkeley	3	3	6	5
ROW Mowing (Cycles) - Brightview	0	0	0	0
Streetsweeping Villages (Cycles) - Brightview	3	3	6	6
Streetsweeping Town Center (Cycles) - Brightview	4	4	8	8
Jumbo CDS/Intract (Cycles) - In House	0	0	0	0
Small CDS (sites visited) - In House	0	0	0	0
Trash Removed Villages (Days) - In House	19	20	39	34
Trash Removed Town Center (Days) - Berkeley	18	16	34	35
Trash Removed (Gallons) - In House	10,240	10,560	20,800	23,160
Trash (Bulk items) - In House	813	869	1,682	1,851
WO Created (Streetscapes)	692	535	1,227	N/A
WO Closures (Streetscapes)	547	455	1,002	1,060
Forestry				
# of In House Trees Removed	426	606	1,032	1,345
# of Contractor Trees Removed	921	402	1,323	1,251
Trees Planted (Outside of Community Reforest Plan)	0	968	968	20
Vine Maintenance Days Completed	40	40	80	57

Park Operations

Natural Resources	Jan	Feb	2026 YTD	2025 YTD
Work Orders Created	154	111	265	274
Work Orders Completed	233	160	393	223

Facilities	Jan	Feb	2026 YTD	2025 YTD
Work Orders Created	140	246	386	407
Work Orders Completed	394	392	786	442

**Falconwing Pavilion
Renovation
Before and After**



Evan Ford and Park Ranger Cole Boyer rescued this owl from his fallen position at Ridgewood Park. He was united with a wildlife rehabilitation team where they are going to treat him.

About Parks and Recreation:



The Woodlands Township Parks and Recreation Department consists of seven divisions: Park Operations, Park Planning, Aquatics, Recreation, Special Events, Town Center Operations and Streetscapes. These divisions work in collaboration to operate, maintain and program 220 miles of hike and bike pathways/nature trails, 220 miles of streetscapes, 4,445 acres of open space, 151 community parks, Texas TreeVentures, 95 playgrounds, 80 tennis courts, 70 lakes and ponds, 74 pavilions, 43 sportsfields, 37 basketball and volleyball courts, 14 community swimming pools, eight spraygrounds, two boat houses, two recreation centers and more than 60 annual special events. The Woodlands Township has long recognized the benefits of parks and recreation and facilitates the provision of its services through three pillars of service: equity, conservation and health and wellness.

Town Center Operations

Town Center Operations	JAN	Feb	2026 YTD
Work Orders Created	282	227	509
Work Orders Completed	183	198	381

Staffing:

Late Night Ranger position filled

Training:

Ongoing Ranger training review

Enhancements:

Riva Row Fountains light install completed

Riva Row Boat House Enhancements: Interior painting, new floor epoxy, new sliding windows and exterior trim painting

Waterway Square annual fountain shut down completed

Events:

Feb 7th: Reality Weekend, Town Green Park

Feb 14th: Crush Rush

Feb 21st: The Woodlands Marathon 5k and kids run

Feb 28th: The Woodlands Marathon, 10k and Half Marathon

Park Rangers

Park Ranger Patrol	Jan	Feb	2026 YTD Total	2025 YTD Total
Pathway Patrol Hours	525:17:00	505:27:00	1030:44:00	1255:36:00
* Pathway Patrol Hours Per Mile	2.32	2.24	4.56	2.88
After Hour Calls via Main Line	38	46	84	294
Bandit Sign Removal	12	22	34	32
Park Inspections- Walk Through	534	607	1141	932
Park Inspections-Call Out	67	85	152	308
Park Inspections-Detailed	1,190	1,167	2,357	3,239
Average Inspections Per Park	12.98	13.01	13.00	15.15

* 226 miles of pathways

138 parks inspected

Parks and Recreation Capital Projects

Department	Budget Year	Project Description	Estimated Completion
Aquatics	2026	Chemtrol Units	6/1/2026
		Lifeguard Stand Replace	4/1/2026
		Pool Deck Refurb/Replaster	WV & HL 4/26; CW 9/26
		Pool Fencing	4/1/2026
		Pool Rules Signage	5/1/2026
		Pool Shade Structure	5/1/2026
		Pool Slide Replacement	10/1/2026
		Slide & Foam Refurbish	5/1/2026
		Sprayground Improvements	11/1/2026
		Thermal Cover	11/26/2026
Park Ops	2026	Rob Fleming Pump Station	11/1/2026
		Irrigation Improvements	5/1/2026
		Lake & Pond Improvements	11/1/2026
		Park Drainage Improvements	12/31/2026
		Athletic Facility Improvement	5/1/2026
		Grogan's Mill Pedestrian Bridge	11/1/2026
		Recreation Center Improvements	12/31/2026
Planning	2026	Pool Pump Room Repair	12/1/2026
		Pavilion Repairs	9/30/2026
		Playground Improvements	10/30/2026
		Parks, Pathway, Courts & Pool Lights - LED	9/30/2026
		Monument Signs	12/30/2026
		Pathway and Paving Improvements	12/30/2026
		Park Signs	10/30/2026
		Park Amenities	10/30/2026
		Athletic Court Resurfacing	8/31/2026
		Athletic Court Fencing	8/31/2026
		Wayfinding Signs	9/30/2026
		Bridge Replacement	10/30/2026
Parks Needs Assessment	2026	ABSP Ph1-Benches/Bleachers	12/30/2026
		ABSP Reno Ph1- Shade Awnings	12/30/2026
		ABSP Reno Ph1 - Pavilion	12/30/2026
		ABSP Reno Ph1 - Playground	12/30/2026
		ABSP Reno Ph1 - Restroom	12/30/2026
		ABSP Reno Ph1 - LED Lighting	12/30/2026
		ABSP Ph1 Parking Lot Lights	12/30/2026
Town Center	2026	Hughes Landing Boardwalk Artificial Turf	End of May 2026
		Riva Row Boat House Repairs	In progress - April
		Town Center Streetscape Repairs	In progress - December
		Holiday Decoration Replacement	End of September
		Waterway Elevator Replacement	In progress - End of July is target
Planning	2025	Shadow Lake Marsh Experience	7/31/2026
		Playground Improvements	5/31/2026
		Pathway and Paving Improvements	7/31/2026
		242 Connector Pathway (TxDOT)	In Progress
		Pavilion Repairs	12/31/2026
Town Center	2025	Waterway Square Fountain Renovation	In Progress
		Streetscape & Bridge Maintenance	In Progress
Park Ops	2024	PARDES Office Expansion	In Progress
Planning	2024	Pavilion Repairs	In Progress
		Harper's Landing Pathway Connector	TBD
		North Millbend Pathway Connector	12/31/2026
Planning	2023	Parking Lot Expansion	In Progress
		South Gosling Engineering	In Progress
Park Ops	2023	Bicycle Lane	In Progress
Recreation	2023	Bear Branch Phase II	In Progress
Planning	2022	Major Park Renovation	In Progress
Town Center	2022	Hardscape Improvements	In Progress

Covenant Administration

Category	Jan	Feb	2026 YTD	2025 YTD
Residential Applications	435	577	1012	432
Staff Approved Residential Applications	268	335	603	307
% Residential Applications Approved by Staff	62%	58%	60%	71%
Commercial Applications	94	57	151	40
Staff Approved Commercial Applications	21	53	74	10
% Commercial Applications Approved by Staff	22%	93%	49%	25%
Total Applications (Commercial+Residential)	529	634	1163	472
Fees Collected	\$28,209	\$49,574	\$77,783	\$1,850
Items heard by DSC	64	80	144	74
Violations	306	404	710	372
Violations Closed	598	353	951	422
Liens Filed	1	1	2	0
Active Liens	1	1	2	
Liens Released	1	1	2	3
Revitalization Program (# Residence(s) Served)	2	11	13	0

Summary of Active Legal Issues:

Items at consideration for legal action: 183

Lawsuits ongoing: 22

Active liens: 200

About Covenant Administration:



THE WOODLANDS
T O W N S H I P

The Woodlands Township is a master-planned community that provides for orderly development of residential, commercial and industrial land usage. Long-range planning is critical to preserving the quality of development and to maintaining compatibility with the environment. Development of The Woodlands is guided by binding covenants and standards that protect the aesthetic integrity of the community. Additions and modifications to residential properties must comply with these covenants and standards to assure continuation of good design, preservation of property values and conservation of the natural environment.

Transportation

The Woodlands Express - Commuter Ridership



- There were a total of **29,485** rides on The Woodlands Express Commuter Service for the month of **February 2026**.
- This is a **13%** increase in ridership over **February 2025** (26,101).



Safety Report

Town Center Trolleys:

Non-Major Assaults on Transit Workers	Non-Major Safety Occurrences in Transit Vehicles	Non-Major Safety Occurrences in Transit Facilities	Non-Major Fire Events
0	0	0	0

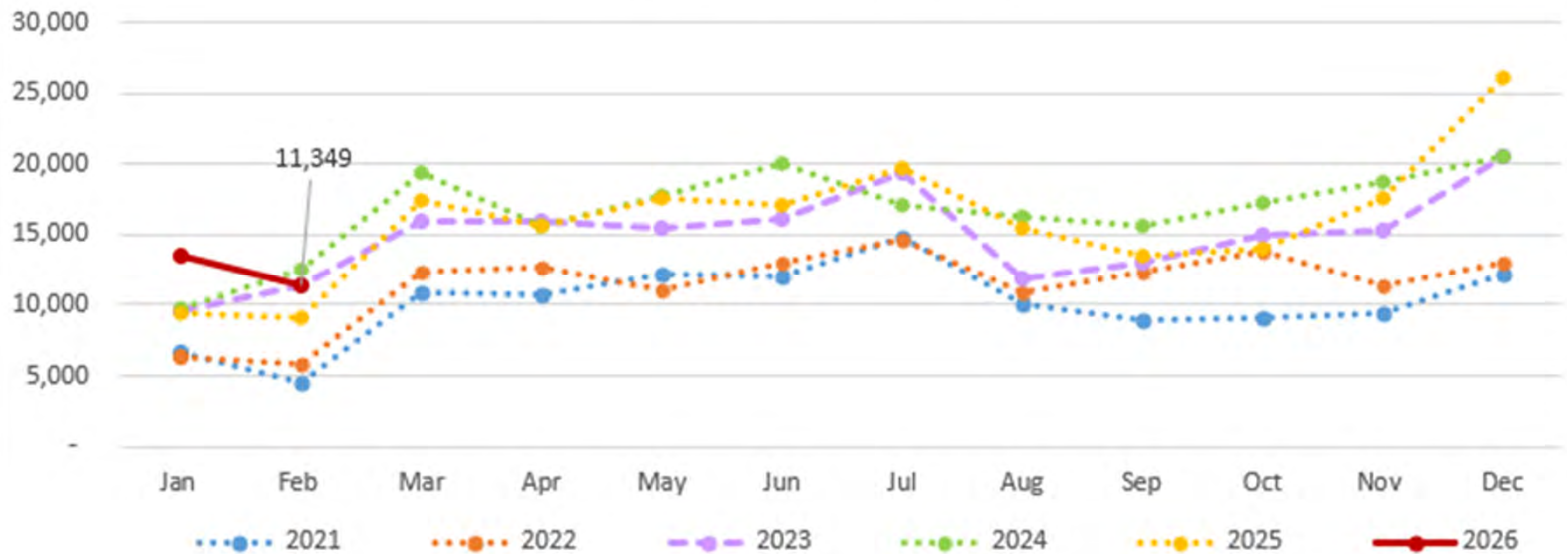
The Woodlands Express- First Class Tours:

Non-Major Assaults on Transit Workers	Non-Major Safety Occurrences in Transit Vehicles	Non-Major Safety Occurrences in Transit Facilities	Non-Major Fire Events
0	0	0	0

Transportation

Town Center Trolleys - Ridership

Trolley Ridership - 2022-2026



- There were a total of **11,349** rides on The Town Center Trolleys for the month of **February 2026**.



Town Center Trolley Valentines posted on the Township social media pages.



About The Woodlands Transportation:



The Woodlands Township Transportation Department manages both The Woodlands Express Park and Ride Service and The Woodlands Township Trolleys. The Woodlands Express provides a comfortable, convenient and economical way to commute from three park and ride locations in The Woodlands. The Woodlands Town Center Trolleys provide free service that connects The Woodlands Mall, Market Street and Hughes Landing with Town Center businesses and residences throughout the service area.



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider, and act upon Administrative Reports for Law Enforcement and Community Policing for February 2026;

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 - February 2026



SHERIFF

MONTGOMERY COUNTY



Combined Law Enforcement Report to The Woodlands Township for February 2026

The Woodlands Township is a special-purpose district that provides municipal-type services to the Woodlands community. By law, the Township cannot directly employ law enforcement officers; however, the Township contracts supplemental law enforcement services to enhance public safety. In Montgomery County, the Township partners with **Sheriff Wesley Doolittle** and the Montgomery County Sheriff's Office to provide community policing services across seven residential villages and the commercial tourism district located in Town Center. In Harris County, law enforcement services for the Village of Creekside Park are provided through a contract with **Constable Mark Herman** and the Harris County Constable's Office, Precinct 4. Additionally, the Township contracts with **Constable Ryan Gable** and the Montgomery County Constable's Office, Precinct 3, to assign investigators dedicated to crimes against children.

Each residential village benefits from full-time deputies who provide 24/7 coverage. While these supplemental policing services are directly contracted by The Woodlands Township, both Montgomery and Harris Counties continue to fund and provide essential law enforcement infrastructure through their tax levies. These include command and administrative oversight, crime scene investigation and detective divisions, real-time crime center support, tactical teams, training and recruitment, traffic enforcement, forensic laboratory services, emergency communications and dispatch, jail operations, and various specialized units such as those focused on sex offender compliance, auto theft, and organized crime and narcotics.

The Montgomery County Sheriff's Office South Patrol, operating under The Woodlands Township Division, is responsible for all policing in the seven Montgomery County residential villages and the Town Center commercial district. The Village of Creekside Park remains under the jurisdiction of the Harris County Constable's Office, Precinct 4.

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 represents a snapshot in time for each of the months included, based on when the data was provided by law enforcement. Due to the fluid nature of criminal investigations, some data may have evolved or changed after the report was finalized and released.



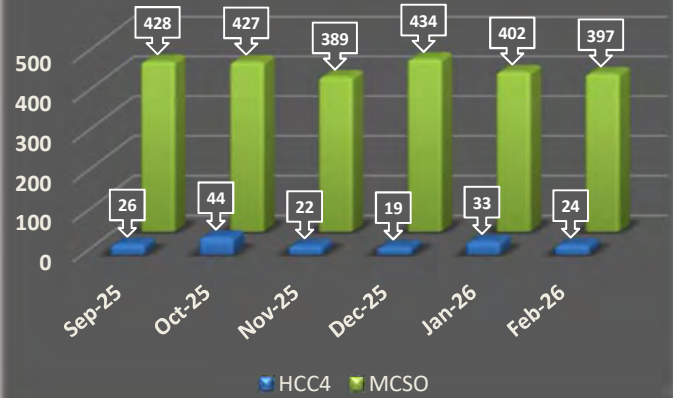
Combined Law Enforcement Public Safety Report



Calls for Service



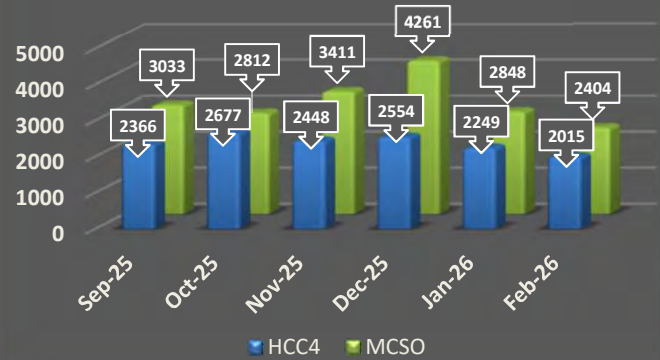
Reports



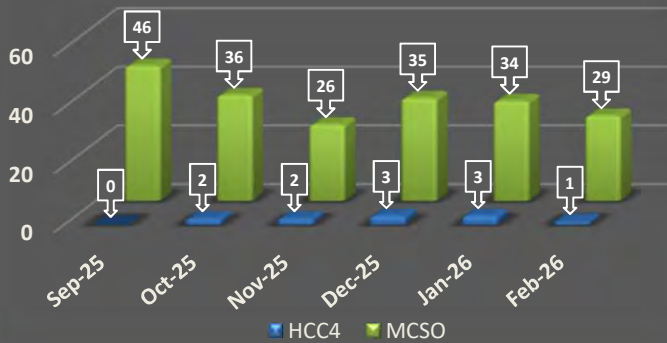
Traffic Enforcement



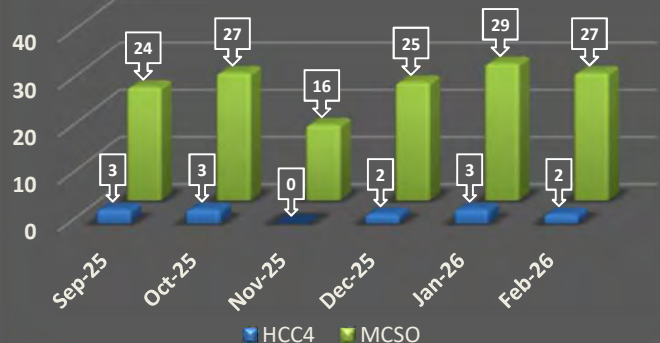
Area Patrol / Vacation Watches



Assault and Family Violence



Fraud Reports



Combined Law Enforcement Public Safety Report



February 2026 THE WOODLANDS TOWNSHIP COMBINED MONTHLY CRIME CATEGORIES REPORT



Crime Categories 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	3	1	2	3	3	2	1	0	18
Assault (excludes family violence)	3	2	0	1	1	0	1	3	1	12
Burglary Building	1	0	0	0	0	1	0	0	0	2
Burglary Habitation	1	0	0	0	1	0	0	0	0	2
Burglary Motor Vehicle	2	1	0	0	1	0	0	2	0	6
Criminal Mischief	1	0	0	1	1	1	1	5	0	10
Forgery/Fraud	8	2	1	1	4	4	1	6	2	29
Homicide	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0	1
Suicide/Attempted Suicide	0	0	0	0	0	0	0	0	0	0
Theft - Auto	0	0	0	0	0	1	0	1	0	2
Theft-Misdemeanor & Felony	2	5	0	2	4	4	15	25	3	60
All Other Criminal Reports	9	8	6	3	8	4	6	36	2	82
Information	25	31	9	9	25	11	25	47	12	194
TOTAL	56	52	17	19	48	29	51	126	20	418



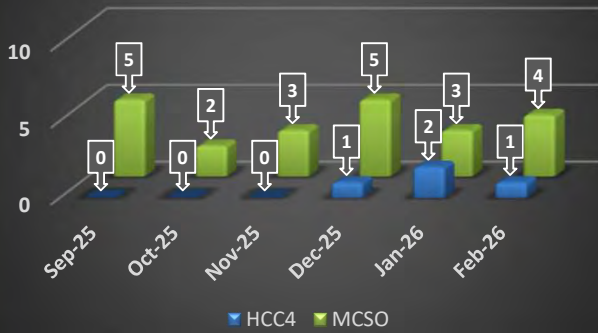
February 2025 THE WOODLANDS TOWNSHIP COMBINED MONTHLY CRIME CATEGORIES REPORT



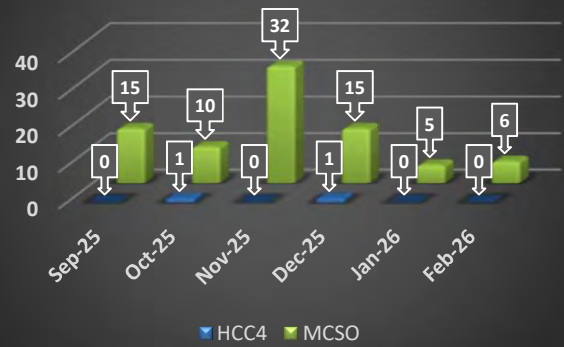
Crime Categories of Note	Grogans Mill	Panther Creek	Indian Springs	Sterling Ridge	Alden Bridge	Cochrans Crossing	College Park	Town Center	Creekside Park	TOTAL
Assault - Family Violence	4	2	0	0	2	1	1	4	0	14
Assault (excludes family violence)	2	2	1	0	0	0	3	7	2	17
Burglary Building	0	0	0	1	1	2	0	4	0	8
Burglary Habitation	3	3	0	0	0	1	0	0	0	7
Burglary Motor Vehicle	2	1	0	0	0	0	0	4	1	8
Criminal Mischief	1	0	0	0	0	1	0	3	2	7
Forgery/Fraud	5	1	3	0	6	3	4	6	6	34
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	1	0	0	0	0	0	1	1	0	3
Theft - Auto	1	1	0	0	1	0	2	2	1	8
Theft-Misdemeanor & Felony	3	1	0	0	5	2	8	34	5	58
All Other Criminal Reports	8	5	4	0	4	0	3	20	3	47
Information	13	16	18	0	29	13	27	51	9	176
TOTAL	43	32	26	1	48	23	49	136	29	387

Incidents and Activities Which Impact Quality of Life

Burglary



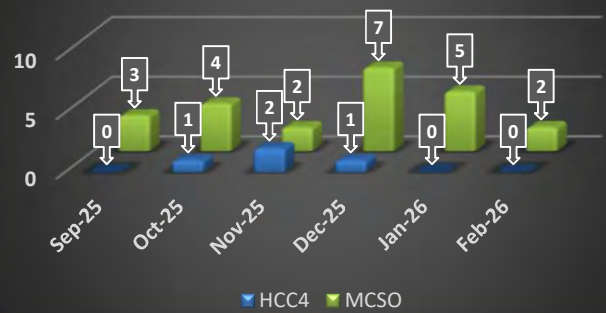
Burglary of Vehicle



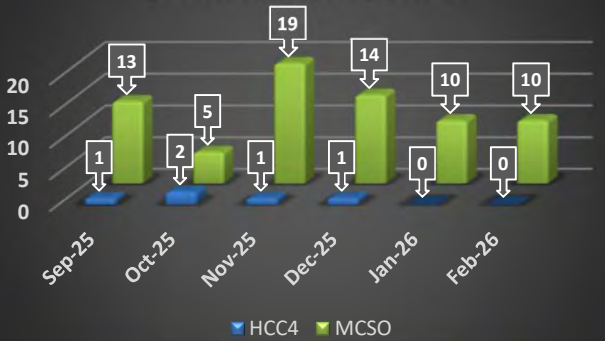
Theft



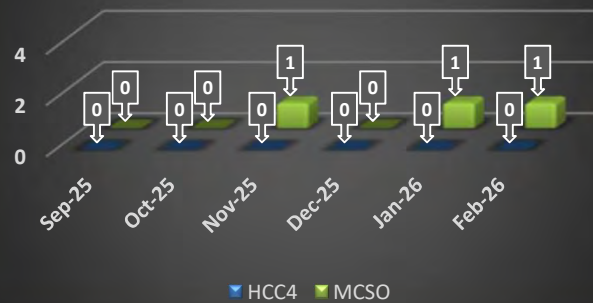
Auto Theft



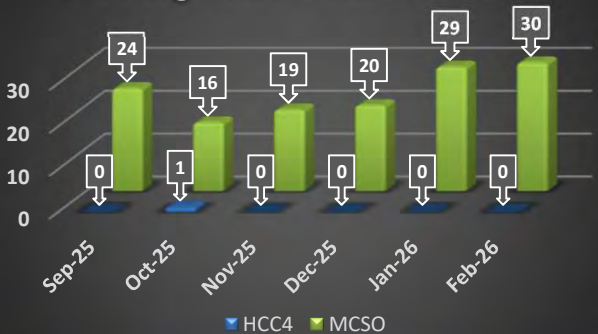
Criminal Mischief



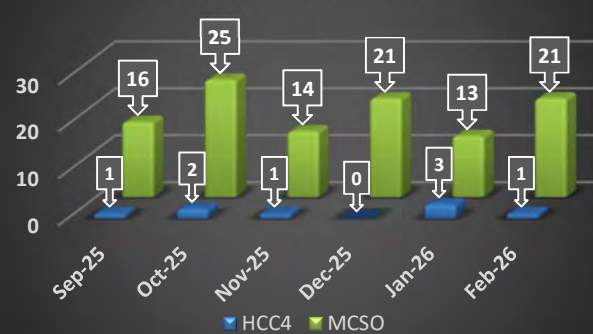
Robbery



Driving While Intoxicated



Crisis Intervention



CRIME REDUCTION UNIT (CRU)

Operations:

West Side Blitz

Operation Zero
Traction (Lone Star
Throwdown)



Total Suveillance Hours:

Approximately
450

Total Traffic Stops: 144

TOTAL TWT ARRESTS:

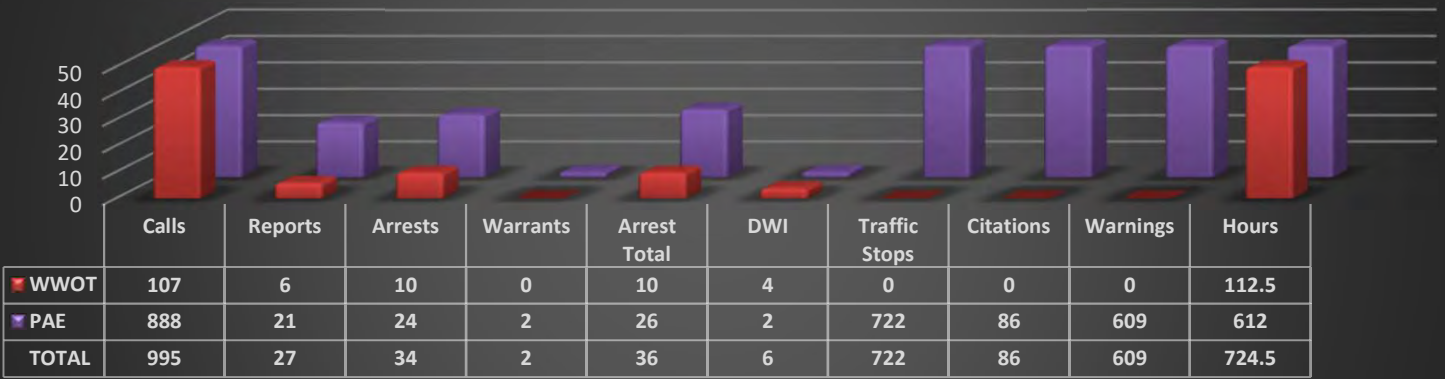
6 - FELONY 9 - MISDEMEANOR

During the month of February, the Crime Reduction Unit (CRU) participated in both the West Side County Blitz and Operations Zero Traction.

The West Side Blitz Task Force focused on increased enforcement on the west side of the county, including The Woodlands Township. Over an 8-day period, 126 arrests were made. In addition, 57 warrants were cleared, 72 new felony charges and 20 new misdemeanor charges were filed, and deputies conducted 905 traffic stops. These efforts resulted in multiple narcotics being removed from the streets and the seizure of 13 illegal firearms.

The Woodlands Township Crime Reduction Unit also participated in Operation Zero Traction, a joint enforcement initiative aimed at illegal street racing, unsanctioned after-parties, intersection takeovers, and reckless driving associated with the Lone Star Throwdown car show. Due to these proactive efforts, The Woodlands Township experienced zero parking lot takeovers. Enforcement activity led to 90 arrests including 16 - DWI, 13 - Street Racing, 28 - Narcotics, several weapon related charges, Reckless driving and several other arrests were made. The best part of the weekend?! ZERO fatal accidents related to speeding or street racing.

FEBRUARY OVERTIME STATS



WWOT - Woodlands Waterway Overtime

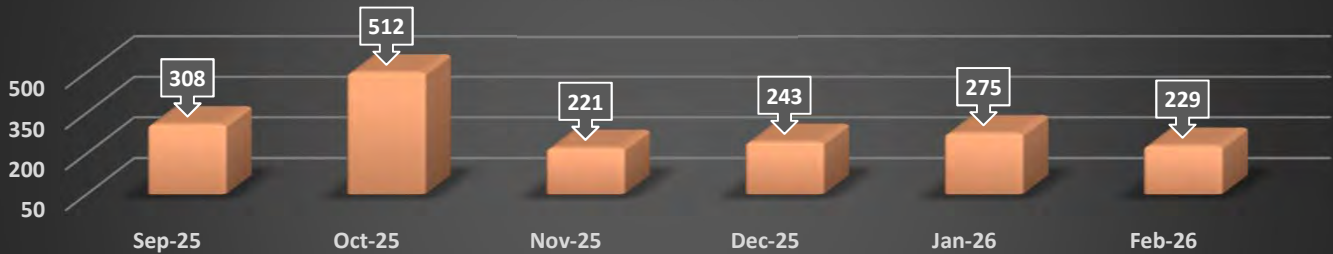
PAE - Proactive Enforcement

The Woodlands Overtime initiative once again proved highly beneficial this month. Deputies made a total of 36 arrests, including 6 for DWI. The increased enforcement presence was especially valuable during the heavy traffic brought by Lone Star Throwdown and the busy Valentine’s Day weekend along the Waterway. Thanks to their proactive efforts and timely response, deputies were able to prevent several incidents from escalating.

In addition, our team partnered with local retailers to disrupt an organized retail theft operation. Working together with MCSO detectives and patrol deputies, they recovered 754 stolen items valued at over \$26,000 from a two-week crime spree. The overtime program continues to strengthen relationships between deputies and local businesses, allowing for faster, more coordinated responses and more effective evidence collection. This collaboration ultimately led to the swift recovery and return of merchandise to the affected stores.



Park Check





THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

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 - March 2026 Activity Report

The Woodlands Fire Department
 Administrative Report
 March 2026

February Incidents

**THE WOODLANDS FIRE DEPARTMENT
 INCIDENT REPORT
 February 2026**

Incident Type	Count
<u>FIRE</u>	
Outside Fire – Other Outside Fire	1
Outside Fire – Trash/Rubbish Fire	1
Outside Fire – Vegetation/Grass Fire	3
Structure Fire – Chimney Fire	1
Structure Fire – Confined Cooking/Appliance Fire	3
Structure Fire – Room and Contents Fire	5
Structure Fire – Structural Involvement	5
Transportation Fire – Vehicle Fire - Passenger	4
SUBTOTAL	23
<u>RESCUE & EMERGENCY MEDICAL SERVICES INCIDENT</u>	
Medical Illness	377
Medical Injury	252
Medical Other	24
Rescue	7
SUBTOTAL	660
<u>HAZARDOUS CONDITION (no fire)</u>	
Hazard Nonchemical – Electrical Hazard/Short Circuit	2
Hazard Nonchemical – Motor Vehicle Collision	9
Hazardous Materials – Carbon Monoxide Release	1
Hazardous Materials – Gas Leak/Gas Odor	9
Investigation - Odor	5
Investigation – Smoke Investigation	4
SUBTOTAL	30
<u>SERVICE CALL</u>	
Citizen Assist – Citizen Assist/Service Call	12
Citizen Assist – Lift Assist	10
Citizen Assist – Person in Distress	4

Disaster/Weather – Damage Assessment	1
Disaster/Weather – Weather Response	2
Other – Damaged Hydrant	1
SUBTOTAL	30

GOOD INTENT CALL

Good Intent – Investigate Hazardous Release (Nothing Found)	2
Good Intent – No Incident Found Upon Arrival/Location Error	14
Good Intent – Smoke from Nonhostile Source (Smoke Scare)	3
SUBTOTAL	19

FALSE ALARM & FALSE CALL

False Alarm – Accidental Alarm	32
False Alarm – Intentional False Alarm	1
False Alarm – Malfunctioning Alarm	20
False Alarm – Other False Call	2
Alarms (Non-Medical) – CO Alarm	4
Alarms (Non-Medical) – Fire/Smoke Alarm	23
Alarms (Non-Medical) – Other Alarm	3
Cancelled – No Emergency	166
SUBTOTAL	251

SPECIAL INCIDENT

Law Enforcement Support	1
SUBTOTAL	1

TOTAL INCIDENT COUNT FOR FEBRUARY 2026 1014

February Non-Incident Activity

Public Relations Events

Station tours	20
Attended on site public relations event	36
Miscellaneous citizen contacts	22
Commercial on site walk thru (emergency preparedness preplanning)	3

Dispatch

Woodlands Fire Department

9-1-1 calls	811
MCHD Rollovers	29
Mutual Aid given	N/A*
Mutual Aid received	N/A*

* N/A = Not Available

Training

Emergency Training Center events	20
Woodlands Fire Department training classes at Emergency Training Center	20

Fire Prevention Officer Monthly Report – February 2026

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

➤ Fire Inspection:	29
➤ Plans Reviewed:	6
➤ Fire Investigations:	0
➤ Public Relations Events:	1
➤ Access Control:	2
➤ Ceiling Cover:	2
➤ Complaint:	6
➤ Final (Fire Code):	6
➤ Follow-Up:	3
➤ Foster Home:	0
➤ Hydro:	1
➤ Knox-Box:	2
➤ Life-Safety	1
➤ Fire Sprinkler System	0
➤ Site Inspection	6
➤ Fire Alarm System	0

TOTAL: 65

Montgomery County Fire Marshal's Office Investigation Days: 0

Public Relations: 1



The Woodlands Township Annual Touch-a-Truck event at Rob Fleming, February 28.

Staffing Updates

New Hires:

Isaac Pineda	Fire Fleet Technician	eff. 02/12/2026
Joseph Cuccia	Radio Analyst	eff. 02/27/2026

Promotions:

Jason Enyart	Lieutenant IV	eff. 02/08/2026
Justin Hill	Lieutenant IV	eff. 02/08/2026
Tyler Knutson	Lieutenant IV	eff. 02/08/2026
Clinton Kriese	Driver/Operator IV	eff. 02/08/2026
Rocco Maglio	Driver/Operator IV	eff. 02/08/2026
Christian Parsons	Driver/Operator IV	eff. 02/08/2026

Jonathan Tatum	Driver/Operator IV	eff. 02/08/2026
Anibal Torres	Driver/Operator IV	eff. 02/08/2026
John Adams	Driver/Operator I	eff. 02/26/2026
Christian Bruner	Firefighter III	eff. 02/26/2026
Sean Bunch	Firefighter III	eff. 02/26/2026
Gordon Carlson	Firefighter III	eff. 02/26/2026
Trevan Clark	Driver/Operator I	eff. 02/26/2026
Louis Garcia	Firefighter III	eff. 02/26/2026
Chad Jones	Lieutenant I	eff. 02/26/2026
Jimmy Kizer	Firefighter III	eff. 02/26/2026
Alvaro Orona	Firefighter III	eff. 02/26/2026
Alex Perez	Firefighter III	eff. 02/26/2026
Brandon Pounds	Driver/Operator IV	eff. 02/26/2026
Zachary Smart	Firefighter III	eff. 02/26/2026
Cody Windisch	Firefighter III	eff. 02/26/2026

Retirements:

David Polnick	Lieutenant IV	eff. 02/17/2026
Ryan Rogas	Driver/Operator IV	eff. 02/19/2026

Transfers:

Mikayla Ward	Public Safety Telecommunicator IV	eff. 02/11/2026
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January Notable Accomplishments

- TWFD Recruit Test
- ACLS Refresher Course
- All Chiefs Meeting
- HazMat Training
- Joey D Conference

Upcoming Projects & Events

- Pack Testing for Wildland
- TCFP Inspection
- Rescue Team Training
- Rope Technician Class
- RT130 Refresher Class
- Live Fire Training



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider and act upon Resolution No. 003-26 supporting the State and Local Cybersecurity Grant Program Mitigation application;

FISCAL IMPACT:

FY 2027: 30% Local Match, if the grant is awarded. The total project cost is \$50,679.59, consisting of grant funds of \$35,475.71 and a 30% local match of \$15,203.88.

BACKGROUND:

The federal Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), was signed into law on November 15, 2021. One component of the act is the State and Local Cybersecurity Grant Program (SLGCP), which appropriated \$1 billion over four years (2022 through 2025) to address cybersecurity risks and cybersecurity threats to information systems owned or operated by, or on behalf of, state, local, or tribal governments. Texas was allocated approximately \$40 million over four years. The allocation requires matching funds that will increase through the years. The required 2027 local match is 30%.

Purpose: The SLGCP supports cybersecurity efforts to address imminent cybersecurity threats to local information systems, including implementing investments that support local governments with managing and reducing systemic cyber risk associated with the SLGCP objectives listed below:

Objective 1 - Governance and Planning: Develop and establish appropriate governance structures, including developing, implementing, or revising cybersecurity plans, to improve capabilities to respond to cybersecurity incidents and ensure continuity of operations.

Objective 2 - Assessment and Evaluation: Understand the current cybersecurity posture and areas for improvement based on continuous testing, evaluation, and structured assessments.

Objective 3 - Mitigation: Implement security protection commensurate with risk.

Objective 4 - Workforce Development: Ensure organization personnel are appropriately trained in cybersecurity, commensurate with responsibility.

The Township is submitting a grant application for mitigation to be implemented in 2027, which requires resolutions from the governing body in support of the grant application and terms and assigning the Township's President/Chief Executive Officer as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the Township.

RECOMMENDATION:

Approve Resolution No. 003-26 in support of the Township's grant application to the State and Local Cybersecurity Grant Program.

Attachments

Resolution No. 003-26, Supporting The Woodlands Township's Cybersecurity Mitigation Application

RESOLUTION NO. 003-26
RESOLUTION SUPPORTING THE WOODLANDS TOWNSHIP'S
CYBERSECURITY MITIGATION APPLICATION

WHEREAS, The Woodlands Township Board of Directors finds it in the best interest of the citizens of The Woodlands Township, that the Cybersecurity Mitigation be operated for the 2027 fiscal year; and

WHEREAS, The Woodlands Township Board of Directors agrees to provide applicable matching funds for the said project as required by the State and Local Cybersecurity Grant Program grant application; and

WHEREAS, The Woodlands Township Board of Directors agrees that in the event of loss or misuse of the Office of the Governor funds, The Woodlands Township Board of Directors assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, The Woodlands Township Board of Directors designates Monique Sharp, President/Chief Executive Officer of The Woodlands Township as the grantee's authorized official; and the authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency;

NOW THEREFORE, BE IT RESOLVED that The Woodlands Township Board of Directors approves submission of the grant application for the Cybersecurity Mitigation to the Office of the Governor.

PASSED and ADOPTED this 19th day of March, 2026.



THE WOODLANDS TOWNSHIP

Brad Bailey
Chairman, Board of Directors

ATTEST:

Linda Nelson
Secretary, Board of Directors



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider and act upon annual computer replacement purchase;

FISCAL IMPACT:

\$89,168.84 from the 2026 Information Technology Capital Budget.

BACKGROUND:

The Township desktop computers and laptops are on a four-year replacement cycle. The systems in this request will replace computers purchased in 2022. These systems will no longer be under extended warranty, limiting vendor and parts support. The majority of the Township's computers will be replaced with Dell laptops, except for mission-specific Dell desktop computers. This purchase will also include new computers for mission-specific workflows or additional staff. The computers will be purchased through the Texas Department of Information Resources cooperative contract, which meets State and Township competitive purchasing requirements. Since this is an equipment-only purchase, no Township contract is required nor is one being sought.

RECOMMENDATION:

Authorize the President/Chief Executive Officer to execute the purchase from Dell Marketing LP.



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider and act upon the First Amendment to License Agreement For Parking Facilities with Oak Ridge Woodlands Area Little League at the Sawdust Park and Ride (C-2016-0050A1);

FISCAL IMPACT:

Not applicable. Any costs associated with Oak Ridge Woodlands Area Little League (ORWALL) parking activity will be incurred by ORWALL.

BACKGROUND:

The Woodlands Township entered a Lease Agreement with Montgomery County (the "County") for the Sawdust Park and Ride. ORWALL is adjacent to the park and ride facility, and ORWALL has historically used the park and ride parking lot for overflow parking during the little league baseball season. Per the terms of the Lease Agreement with the County, and in keeping with historical practice, the Township is obligated to enter into a parking agreement with ORWALL for the organization to use the park and ride parking lot. The original License Agreement with ORWALL is set to expire on April 30, 2026, and an extension of this agreement is warranted.

Township Legal Counsel has prepared the attached First Amendment to License Agreement For Parking Facilities (Attachment A), which contains the same terms and renewal as the Township lease with the County. The amendment has been forwarded to ORWALL's Board of Directors for consideration. The terms of the proposed first amendment retain all the material elements of the initial contract, including, but not limited to, ORWALL's use of the parking lot, or portions of the parking lot, which are restricted to dates and times that do not adversely impact the Township's park and ride bus operation. ORWALL will be responsible for closing and securing any gate(s) during their use, additional security or any required traffic control and cleaning the park and ride and disposal of trash and litter, if and as needed, following events at the ORWALL complex.

RECOMMENDATION:

Approve the First Amendment to License Agreement for Parking Facilities with Oak Ridge Woodlands Area Little League and authorize the President/Chief Executive Officer to execute the agreement as approved to final form by Township Legal Counsel and upon final review and approval by Oak Ridge Woodlands Area Little League Board of Directors.

Attachments

[Attachment A - First Amendment to License Agreement For Parking Facilities \(C-2016-0050A1\)](#)

**FIRST AMENDMENT TO
LICENSE AGREEMENT FOR
PARKING FACILITIES**

C# 2016-0050-A1

THIS FIRST AMENDMENT TO LICENSE AGREEMENT FOR PARKING FACILITIES (this “First Amendment”) is made as of March 26, 2026 (the “Effective Date”) by and among **OAK RIDGE WOODLANDS AREA LITTLE LEAGUE**, a non-profit corporation (the “ORWALL”), 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”). (ORWALL and the Township are herein collectively referred to as the “Parties” and individually as a “Party”).

WHEREAS, the Parties entered into that certain LICENSE AGREEMENT FOR PARKING FACILITIES (C# 2016-0050), attached hereto as Exhibit “A”, (the “Original Agreement”);

WHEREAS, the Original Agreement is set to expire on April 30, 2026 (the “Expiration Date”);

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 8 of the Original Agreement is hereby amended to reflect the following:

“Except as otherwise specifically set forth herein, this Agreement will continue in full force and effect from the Expiration Date for an additional sixty (60) full calendar months (the “Amended Expiration Date”). The Amended Expiration Date shall be April 30, 2031.”

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 TOWNSHIP,
a political subdivision of the State of Texas

By: _____
Name: Monique Sharp
Title: President/Chief Executive Officer
Date: _____

**OAK RIDGE WOODLANDS AREA
LITTLE LEAGUE,**
a non-profit corporation

By: _____
Name: _____
Title: _____
Date: _____

Exhibit “A”
[Original Agreement]

**LICENSE AGREEMENT
FOR PARKING FACILITIES
C# 2016-0050**

This **LICENSE AGREEMENT FOR PARKING FACILITIES** ("License Agreement") is made and entered into effective as of the date fully executed by and between THE WOODLANDS TOWNSHIP (the "Township"), a political subdivision of the State of Texas created and operating pursuant to Chapter 289, Acts of the 73rd Texas Legislature, Regular Session, 1993, as amended, and Oak Ridge Woodlands Area Little League ("ORWALL"), a non-profit organization. The Township and ORWALL are hereafter referred to individually as a "Party" and collectively as the "Parties".

RECITALS

WHEREAS, the Township is the operator of the Sawdust Park and Ride (the "Sawdust Park and Ride"), and in furtherance of such operation, has acquired a leasehold for the property which is located at 701 Westridge Road, Spring, Texas (the "Tract"), more fully described as in the attached Exhibit "A", upon which various improvements have been made, including related parking facilities providing capacity for approximately 1,200 vehicles (the "On-Site Parking Facilities");

WHEREAS, ORWALL is the operator of the adjacent Baseball Complex ("Baseball Complex"), located at 1 Pruitt Road, Spring, TX 77830 and more fully described in Exhibit "B", which is adjacent to the On-Site Parking Facilities;

WHEREAS, the Tract is located adjacent to the Baseball Complex; and

WHEREAS, ORWALL anticipates that additional parking capacity is necessary to handle demand during peak periods of seasonal usage of the Baseball Complex;

WHEREAS, the Parties anticipate that sufficient parking space will be available at the On-Site Parking Facilities to provide the additional capacity during such periods of peak usage of the Baseball Complex;

WHEREAS, the Parties have determined that it is in their mutual best interest to maximize the use of the On-Site Parking Facilities by allowing use of same or a portion or portions of same for additional parking for the Baseball Complex during periods of under-usage or no-use of the On-Site Parking Facilities by the Township; and

WHEREAS, ORWALL agrees that its members, guests and invitees shall not reasonably interfere with the Township's park and ride operation, its staff, consultants, employees, or patrons in any manner whatsoever, nor hinder the ability of the same to use the parking facility for which it is funded, leased and its primary use; and

WHEREAS, the Parties desire to enter into this License Agreement to provide for use of or a portion or portions of the Sawdust Park and Ride by ORWALL, its members, guests, patrons and invitees during specified time periods and set forth the rights and obligations of the Parties relative to same, including operational responsibility for the Sawdust Park and Ride during such specified time periods;

WHEREAS, ORWALL has agreed, as consideration for such license, to indemnify the Township for any damages or injuries to the Improvements, which may result from the use, whether or not caused, either in whole or in part, by its own negligence or any of its members or their guests or invitees, and has further agreed that no enlargement, expansion or alteration shall be made to any Improvements, except as otherwise permitted herein;

NOW THEREFORE, in consideration of the sum of Ten Dollars No/100 and the covenants contained herein and other valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

AGREEMENT

Section 1. License. The Township hereby grants the ORWALL, a limited and revocable license to use a portion or portions of the Sawdust Park and Ride for the purpose of providing its members, guests, patrons and invitees additional parking for and pedestrian access to the Baseball Complex, subject to the following terms and conditions:

- (a) ORWALL's use of the Sawdust Park and Ride for additional parking for the Baseball Complex shall be restricted to the following dates and times:
 - (i) Weekdays (Monday - Friday): 5:00 p.m. to 11:30 p.m.;
 - (ii) Weekend Days (Saturday - Sunday): 6:00 a.m. to 11:30 p.m.; and
 - (iii) Such additional times as the Parties may mutually agree.

For the purpose of this subsection, all federally observed holidays shall be considered weekend days regardless of the day of the week on which they fall.

- (b) During all times not specifically set forth above or to which the Parties have mutually agreed, ORWALL shall use the parking facilities at the Baseball Complex as the primary parking for the Baseball Complex and take reasonable measures to discourage or prevent use of the Sawdust Park and Ride and the On-Site Parking Facilities as additional parking for the Baseball Complex.
- (c) ORWALL, at its expense, may install pathways for the purpose of providing pedestrian access between the Sawdust Park and Ride and the Baseball Complex. Such pathway(s) shall connect the On-Site Parking Facilities and the Baseball Complex by pedestrian walk-through gates, which gates shall be secured and locked by ORWALL at all times other than those specified in subsection (a) hereinabove.
- (d) To the extent the Sawdust Park and Ride is being used for park and ride operation purposes on the dates and during the times specified hereinabove, such use shall take priority, and ORWALL's use of the On-Site Parking Facilities shall be on an "as available" basis.
- (e) The portion or portions of the On-Site Parking Facilities made available to ORWALL under this Licensee Agreement shall be determined by the Township from time to time as deemed necessary to comply with the Federal Transit Administration's ("FTA") oversight of the Sawdust Park and Ride operation and adherence to FTA's program and administrative requirements.

- (f) The Township may allow use of the Sawdust Park and Ride by third parties on the dates and during the times specified hereinabove for other lawful purposes; provided, however, the Township will ensure such use by third parties does not materially impair the ORWALL 's use and enjoyment of the Sawdust Park and Ride for the purposes provided herein.

Section 2. Operation and Maintenance. As between the Parties, the Township shall remain responsible for operation and maintenance of the Sawdust Park and Ride and the On-Site Parking Facilities; provided, however, ORWALL, at its expense, shall be responsible for providing or arranging for appropriate security measures, personnel, and traffic control at the Sawdust Park and Ride and/or Baseball Complex during periods of ORWALL's use of the On-Site Parking Facilities pursuant to Section 1 hereinabove. ORWALL shall be responsible for closing and securing of the gate(s) to the Sawdust Park and Ride on any weekday during which ORWALL uses the On-Site Parking Facilities, as provided herein. ORWALL shall be responsible for both opening and closing and securing of the gate(s) to the Sawdust Park and Ride on any weekend day or holiday during which ORWALL uses the Sawdust Park and Ride, as provided herein. ORWALL shall be responsible, at its expense, for cleaning the On-Site Parking Facilities and disposal of trash, litter and waste materials, if and as needed, following events at the Baseball Complex for which ORWALL uses the On-Site Parking Facilities pursuant to Section 1 hereinabove.

Section 3. Indemnity: ORWALL shall defend, protect and keep the Township forever harmless and indemnified against and from any penalty, or any damage, or charge, imposed for any violation of any law, ordinance, rule or regulation arising out of the use of the On-Site Parking Facilities Licensed by ORWALL, whether occasioned by the neglect of ORWALL, its employees, officers, agents, contractors or assigns or those holding under ORWALL. ORWALL shall at all times defend, protect and indemnify and it is the intention of the parties hereto that ORWALL hold the Township harmless against and from any and all loss, cost, damage, or expense, including attorney's fee, arising out of or from any accident or other occurrence on or about the Licensed Premises causing personal injury, death or property damage resulting from use of the Licensed Premises by ORWALL, its agents, employees, customers and invitees, except when caused by the willful misconduct or negligence of The Township, its officers, employees or agents, and only then to the extent of the proportion of any fault determined against The Township for its willful misconduct or negligence. ORWALL shall at all times defend, protect, indemnify and hold The Township harmless against and from any and all loss, cost, damage, or expense, including attorney's fees arising out of or from any and all claims or causes of action resulting from the ORWALL's use of the Licensed Premises and for any failure of ORWALL, their officers, employees, agents, contractors or assigns in any respect to comply with and perform all the requirements and provisions hereof.

Section 4. Insurance. ORWALL shall procure, and shall maintain in full force and effect at all times during the Term of this Lease, such insurance against such risks as is customarily carried with respect to properties similar to the On-Site Parking Facilities in The Woodlands, Texas area. ORWALL shall procure a contractual indemnity rider to its policies with regard to ORWALL's obligations to the Township under this License Agreement.

(A) Commercial General Liability

Combined Single Limits for Bodily Injury and Property Damage:

Each occurrence for premises/operations:

Broad form CGL liability coverage \$1,000,000

General Aggregate - \$1,000,000

Section 5: Non-exclusive: This License Agreement is exclusive to ORWALL and is subject to any existing and all vested rights of the Sawdust Park and Ride owner and any existing lease, license, or other interest in the Sawdust Park and Ride granted by Montgomery County, Texas, to the Township.

Section 6: Environmental Protection: ORWALL shall not use or permit the use of the On-Site Parking Facilities for any purpose that may be in violation of any state, federal or local laws pertaining to the health of the environment, ORWALL warrants that the permitted use of the On-Site Parking Facilities will not result in the disposal or other release of any hazardous substance or solid waste on or to the Licensed Premises, and that it will take all steps necessary to ensure that no such hazardous substance or solid waste will ever be discharged onto the On-Site Parking Facilities or adjoining the On-Site Parking Facilities by ORWALL. The terms "hazardous substance and waste" shall have the meaning specified in state, federal or local laws, including any Montgomery County MS4 permitting system. ORWALL shall indemnify and hold the Township harmless against all costs, environmental clean up to the On-Site Parking Facilities and surrounding the On-Site Parking Facilities resulting from ORWALL's use of the On-Site Parking Facilities under this License.

Section 7: Mechanic's liens not permitted: ORWALL shall fully pay all labor and materials used in, on or about the On-Site Parking Facilities and will not permit or suffer any mechanic's or material man's liens of any nature be affixed against the On-Site Parking Facilities by reason of any work done or materials furnished to the On-Site Parking Facilities at ORWALL's instance or request.

Section 8: Duration: The term of this License Agreement shall commence on the 1st day of the month following the execution of the License Agreement between the Parties, and shall expire on the last day of the one hundred twentieth (120th) full calendar month following the Commencement Date ("Expiration Date").

Section 9: Renewals: The Township shall have the option, at Township's sole discretion, to extend the Term of this License Agreement for one (1) additional period of five (5) years (the "Renewal Term"). In order to exercise the renewal Option, ORWALL must so notify the Township in writing not later than two (2) months prior to the end of the initial Term, as appropriate. All terms and conditions of this License Agreement shall remain in full force and effect during the Renewal Term.

Section 10: Execution of Agreement; Counterparts; Copies Deemed Originals:

(a) This Licensee Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the License Agreement, and shall become effective when counterparts have been signed by each of the Parties and delivered to the other Parties; it being understood that all Parties need not sign the same counterparts.

(b) The exchange of copies of this License Agreement and of signature pages by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties transmitted by facsimile or by electronic means as described shall be deemed to be their original signatures for all purposes.

Section 11. Termination: This Agreement may be terminated in any of the following ways:

- (a) Written agreement of both parties;
- (b) By the Township giving ORWALL thirty (30) days prior written notice;
- (c) By the Township, upon failure of ORWALL to perform its obligations as set forth in this Agreement.

Section 12. Notice: When notice is permitted or required by this License Agreement, it shall be in writing and shall be deemed delivered when delivered in person or when placed, postage prepaid in the United States mail, certified return receipt requested, and addressed to the parties at the address set forth below their signature. Either party may designate from time to time another and different address for receipt of notice by giving notice of such change or address.

Section 13. Governing law: This Agreement is governed by the laws of the State of Texas; and exclusive venue for any action shall be in the State District Court of Montgomery County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said court.

Section 14. Exhibits: The exhibits attached to this Agreement are incorporated herein by reference.

Section 15. Binding effect: This Agreement shall be binding upon and inure to the benefit of the executing parties and their respective heirs, personal representatives, successors and assigns.

Section 16. Entire Agreement: This Agreement embodies the entire agreement between the parties and supersedes all prior agreements, understandings, if any, relating to the Licensed Premises and the matters addressed herein and may be amended or supplemented only by written instrument executed by the party against whom enforcement is sought.

Section 17. Recitals: The recitals to this Agreement are incorporated herein by reference.

Section 18. License only; Not a Covenant Running with the Land: The provisions of this Agreement are a License only and are not covenants running with the land. They are, nonetheless, fully binding on ORWALL during the term of the Township's leasehold (except

with respect to defaults that occur during the term of the Township's tenancy) and shall be binding on all ORWALL's successors in interest.

Section 19. License is not assignable: Neither this license or rights thereunder are transferrable or assignable.

Section 20. Representation on Authority of Parties/Signatories. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder are authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

EXECUTED this 17th day of March, 2016.

[Signatures on pages immediately following]

THE WOODLANDS TOWNSHIP

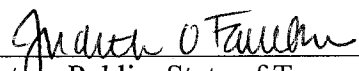
By: 
Don Norrell, President/General Manager

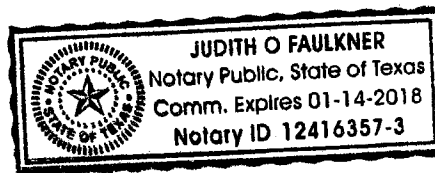
Notice provided to:
The Woodlands Township
c/o President/General Manager
2801 Technology Forest Blvd.
The Woodlands, TX. 77381

ACKNOWLEDGMENT

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

This instrument was acknowledged before me on the 18th day of March, 2016, by
Don Norrell.


Notary Public, State of Texas
My Commission Expires:
1/14/18



OAK RIDGE WOODLANDS AREA
LITTLE LEAGUE

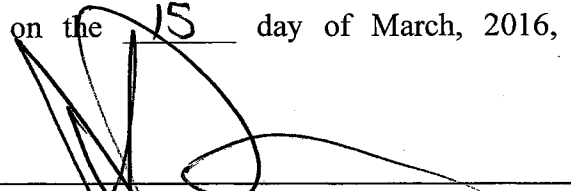
By: 
Brooke Stephenson, President

Notice Provided to:
Oak Ridge Woodlands Area Little League
c/o (Contact name/office)
(Address)

ACKNOWLEDGMENT

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

This instrument was acknowledged before me on the 15 day of March, 2016, by
Brooke Stephenson


Notary Public, State of Texas
My Commission expires:

3/21/2018

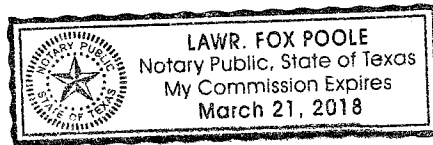


EXHIBIT A

SAWDUST PARK & RIDE

701 WESTRIDGE ROAD
SPRING, TEXAS 77380

All of Restricted Reserve "A", containing 11.8337 acres of land, out of The Woodlands, Village of Grogan's Mill, Section fifty-three (53), a subdivision in Montgomery County, Texas, according to the map or plat thereof recorded in Cabinet E, Sheet 154B of the Map Records of Montgomery County, Texas

EXHIBIT B

ORWALL BASEBALL COMPLEX

1 PRUITT ROAD
SPRING, TX 77380

29.048 acres out of Walker County School Land A599 Survey



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider and act upon proposals for playground equipment at Cochran's Green Park (C-2026-0301), Pepperdale Park (C-2026-0302), Spinning Wheel Park (C-2026-0303), Wilde Creek Park (C-2026-0304) and Craftwood Park (C-2026-0305);

FISCAL IMPACT:

\$860,000 was approved in the 2026 Capital Improvement Plan for playground replacements (Attachment A). Pricing secured through BuyBoard Contract No. 781-25, a local government purchasing cooperative agreement, for playground replacements at Cochran's Green Park, Pepperdale Park, Spinning Wheel Park, Wilde Creek Park and Craftwood Park is \$691,123.84 and includes equipment and installation at all five locations. Please note that playground renovation at Meadowlake Park, which was also included in the 2026 Capital Improvement Plan, will be presented to the Board at a later date.

BACKGROUND:

The playground equipment at Township parks is enjoyed by countless community members for numerous special events, school groups and the public. This extensive use results in significant wear and tear on the playgrounds, thus necessitating their replacement. The cost of the playgrounds reflects the goal to replace equipment that maintains the same high standard of current quality and components currently in place, despite cost increases for materials, manufacturing and freight. The Township surveys residents in the surrounding park areas to gather preferences for playground equipment replacements. These surveys consistently show strong preferences for swings, slides and climbing structures. The Township's Request for Proposals (RFP) asks that vendors bring creative current ideas that yield maximum play value while working within the budget and available space and fit within each park. All equipment must meet the most current standards set by the International Playground Equipment Manufacturers Association (IPEMA), American Standards for Testing Materials (ASTM) and Consumer Product Safety Commission (CPSC). The Township has received the following BuyBoard cooperative agreement proposals and pricing for playground design and installation:

- Cochran's Green Park (Cochran's Crossing neighborhood park - 20 years old): Playground Solutions of Texas dba Parkscares Texas, LLC - \$134,558.27
- Pepperdale Park (Sterling Ridge area park - 22 years old): Lone Star Recreation of Texas - \$164,542.24
- Spinning Wheel Park (Sterling Ridge neighborhood park - 20 years old): fun abounds, Inc. - \$135,000
- Craftwood Park (Sterling Ridge neighborhood park - 24 years old): Playcore dba Gametime c/o Cunningham Recreation - \$122,274.61
- Wilde Creek Park (Creekside Park neighborhood park - 18 years old): Playground Solutions of Texas dba Parkscares Texas, LLC - \$134,748.72

BuyBoard is approved for use as a cooperative purchasing program and ensures that all costs for products are competitively bid, assisting local governments in meeting all state procurement requirements. By using a variety of approved Buy Board vendors, the Township is able to maintain the current standard of having unique and varied park elements throughout the system without a cookie-cutter approach. The Township has had positive experience with all four vendors over the past 15 years.

All submitted designs were developed and evaluated to ensure compliance with the following criteria:

- Ability to meet budget and installation schedule
- Manufacturers' and installers' proven record of quality and experience
- Approach to the project: uniqueness, play value, creative design and use of space, number of play components and user capacity
- Incorporation of resident survey data into the playground design
- Demonstrated knowledge of the Township's specific park environments

RECOMMENDATION:

Approve the five proposals through BuyBoard for playground equipment replacement and improvements at Cochran's Green Park, Wilde Creek Park, Pepperdale Park, Spinning Wheel Park and Craftwood Park not to exceed \$691,123.84 as presented and authorize the President/Chief Executive Officer to execute any necessary agreements as approved to final form by Township legal counsel.

Attachments

Attachment A - 2026 Capital Improvement Projects Budget (Playground Improvements)

EXHIBIT A

2026 Request for Capital Asset



Department Parks Planning **Project Title** Playground Improvements
Requested By Michelle Betcher **Category** Park Improvements

Proposed Capital Expenditure

Item	QTY	Month of Purchase	Amount funded from Capital Reserve	Amount funded from General Fund	Total Estimated Cost
Craftwood	1	Jan - Dec	\$135,000		\$135,000
Pepperdale	1	Jan - Dec	\$170,000		\$170,000
Spinning Wheel	1	Jan - Dec	\$135,000		\$135,000
Wilde Creek	1	Jan - Dec	\$135,000		\$135,000
Meadowlake (5-12)	1	Jan - Dec	\$100,000		\$100,000
Cochran's Green	1		\$135,000		\$135,000
Equipment/ Drainage repairs		Jan - Dec		\$50,000	\$50,000
Project Total			810,000	\$50,000	\$860,000

Project Description

The Woodlands Township replaces playgrounds that are 17-20 years and older to ensure the equipment continues to be safe, aesthetically pleasing and has play value and up to date features thus ensuring resident satisfaction and high use of the park system. Each playground anticipated to be replaced undergoes a staff inspection to determine if the playground conditions warrant consideration for replacement due in part to overall condition, wear, tear, compliance with playground safety standards and resident comments. From this assessment, recommendations are made to include a playground in the annual budget process- see below.

Once a playground is approved to be funded by the Board of Directors, staff utilizes a neighborhood survey conducted of residents within the service radius of the park to incorporate resident and user needs for the playground. Staff is then able to develop a design based on public input. New equipment incorporates aspects realized through the survey that includes transfer points, ground level play components, roofs/shade, climbing walls or boulders, swings and other components that may have come upon the market in the past 10 to 15 years - all of which meet the current standards set by the International Playground Equipment Manufacturers Association (IPEMA), American Standards for Testing Materials (ASTM) and Consumer Product Safety Commission (CPSC). Since the original installation of the playgrounds identified for replacement, there have been changes to various standards including but not limited to signage and product labels, coatings and substrate materials, swing clearance zones, stairways and protective barriers, slides to reduce entanglements, etc. (ASTM F1487-11). Changes to the standards does not necessarily mean the playground is unsafe, however the changing standards coupled with the age of the current playground, wear and tear of the playground, and

EXHIBIT A

2026 Request for Capital Asset



resident input on the need for updated equipment manifest the need for the renovation program. Playgrounds identified for replacement in the 2026 budget include:

Spinning Wheel Park playground equipment, located at 1 W. Archwyck Cir. in the Village of Sterling Ridge, was installed in 2005 and is now 20 years old. This 1.53-acre Neighborhood Park includes picnic tables, drinking fountains, a pavilion, both belt and bucket swings, and play equipment. The play structures in this park have very become worn, lacking interest and unsightly. Surfaces and components are badly faded and scratched in many areas. Paint chipping is present as well. Replacement costs include equipment, drainage, borders and surfacing.



Cochran's Green Park playground equipment, located at 8 Edgemire Pl. in the Village of Cochran's Crossing, was first installed in 1990 and last replaced in 2005 (20years old). This 1.51-acre Neighborhood Park includes picnic tables, drinking fountains, a pavilion, both belt and bucket swings and play equipment. The play structures in this park have become worn out and need replacement. Many surfaces and components are faded, badly scratched and rusted in some areas. Replacement costs include equipment, drainage, borders and surfacing.

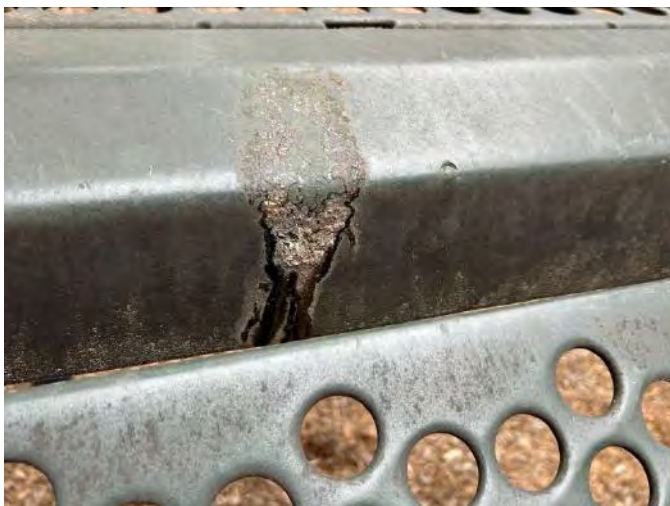


EXHIBIT A

2026 Request for Capital Asset



Meadowlake Park playground equipment, located at 9501 N. Panther Creek Dr. in the Village of Panther Creek, was first installed in 2001 (24 years old). This 6.77-acre Area Park includes tennis courts, a pavilion, pond, picnic tables, drinking fountains, basketball courts, both belt and bucket swings and play equipment. The 2-5 play structure was replaced in 2019; however, the 5-12 structure was in good shape and did not need to be replaced at that time. Now the 5-12 structure surfaces and components are faded, scratched and rusted in some areas. Paint chipping is present as well. Replacement costs include equipment, drainage, borders and surfacing.



Craftwood Park playground equipment, located at 154 Bryce Branch Cir. in the Village of Sterling Ridge, was installed in 2001 (24 years old). This small 1.01-acre Neighborhood Park includes a pavilion, picnic tables, drinking fountains, a climbing rock, belt and bucket swings and play equipment. The play structures in this park have very become worn, lacking interest and unsightly. Surfaces and components are badly faded and scratched in many areas. Replacement costs include equipment, drainage, borders and surfacing.



EXHIBIT A

2026 Request for Capital Asset



Pepperdale Park playground equipment, located at 17 N. Pentenwell Cir. in the Village of Sterling Ridge, was first installed in 2003 (22 years old). This 6.59-acre Area Park includes tennis and basketball courts, a pond, pavilion, picnic tables, drinking fountains, belt and bucket swings and play equipment. The play structures in this park mostly lack interest and need updating. Surfaces and components have become faded, scratched and rusted in some areas. Replacement costs include equipment, drainage, borders and surfacing.



Wilde Creek Park playground equipment, located at 6861 ¼ Wilde Creek Dr., in the Village of Creekside Park, was first installed in 2007 (18 years old). This small 0.804-acre Neighborhood Park includes picnic tables, drinking fountains, a wooden pergola, belt and bucket swings and play equipment. The play structures in this park are worn and lack interest. Surfaces and components have faded and are scratched in some areas. Paint is missing in a few places as well. Replacement costs include equipment, drainage, borders and surfacing.





THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider and act upon an Assignment and Assumption of License Agreement For The Use of Creekside Village Green Park (C-2026-0331);

FISCAL IMPACT:

Not applicable.

BACKGROUND:

In 2015, Village Green Park was conveyed to The Woodlands Township from CSPV Holdings, LLC, by Special Warranty Deed. Village Green Park is located in the Village Center in the Village of Creekside Park. While it serves as a neighborhood park, the amenity also functions as a civic plaza, entertainment area and special event venue for this area of the community.

As part of the conveyance process, a License Agreement (Attachment A) with a 25-year term was entered into between the Township and The Woodlands Development Company (TWDC) that gives TWDC the right to plan, promote, manage and lead activities and events on behalf of the residents of the Township that aid community spirit. This right was transferred through Board action to Creekside Park Kobalt, LLC, (Kobalt) when they purchased the Center in 2023. Kobalt recently sold the Center to Creekside Station, LLC. The Assignment and Assumption of License Agreement (Attachment B) being presented for Board approval is consistent with the previous agreement and permits the owner of the Village Center the ability to host up to ten days of events and programming per year at Village Green Park. The original agreement between TWDC and the Township expires on November 30, 2043, and the proposed assignment retains this termination date.

RECOMMENDATION:

Approve the Assignment and Assumption of License Agreement For the Use of Creekside Village Green Park from Creekside Park Kobalt, LLC, to Creekside Station, LLC, and authorize the President/Chief Executive Officer to execute any necessary agreement as approved to final form by Township legal counsel.

Attachments

Attachment A - License Agreement - Use of Creekside Village Green Park

Attachment B - Assignment and Assumption of License Agreement (Creekside Park)- Kolbalt to Creekside Station- Village Green

LICENSE AGREEMENT BETWEEN THE WOODLANDS TOWNSHIP AND THE WOODLANDS LAND DEVELOPMENT COMPANY, L.P. FOR USE OF CREEKSIDE VILLAGE GREEN PARK

RECITALS

WHEREAS, the Woodlands Township ("the Township") was created to provide community recreational opportunities to youth, adults and senior citizens and in doing so to combine the resources of each participating community to enrich lives by promoting active and healthy lifestyles; then

WHEREAS, The Township's Enabling Legislation authorizes the use and licensing of real and personal property inside the Township; and

WHEREAS, the Township ("the Township") is the owner of real property consisting of designated park land and facilities that are capable of being used by The Woodlands Land Development Company, L.P. ("TWDC") for community recreational purposes; and

WHEREAS, the TWDC's use of the designated park and facilities promotes the health and general welfare of the community; and

WHEREAS, the TWDC's use of the park and facilities for community recreational purposes maximizes park use and increase recreational opportunities for the community; and

WHEREAS, TWDC will plan, promote, manage and lead activities and events that promote the Township as a destination which will result in additional sales and hotel taxes; and

WHEREAS, TWDC will plan, promote, manage and lead activities and events on behalf of the residents of The Woodlands Township that aid community spirit; and

WHEREAS, TWDC will plan, promote, manage and lead activities for nonresidents that promote the community as an ideal place to own a business or purchase a home which may result in home sales, apartment rentals and/or business relocation; and

WHEREAS, TWDC and the Township have agreed that TWDC shall, as consideration for the instant license, lease to the Township a tract of land on Millennium Forest Drive for an comparable term of years, for its use as a parking facility;

NOW, THEREFORE, the Township (on behalf of itself, its successors and assigns) and TWDC hereby agree to cooperate with each other and enter into the following License Agreement as follows:

1. Term: This Agreement will begin on the effective date, and will continue for a period of twenty-five (25) years (December 1, 2018 – November 30, 2043).

3. Effective Date: This Agreement shall become effective when it is fully executed by both parties.

4. Parkland and Facilities Covered: The term "designated park land and facilities" will be used for purposes of this License Agreement to mean Creekside Village Green Park, located at

26400 Kuykendahl Road, The Woodlands, Texas 77389, as further identified and legally described in Exhibit A, attached and incorporated for all purposes. The Township and TWDC shall have the right to add or exclude additional designated park land and facilities not identified in this Agreement, provided such addition or exclusion is in writing and approved by the Township and TWDC.

5. Permitted Uses of Designated Park Land and Facilities:

- a. TWDC shall be entitled to the use of all designated park land and facilities for community recreational purposes subject to the provisions below.
- b. TWDC shall be responsible for scheduling and coordinating with the Township, all events and the specific proposed park land and/or facilities, no less than three months in advance of such use or event.
- c. TWDC shall be granted permission by the Township, the use of all designated park and land facilities herein, upon Township's receipt of a three-month advance written request, subject to previously permitted uses. The Township shall have priority for any previously planned use of designated park land and facilities.
- d. TWDC will only be granted permission by the Township use of all designated park and land facilities pursuant to this license for up to ten events (uses) per year. Any additional events (uses) in excess of this agreement shall be governed solely by the Township's Special Events Permitting Policy, as it may be amended from time to time to include fees. Both parties acknowledge that under the Township's existing Special Event Permitting Policy private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage or alcohol, do not use roads, streets or pathways and do not have amplified sound or large tents do not require a Special Event Permit. In the event that The Woodlands is incorporated, it is understood that the Township's Special Events Permitting Policy in existence immediately prior to incorporation shall be the policy under which this License Agreement will be administrated for the remainder of the term.
- e. Open access to the designated park land and facilities shall be permitted by the public during any TWDC events.
- f. Both parties acknowledge that an event (use) may occur on multiple days; such as Creekside Park Unplugged which occurs for three (3) Wednesdays in April and May. Despite the multiple days, such an event counts as a single event (use) under clause 4.d above.

6. Incorporation of Recitals; Consideration; Use Fees: In light of the mutual consideration contained within the recitals, which are true and correct and made a part of the Agreement hereof, there shall be no use fee charged to TWDC for use of the designated park land and facilities for the number of uses specified in paragraph 4d.

7. Compliance with Law: All use of the designated park land and facilities shall be in

accordance with state and local law. In the case of a conflict between the terms of this Agreement and the requirements of state law, the state law shall govern. Any actions taken by the Township or TWDC that are required by state law, but are inconsistent with the terms of this Agreement shall not be construed to be a breach or default of this Agreement.

8. Compliance with Park Rules and Special Event Policies and Procedures: TWDC agrees to comply with the Township's Park Rules as well as the Township's Special Event Policies and Procedures, as they may be amended from time to time.

9. Obligations of the Township and TWDC:

a. **Designation of Representative:** The Township and TWDC shall each designate an employee with whom the Township or TWDC, or any authorized agent of the parties, may specifically confer regarding the terms of this Agreement.

b. **Access and Security:** The Township shall provide the personnel necessary to open and close the designated park land and facilities located within their respective boundaries during normal business hours. In the event TWDC schedules an event at the designated park or facility, it shall be responsible for providing the necessary personnel to open and close the designated park land and facilities.

c. **Maintenance:** TWDC shall inspect and maintain the designated park land and facilities to ensure these sites are suitable for community recreational activities. The personnel shall ensure the Township is notified within 48 hours in the event that designated park land and/or facilities suffer damage.

d. **Supervision:** TWDC shall be responsible for providing personnel, if any, for the direction and/or supervision of activities at the designated park land and facilities.

e. **Equipment and Storage:** TWDC shall furnish all expendable materials necessary for carrying out its programs.

f. **Custodial:** The Township shall make trash receptacles available and encourage community users to dispose of trash in the trash receptacles. Event holders shall be responsible for providing their own trash removal and shall return the park area to a neat, orderly and sanitary condition. Should TWDC hold a special event, it shall be responsible for providing trash removal and reimbursing the Township for any extra costs related thereto.

g. **Toilet Facilities:** TWDC and/or the Township may place temporary, portable, restroom facilities at the designated park land and facilities at their discretion. It shall be the responsibility of the Township to maintain such facilities within their respective boundaries. Should TWDC hold a special event, it shall be solely responsible to providing the necessary toilet facilities to meet the demand related thereto.

10. Restitution and Repair: TWDC shall be responsible to repair, remediate, or fund the replacement or remediation of any and all damage or vandalism to the designated park land and facilities within their respective boundaries.

11. Liability and Indemnification:

A. TWDC SHALL DEFEND, INDEMNIFY, AND HOLD THE TOWNSHIP, ITS OFFICERS, EMPLOYEES AND AGENTS, HARMLESS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, EXPENSE, ATTORNEYS' FEES OR CLAIMS FOR INJURY OR DAMAGES, ARISING OUT OF THE PERFORMANCE OF THIS AGREEMENT, BUT ONLY IN PROPORTION TO AND TO THE EXTENT SUCH LIABILITY, LOSS, EXPENSE, ATTORNEYS' FEES, OR CLAIMS FOR INJURY ARE CAUSED BY OR RESULT FROM THE NEGLIGENT, INCLUDING GROSSLY NEGLIGENT OR INTENTIONAL ACTS, OR OMISSIONS OF TWDC, ITS OFFICERS, AGENTS OR EMPLOYEES OR THIRD PARTIES.

B. TO THE EXTENT ALLOWED BY LAW, THE TOWNSHIP SHALL DEFEND, INDEMNIFY, AND HOLD TWDC, THEIR OFFICERS, EMPLOYEES AND AGENTS, HARMLESS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, EXPENSE, ATTORNEYS' FEES OR CLAIMS FOR INJURY OR DAMAGES, ARISING OUT OF THE PERFORMANCE OF THIS AGREEMENT, BUT ONLY IN PROPORTION TO AND TO THE EXTENT SUCH LIABILITY, LOSS, EXPENSE, ATTORNEYS' FEES, OR CLAIMS FOR INJURY ARE CAUSED BY OR RESULT FROM THE NEGLIGENT, INCLUDING GROSSLY NEGLIGENT OR INTENTIONAL ACTS OR OMISSIONS OF THE TOWNSHIP, ITS OFFICERS, AGENTS OR EMPLOYEES, OR THIRD PARTIES.

12. Insurance: TWDC agrees to provide the following insurance in connection with this License Agreement., which shall continue beyond the term and survive the termination of this Agreement:

(A) Commercial General Liability Insurance written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage), with a limit of not less than \$5,000,000 per occurrence. Releaser's policy shall contain an endorsement for contractual liability coverage, including Releaser's indemnity obligations in this Agreement. TWDC shall cause its insurers to: (1) name The Woodlands Township as additional insureds under an additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and (2) waive their rights of subrogation against each member of the Township.

(B) In the instance that the Permitted Uses includes the distribution, sale, or service of alcoholic beverages, then TWDC shall carry either (1) a Liquor Liability Endorsement on its CGL policy waiving the liquor liability exclusion (ISO form CG 24 08); (2) a liquor liability exception for scheduled activities (ISO form CG 21 51) for the event made the subject of this Agreement; or (3) A Liquor Liability Policy (ISO form CG 00 33) with a limit of not less than \$5,000,000 per occurrence and shall include the Township as an insured on the coverage.

(C) In the instance that the Permitted Uses includes the use of automobiles, then TWDC shall carry Automobile Liability Insurance written on ISO form CA 00 01 (or a substitute form providing equivalent coverage), with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall also either contain contractual liability coverage or endorsed to provide contractual liability coverage equivalent to that provided by ISO form CA 00 01. TWDC shall cause its insurers to: (i) name the Township as additional insureds under an additional insured endorsement CA 04 03 on the automobile liability insurance; and (ii) under each policy, waive their rights of subrogation against the Township.

Limits of insurance can be satisfied by maintaining any combination of primary and umbrella/excess insurance policies. Further, as to both the Commercial General Liability Policy and the Automobile Liability Insurance (and also as to the separate Liquor Liability Policy if such is required in (B) above), TWDC shall cause its insurers to cause TWDC's insurance coverage to be primary in relation to any policies carried by the members of the Township or its insurers shall also provide at least thirty (30) days prior written notice of cancellation or non-renewal of the policies to Township. TWDC shall procure all insurance policies required under this Agreement from an insurance company licensed to issue insurance in Texas with an A.M. Best rating of "A-V" or better. TWDC shall furnish proof of such insurance coverage including all endorsements evidencing all coverage required under this Agreement to Township at least three (3) business days prior to the commencement of any actual Use Period, and shall also furnish copies of the insurance policies to Township upon request. Said proof shall not limit the coverage required hereunder to only the Use Period, but the coverage shall be applicable and conform to the requirements of this Agreement. Township shall not, however, be deemed to waive these requirements if TWDC fails to timely furnish such certificates or policies. The insurance required above is intended to stand alone and not to solely support any indemnity obligation between the parties. The TWDC shall provide evidence of insurance each year this Agreement is in effect showing proof of the above coverages.

- 13. Termination:** This Agreement may be terminated at any time prior to its expiration, on the basis that a party hereto has committed a material breach of any of the terms, upon sixty (60) days written notice.
- 14. Amendments:** This Agreement may not be modified or otherwise amended, nor may compliance with any of its terms be waived, except by both of the respective parties in writing.
- 15. Invalidity of Particular Provision:** The invalidity of any section, subsection or provision of this Agreement shall not affect the validity of the remaining sections, subsections or provisions hereof which shall remain valid and be enforced to the fullest extent permitted by law.
- 16. Captions:** The captions in this License Agreement are inserted only as a matter of convenience and for reference and in no way define, limit enlarge or describe the scope or intent of this Agreement nor in any way shall affect this Agreement or the construction of any provision hereof.
- 17. Conflicts:** In the event of any conflict between this License Agreement and any agreement attached as an exhibit, or any other document executed pursuant to or in furtherance of this Agreement, this Agreement shall control, unless such other agreement is signed by the Township and TWDC and expressly provides to the contrary.
- 18. Governing Law:** This Agreement shall be governed by, construed and enforced in accordance with, the laws of the State of Texas. The parties agree, consent and submit to the personal jurisdiction of any competent court of jurisdiction in Montgomery County, Texas, for any action brought against it arising out of this License Agreement.
- 19. Joint Drafting:** This Agreement has been negotiated by the parties and each party has joined in and contributed to the drafting of this Agreement. Accordingly, there shall be no presumption favoring or burdening any one or more of the parties hereto based upon draftsmanship.

20. Assignment: This license is personal to TWDC and except with the Township's prior written consent, TWDC shall not transfer this license, including by merger (whether TWDC is the surviving or disappearing entity), consolidation, dissolution, or operation of law, (1) any discretion granted under this agreement, (2) any right to satisfy a condition under this agreement, (3) any remedy under this agreement, or (4) any obligation imposed under this agreement. Any purported transfer in violation of this section will be void and shall act to terminate the agreement in accordance with paragraph 12 but without any requirement for the Township to give advance notice of breach.

21. Notices: All notices, consents, approvals, requests and other communications, herein collectively called "notices" required or permitted under this Agreement shall be given in writing, signed by the authorized representative from the Township and TWDC and sent to a party as follows:

To the Township:

Don Norrell
President/General Manager
The Woodlands Township
2801 Technology Forest Boulevard
The Woodlands, Texas 77381

To the TWDC:

Jim Carman, Vice President
The Woodlands Development Company
Two Hughes Landing
1790 Hughes Landing Boulevard, Suite 600
The Woodlands, Texas 77380

All such notices, certificates or other communications shall be deemed served upon the date of personal delivery, the day after delivery to a recognized overnight courier, the date of the transmission by facsimile or other electronic means is verified or two days after mailing by registered or certified mail.

22. Entire Agreement: This Agreement constitutes the entire Agreement between the parties, and supersedes all understandings, offers, negotiations and other use agreements concerning the subject matter contained herein, except those previously contained in the parties' Comprehensive Community Services Agreement, effective February 1, 2014, as amended ("CCSA") and its predecessor, the Recreation Facilities Agreement, dated August 1, 1996, as amended (RFA). Aside from these prior and this instant agreement, which may be amended from time to time, there are no representations or understandings of any kind not set forth herein. In the event of any conflict between this License Agreement and the CCSA or the RFA, those agreements will control. Any amendments, modifications or waivers of any of the terms and conditions of this Agreement must be in writing and executed by both parties.

23. Parties in Interest: This Agreement shall be for the sole and exclusive benefit of TWDC and the Township and shall not be construed to confer any benefit or right upon any other party.

DOCUMENT NUMBER: 16779

VERSION: 3

DOCUMENT NAME: PARK LICENSE AGREEMENT – CREEKSIDE VILLAGE GREEN 03.22.2017

CONTRACT NO: C-2017-0161

PAGE 6 OF 9

24. Severability: The provisions of this Agreement are severable, and if any word, phrase, clause, sentence, paragraph, section, or other part of this Agreement or the application thereof to any other person or circumstance shall ever be held by any court of competent jurisdiction to contravene or be invalid under the constitution or laws of the State of Texas for any reason, that contravention or invalidity shall not invalidate the entire Agreement. Instead, this Agreement shall be construed as if it did not contain the particular provision or provisions held to be invalid, the rights and obligations of the parties shall be enforced accordingly, and this Agreement shall remain in full force and effect, as construed. The remainder of this Agreement and the application of such word, phrase, clause, sentence, paragraph, section, or other part of this Agreement to the other parties or circumstances shall not be affected thereby.

25. Authorization: Each party represents that (i) execution and delivery of this Agreement by it has been duly authorized by its governing body or other persons from whom such party is legally bound to obtain authorization; (ii) that the consummation of the contemplated transactions will not result in a breach or violation of, or a default under, any agreement by which it or any of its properties is bound, or by any statute, rule, regulation, order, or other law to which it is subject; and (iii) this Agreement is a binding and enforceable agreement on its part.


26. Applicable Law: This Agreement shall be governed and construed in accordance with the laws of the State of Texas. Venue shall be in Montgomery County.

27. Counterparts: This Agreement may be executed in multiple counterparts (each of which is to be deemed an original for all purposes) by the parties hereto on the respective dates appearing opposite each party's signature.


[Remainder of page intentionally left blank.]
[Signatures on the following page.]

IN WITNESS WHEREOF, the Township and TWDC by and through their duly authorized representatives, have executed this Agreement as of the day and year fully executed below.

THE WOODLANDS TOWNSHIP,
a political subdivision of the State of Texas

By: 
Don Norrell
President, General Manager
Date: 2-25-19

APPROVED AS TO FORM:



Roberta B. Cross
Township Attorney

**THE WOODLANDS LAND DEVELOPMENT
COMPANY, L.P.**



By: 
Name: Jim Carman
Title: Authorized Representative
Date: 2-28-19 

EXHIBIT A

LEGAL DESCRIPTION OF DESIGNATED PARK LAND AND FACILITIES

EXHIBIT A

**METES AND BOUNDS DESCRIPTION
0.407 ACRES OUT OF THE
ANDREW LAWSON SURVEY, A-509
HARRIS COUNTY, TEXAS**

A **METES AND BOUNDS** description of a 0.407 acre tract, 17,736 square feet, (the square footage totals as shown hereon are based on the mathematical closure of the courses and distances reflected on this survey), situated in the Andrew Lawson Survey, Abstract Number 509 in Harris County, Texas, being out of and part of Unrestricted Reserve "A", Block 1 of The Woodlands Creekside Park Village Center, Sec 6 as shown on a plat filed for record under Film Code Number 665275 of the Harris County Map Records and being all of a called 0.407 acres conveyed to CSPV Holdings, LLC by Special Warranty Deed filed for record under Clerk's File Number 20130528074 of the Harris County Official Public Records of Real Property; said 0.407 acres being more particularly described as follows with all bearings based on the Texas State Plane Coordinates of 1927, South Central Zone:

BEGINNING at a set PK nail (with shiner stamped "Cotton Surveying") for the southeast corner of the herein described tract, said PK nail having a coordinate value of X: 3,091,254.57, Y: 855,984.79, said PK nail being situated North 30°19'17" West, 2723.35 feet from the south line of said Andrew Lawson Survey, the northwest corner of Isaac Bunker Survey, A-120 and the northeast corner of the J.C. Donnell Survey, A-233 according to the Control Drawing provided by The Woodlands Land Development Company, L.P.

THENCE, North 83°21'14" West, 242.96 feet along the south line of said 0.407 acres to a set PK nail (with shiner stamped "Cotton Surveying") for the southwest corner of the herein described tract;

THENCE, North 06°38'46" East, 73.00 feet along the west line of said 0.407 acres to a set PK nail (with shiner stamped "Cotton Surveying") for the northwest corner of the herein described tract;

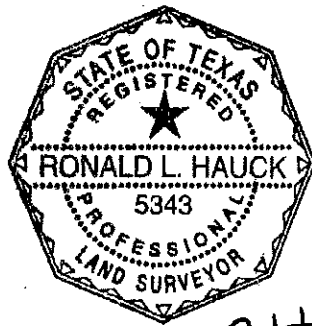
THENCE, South 83°21'14" East, 242.96 feet along the north line of said 0.407 acres to a set PK nail (with shiner stamped "Cotton Surveying") for the most northeast corner of the herein described tract;

THENCE, South 06°38'46" West, 73.00 feet to the **POINT OF BEGINNING, CONTAINING** 0.407 acres of land in Harris County, Texas, as shown on drawing number 3554 in the office of Cotton Surveying Company, The Woodlands, Texas.

The Woodlands Creekside Park Village Center, Sec 6
Parcel 5Q-7

April 16, 2015

P:\PROJECTSW5398 - Wdls Dev Co\W5398-0192-00 CSP Village Ctr Park Esmt\Survey\Legal Desc\M&B - Parcel 5Q-7 - Park.Docx



Ron L Hauck

**ASSIGNMENT AND ASSUMPTION OF LICENSE AGREEMENT
FOR THE USE OF CREEKSIDE VILLAGE GREEN PARK
(C-2026-0331)**

THIS ASSIGNMENT AND ASSUMPTION OF LICENSE AGREEMENT (this “**Agreement**”) is entered into as of the 19th day of March, 2026, by and between Creekside Park Kobalt LLC, a Texas limited liability company (herein called “**Assignor**”) and Creekside Station LLC, a Delaware limited liability company (herein referred to as “**Assignee**”) (Assignor and Assignee are collectively referred to as “**Parties**”).

W I T N E S S E T H:

WHEREAS, contemporaneously herewith, Assignor, as Seller, has sold the commercial retail property known as Creekside Park Village Center (the “**Property**”) to Assignee, as Buyer; and

WHEREAS, Assignor (as successor to The Woodlands Land Development Company, L.P.) and The Woodlands Township (the “**Township**”) are parties to that certain License Agreement dated February 28, 2019, regarding that certain tract of land containing 0.407 acres within Unrestricted Reserve “A”, Block 1, otherwise known as Creekside Village Green Park (the “**Park**”) (altogether, the “**License Agreement**”), which Park lies adjacent to the Property; and

WHEREAS, Assignor wishes to exercise its right to assign its interest in the License Agreement to Assignee pursuant to Section 20 of the License Agreement; and Assignee wishes to assume Assignor’s rights and interest in the License Agreement; and

WHEREAS, in connection with such assignment and assumption, Assignor and Assignee desire to obtain the consent of the Township, as the owner of the Park, to the assignment and assumption as provided herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Assignor and Assignee hereby agree as follows:

1. Assignment by Assignor. Assignor, by execution hereof, hereby assigns to Assignee, all of Assignor’s rights and interests, along with all liabilities and obligations pursuant to the License Agreement. Attached hereto as **Exhibit “A”** is a true and correct copy of the License Agreement.

2. Assumption by Assignee. Assignee by execution hereof does accept such rights and interests along with an assumption of the liabilities and obligations thereunder. Assignee hereby assumes, without exculpation, as of the date hereof, and becomes responsible for and agrees to perform, discharge, fulfill and observe all of the obligations, terms, covenants, provisions of the License Agreement which accrue from and after the execution date hereof. Assignee agrees to be liable for observance and performance of Assignor’s obligations under the

License Agreement as though Assignee was the original party thereunder. For the avoidance of doubt, Assignee acknowledges and agrees that the original obligation under Section 5(d) of the License Agreement shall mean that Assignee is granted the permission to use all designated park and land facilities pursuant to the License Agreement for up to ten (10) events, equaling a single day per event, per year. Each event shall be limited to a single calendar day of use. Unless specifically agreed to otherwise, in writing, no event shall extend over multiple days, whether consecutive or non-consecutive, nor shall multiple days of use be deemed a single event. Furthermore, the Parties agree that Section 5(f) of the License Agreement shall be deleted in its entirety.

3. Assurances by Assignee. Assignee by execution hereof does confirm and assure the Township that Assignee shall comply with the terms of the License Agreement. Contemporaneous with the execution of this Agreement, Assignee shall provide the Township evidence of insurance as required pursuant to the License Agreement.

4. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

5. Consent of Woodlands Township. The Township, as owner of the Park, does hereby consent to the assignment and assumption of the License Agreement as described herein. The Township and the Assignee agree that the Township's consent under this Agreement shall only apply to this assignment and not to any future assignment or deemed assignment. The consent of the Township hereunder will not be construed to modify, waive, or affect any terms, conditions, provisions or agreements of the License Agreement, or any rights of the Township under the License Agreement.

6. Other Provisions. This Agreement is made and shall be performable and enforceable in Montgomery County, Texas, and venue is therefore proper in such county and this Agreement shall further be construed in accordance with the laws of the State of Texas, without regard to the choice of law provisions thereof. This Agreement embodies the final agreement of the parties with respect to the subject matter hereof and may be changed only by a written instrument in recordable form, executed by the parties hereto. Each of the persons signing below on behalf of each of the respective entities personally represents and warrants that they each have full right and authority to execute this Agreement.

7. Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Scanned PDF or other electronic signatures shall be enforceable as original "wet ink" signatures.

(Signatures Follow)

EXECUTED effectively the date stated above.

ASSIGNOR:

CREEKSIDE PARK KOBALT, LLC,
a Texas limited liability company

By: _____
Name: Ginnie McCorkle
Title: Vice President

ASSIGNEE:

CREEKSIDE STATION, LLC,
a Delaware limited liability company

By: Phillips Edison Grocery Center Operating
Partnership I, L.P.,
a Delaware limited partnership,
its manager

By: Phillips Edison Grocery Center OP GP I LLC,
a Delaware limited liability company,
its general partner

By: _____
Name: Robert F. Myers
Title: President

CONSENT OF THE WOODLANDS TOWNSHIP

THE WOODLANDS TOWNSHIP,
A political subdivision of the State of Texas

By: _____
Name: Monique Sharp
Title: President/Chief Executive Officer
Date: _____

Exhibit “A”

Copy of License Agreement

(see attached)



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider, and act upon a proposal to replace the irrigation pump station at Rob Fleming Park (C-2026-0327);

FISCAL IMPACT:

\$175,000 was allocated in the Township's 2026 Capital Budget to be used towards the replacement of the Rob Fleming Park irrigation pump station. A proposal in the amount of \$151,750 was received from Pumps, Motors, and Controls Inc. using TIPS Cooperative Contract No. 250603. Remaining funds will be used toward improvements to the pump station facility, wells, pit repairs and drainage to improve site conditions.

BACKGROUND:

The Woodlands Township has 151 parks that are maintained using a combination of in-house staff and contractors. Rob Fleming Park, located in the Village of Creekside Park, is known for its mixture of open green space, forested reserves, wildflower exhibit, lodge-style pavilion and its overall design. The park was designed to use reclaimed water from Lake Paloma to provide irrigation for the park while also reducing the reliance on potable water. This design has provided major cost savings to the Township on water utilities.

Construction of the park was completed in 2007. Since that time, Township staff identified more uses for the reclaimed water to better offset further utility expenses. In addition to supporting the 20-acre Rob Fleming Park, the pump also supports the Rob Fleming Recreation Center, multiple Creekside Park area pond fill valves and the main Creekside Park entrance located at Creekside Forest Drive and Gosling Road. Reducing the reliance on potable water has greatly impacted the Township's utility expenses over the years. However, increased use of the reclaimed water pump system has impacted the performance and reliance of the 2007 system. This impact has increased the challenges for staff to keep the system operational year-round. Staff estimates that, between 2022 and 2025, the pump system became inoperable at least 20 times. These issues range from being unusable for up to one to two days, all the way up to a time span of a few months. Costs associated with pump repairs over the past three years total an estimated \$35,855.

The Township has experience with Pumps, Motors & Controls, Inc., (PMC) under TIPS Cooperative Contract No. 250603, on past projects and repairs. TIPS is approved for use as a cooperative purchasing program and ensures that all costs for products have been competitively bid, assisting local governments in meeting all state procurement requirements. PMC has completed significant work in the greater Houston area and has many local references here in The Woodlands. PMC has staff technicians that are available within a one-hour response time, and can be dispatched for warranty work or emergency repairs.

With Board approval, this project would be completed as early as June 2026, and no later than November 2026.

RECOMMENDATION:

Accept the proposal from Pumps, Motors & Controls, Inc. in the amount of \$151,750 and authorize the President/Chief Executive Officer to execute any necessary agreement as approved to final form by Township legal counsel.

Attachments

Attachment A - Pumps, Motors & Controls, Inc. Irrigation Pump Station Proposal

Attachment B - 2026 Capital Improvements Projects Request



Pumps, Motors & Controls, Inc.

P.O. BOX 841383, PEARLAND, TEXAS, 77584

PHONE: 832-487-9463 FAX: 832-581-2186

An Equal Opportunity Employer

PUMP STATION PROPOSAL

Variable Speed Pumping Station

Customer:	The Woodlands Township TIPS Contract #:250603	Date:	January 14, 2026
Project Name:	Rob Fleming Park – Irrigation Pump Station	Quote #:	Q20250493R2
Location:	6055 Creekside Forest Drive The Woodlands, TX 77389	Att:	Frank Bittner
Quoted By: Written By:	Dale Bowman – 281-772-0362 Andrew Warren – 832-487-9463	Phone:	713-303-9882
Email:	dale@pmc-service.com	Email:	Frank.precisecontrol@comcast.net

STATION MODEL:

VSVT-C-1-450-90-460-3 / Variable Speed Standard Vertical Turbine Pump Station

STATION PERFORMANCE:

450 GPM at 90 PSI

STATION POWER REQUIREMENTS:

460 Volt 3-Phase 60 Hertz

Project Scope: UL Listed QCZJ packaged pre-fabricated variable speed vertical turbine pumping station, piping, valves and base; Pump is 1800 RPM; 460 Volt/3 Phase/60 Hertz; VFD controlled; 4'-0" depth setting (to be confirmed); Pump has water lubricated lineshaft bearings, stainless steel strainer, high pressure stuffing box, vertical hollowshaft drip proof premium efficiency electric motor. Controls will be an Industrial grade PLC with a color touch screen operator interface device and software programming written specifically for this project—with information given at time of design or order. A steel base platform will support all manifold piping, pumps, motors, and control panels to provide an integral unit ready to quickly install at the job site. Station will be built to fit an existing wet well.

STANDARD CONTROLS & EQUIPMENT INCLUDE:

- UL508A Listed NEMA 3R control panel with galvanized back pan and 80 amp non-fusible main disconnect and interior lighting
 - Lockable door
 - Removable bolt on legs for easy future replacement due to rust / water damage
- Cabinet cooling for total enclosed cooling with independent cooling control
 - Forced air cooling with fans and exhaust filters
- Microprocessor controls with *Intelligation 4.0* software to maintain constant pressure at variable flows
- ***Intelligation 10.1" High performance wide-screen HMI with capacitive and multi-gestor touch. 1280x800 resolution featuring:***
 - Digital and Graphic pressure (PSI) and flow (GPM) display
 - Cumulative and resettable flow meters
 - Pump status indicators with elapsed run time display per pump
 - Motor failure to start indicator
 - Historic Alarm and Events log files
 - Historic and real time X-Y plotting of pump station operation
 - Active alarm log file
 - Ability to change system parameters such as set point pressure and time delays
 - Remote fill output for remote fill source settable by level
 - ***Ability to suspend station operations for user defined time with automatic / manual reset***
- **Alarm conditions with safety shutdown**
 - Automatic re-pressurization after fault condition has been removed or reset
 - Low discharge pressure shutdown
 - High discharge pressure shutdown



Pumps, Motors & Controls, Inc.

P.O. BOX 841383, PEARLAND, TEXAS, 77584

PHONE: 832-487-9463 FAX: 832-581-2186

An Equal Opportunity Employer

- VFD fault shutdown
- Individual motor overload / phase loss, fail to start indication
- Low water level shutdown
- Backup low water level float for system low level shutdown
- 30HP variable frequency drive rated for the motor horsepower
- Surge protection for 480 volt
- One (1) ea. 30HP, 1800RPM, premium efficient vertical hollow shaft motor with winding space heaters
- One (1) ea. 30HP, 1800RPM, vertical turbine pump with ductile iron discharge head
- Vertical turbine pump shall have stainless steel shafting; water lubricated bearings, stainless steel basket strainer, cast iron bowls, carbon steel collets, packing boxes and stainless steel impellers; intermediate bearings shall not exceed 5' in length
- Pump check valve, EPDM seal drip tight
- Hose bib connection for wash down
- Flow meter, Badger impeller type with opto-coupler for fertigation system
- Station isolation valve, lugged type
- Stainless steel pressure transducer
- Stainless steel level transducer with backup float; displays level in inches
- **PLC bypass switch with water and power safeties active**
- Integral wet well access hatch, if wet well diameter allows
- Steel grit blasting of pump station skid and all piping
- **PMC TriFLEX™ triple technology resin paint**
 - Dry Film Thickness 6-8 MILS DFT
 - Polyurethane and polyaspartic resins modified with a proprietary polymer resin
 - Higher chemical resistance, toughness, impact resistance and flexibility
 - Baked and curing process of all painted surfaces
- One (1) operation and maintenance manual on a USB stick
- 3-Year limited warranty on pump, motor and controls, including crane truck if necessary
 - Includes two (2) preventative maintenance trips per year, total of six (6) trips
 - One in the Spring and one in the fall

PUMP STATION PRICE (INCLUDES ALL ABOVE):	US Dollars Only	\$ 121,500.00
Off Load and Set-Up Supervision (one day):		Included
Start-Up (one day):		Included
Crane to Off-Load and Set Pump Station:		Included
Preventative Maintenance Trips to maintain pump station warranty		Included
Sales Tax:		Not Included
Domestic US freight from factory to USA Border: FOB Factory		Included

Delivery: 12-20 weeks after receipt of signed contract and deposit (if required). Due to supply chain issues or tariff restrictions, this delivery date may be modified. Consult factory for more details. PMC reserves the right to substitute alternate products for any named brand products based on the availability.

OPTIONS NOT INCLUDED IN ABOVE PRICE:

- A) Cellular Modem with SIM card for remote monitoring / control \$ 5,000.00**
 - a. 5 year activation included
 - b. E-mail details alarm information with pressure, flow and VFD speed at the time of the fault
 - c. APP enabled for remote viewing and control
 - d. Cellular antenna included
 - e. Station Wi-Fi for local access



Pumps, Motors & Controls, Inc.

P.O. BOX 841383, PEARLAND, TEXAS, 77584

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f. Access from phone, tablet, or computer with access from factory support or local support

- | | |
|--|---------------------|
| B) Wye-Strainer with automatic purge valve | \$ 3,500.00 |
| a. 4" flanged wye-strainer with 1" automatic purge valve | |
| b. 1/16" perforated screen | |
| c. Stainless steel pressure transducer for differential control | |
| C) Stainless Steel Suction Scanner Filtration System | \$ 21,750.00 |
| a. V500 Series with 6" Flanges | |
| b. 6" Isolation valves for maintenance considerations | |
| c. 4" Bypass with isolation valve | |
| d. 300 Micron Screen | |
| e. 1-1/2" Automatic purge valve, piping supplied by contractor from skid | |
| f. Stainless steel pressure transducer for differential control | |

Terms and Conditions

DELIVERY AND SET-UP:

1. All reasonable efforts will be made to meet the requested delivery date after the receipt of a signed contract, however; Pumps, Motors & Controls, Inc. (PMC) will not be liable for delays in the delivery.
2. Pump station components or options shipped separately from the station, at the customer's request, may incur additional freight charges, payable by the customer.
3. Customer will be responsible for having the job site readily accessible for the station delivery via flatbed truck.
4. Customer will provide the equipment and personnel required to unload and / or set the pump station.
5. DOMESTIC (USA): Station set-up charges include one (1) day on site. If more than one day is required, additional charges in the amount of the current charge schedule per day will be assessed if the customer caused the delay. Travel and overnight stays are not included if separate service calls are required.
INTERNATIONAL DESTINATIONS: It is the responsibility of the owner's representative / contractor to offload the station, identify any freight damage, inventory the equipment and place the skid in position on the concrete slab. Vertical turbines may be set in place on the skid for final assembly by an authorized service agent at time of the technical startup. Any delays when on site due to events out of the manufacture's or manufacturer's representative may incur additional charges. Charges for the technician's time, travel fees, airline penalties, hotel, and meals will be assessed at the current charges schedule.
FREIGHT DAMAGE: Freight damage must be written on the shipping documents with copies going to the carrier and PMC. PMC will require photos of the damage caused by the carrier.
MISSING EQUIPMENT: Missing equipment and parts from the Bill of Materials (BoM) must be identified within 2 weeks of the delivery.
6. Customer will be responsible for any electrical permits if required.
7. Customer will be responsible for any primary electrical hookup to the pump station
8. Customer will be responsible for making all the piping connections.
9. Customer will be responsible for any building modifications such as roof removal and installation, if required.
10. Customer will be responsible for the wet well, slab, and concrete work.
11. Customer will be responsible for piping any wye-strainers or filter flush lines back to the supply lake

START-UP:

1. Customer is responsible for the following to be in place and ready: a) Permanent utility power is available and installed on the pump station disconnect, b) adequate water supply to operate the station at its full capacity, c) installed irrigation system to allow the pump station to operate at its full capacity.
2. Domestic (USA) start-up charges include one (1) day on site. If more than one (1) day is required, additional charges at the published rates will be assessed if the customer caused the delay.
3. International Destinations: Final assembly and start-up will be completed under the terms listed above. If any delays due to the events out of the manufacture's or manufacturer's representative control may incur charges.



Pumps, Motors & Controls, Inc.

P.O. BOX 841383, PEARLAND, TEXAS, 77584

PHONE: 832-487-9463 FAX: 832-581-2186

An Equal Opportunity Employer

4. Purchaser will notify PMC two (2) weeks in advance of the desired start-up date.

WARRANTY

1. PMC warrants for a period of three (3) years from date of shipment the equipment furnished will be of merchantable quality, free from defects in materials, workmanship and design (except as where design is by others) each as determined by PMC in respect to generally recognized, applicable and accepted practices and procedures in the industry.
2. Components used by PMC but manufactured by others, are warranted only to the extent of that manufacturer's guarantee. PMC will assist in the application of such warranty.
3. Liability under this warranty is limited to replacement or repair of defects or correction of design at our factory in HOUSTON, TEXAS, USA, with transportation prepaid by buyer. Satisfaction of this warranty, consistent with other provisions herein, may at the option of PMC be performed at the job site, provided that the buyer shall pay all transportation, travel and associated service labor expenses. This warranty is in lieu of all other warranties, expressed, implied or statutory including implied warranties or merchantability or fitness and hereby excludes certifications or the like of equipment performance, use or design with respect to any standard, regulation, specification or the like and extends only to buyer or customer purchasing from PMC or its authorized distributor. Other than the warranties contained herein, there are no warranties of merchantability or of fitness for a particular purpose given by implication or expressly in connection with the equipment sold. The provisions of this warranty remain in effect only when all invoices are paid in full. The manufacturer shall not be liable to the purchaser or any other person for any liability, loss, or damage caused or allegedly caused directly or indirectly by the pumping system.
4. Regular scheduled maintenance is required to keep the pump station running in optimal condition. A minimum of two (2) scheduled preventative maintenance service calls must be performed during the warranty period for the warranty to remain active. Scheduling and payment for maintenance shall be the responsibility of the owner. Any work performed on the pump station must be provided by a factory authorized service provider and documentation of all work performed within the warranty period must be on file at the factory. Any maintenance or repairs done without the pre-authorization of PMC or its recognized service providers shall void this warranty.
5. Due to the fact that the equipment may be used in conditions beyond the control of the manufacturer, damage caused by the following instances will not be covered under warranty: Misuse, or failure to perform routine maintenance; Exposure to corrosive environments or substances; Over voltage, unprotected low voltage, phase loss, phase reversal, or transient power surges; Operation on temporary power sources; Operation without fluid; Operation with any of the factory installed safety devices bypassed; Unsupported intake or discharge piping, or other such installation related damage; Act of God damages

POWER SUPPLY:

1. The pump station proposed herein is designed for 480V, Wye configured or closed delta balanced 3 phase power. The acceptable range of voltage is 455 Volts minimum – 495 Volts maximum. Open delta, phase converter, or other forms of unbalanced three phase power are not acceptable.
2. If the supply voltage is not within this acceptable range, the customer is responsible for making the necessary corrections. This may require re-tapping or replacing the primary transformer(s). If the supply voltage is outside the stated range, the electrical components such as the VFD's, fuses, breakers, overloads, motors, power supplies may intermittently trip or prematurely fail and will not be covered by the warranty.
3. The use of a generator is not recommended. If a generator is required as a temporary power supply, the pump station will be covered under the standard limited warranty provided that the engine driven generator power follows the published guidelines from PMC.



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4. Proper electrical grounding of the pump station is a requirement. The station will not operate properly and could pose a health hazard if not properly grounded. Failures of any magnitude due to improper grounding will not be covered under the warranty.

PAYMENT TERMS: U.S. Dollars Only

1. All purchase orders are subject to acceptance at the factory in Houston, TX. Receipt of deposit with order, verification of acceptable credit and confirmation of order are required before production. 30% deposit required to initiate order. Balance is due net 30 days from the date of invoice or shipment of product. All export products will be required to be paid in full prior to shipment from the factory in Houston, Texas, USA.
2. A Late fee of 1.5% of the unpaid balance will be charged per month on all accounts past due.
3. Until payment is received in full, seller retains a security interest in any equipment described herein, as provided in Article 9 of the UNIFORM COMMERCIAL CODE (UCC1). Once payment is received in full by PMC, a release of lien (UCC3) will be provided to the purchaser. Texas courts shall have exclusive jurisdiction over any dispute arising hereunder, and venue shall lie in Harris County, Texas.

CHANGE ORDERS:

1. Change orders to the original order initiated by parties outside of PMC, after the order has been entered, may require additional charges to the purchaser regardless of the reason or initiating party. A minimum administrative fee of \$300.00 will be charged.
2. Depth settings on vertical turbines or submersible pumps must be confirmed within 30 days of order, if confirmation is not made, the pumps will be cut and assembled as per the quotation and subsequent sales order.

ACCEPTANCE TERMS:

1. Purchaser hereby agrees that in the event of default or delinquency in the payment of any amount due, that if this account is placed in the hands of an attorney, or agency for collection or legal action, to pay any and all related attorney's fees, costs of collection including agency, private process server's fees, and court costs, incurred and any other costs of collection permitted by the laws governing these transactions.
2. Due to the custom nature of the product, PMC reserves the right not to allow order cancellations. If a cancellation is allowed, then a minimum 50% restocking fee will be assessed.
3. Equipment shipped separately from the pump station, at the purchaser's request, may incur additional freight charges, payable by the purchaser.
4. Delayed deliveries by the customer, once the equipment is ready to ship, will incur a minimum storage charge of \$250.00 per week, added to the final invoice.

OTHER INFORMATION:

1. Prices are valid for thirty (30) days from the date of this proposal / estimate.
2. State and / or local sales taxes are not included in this proposal / estimate.
3. All claims for incorrect deliveries must be submitted in writing to PMC within 15 days after receipt of goods.
4. All claims for price discrepancy must be submitted in writing to PMC within 60 days after receipt of goods.
5. A completed pump station may not be returned to PMC for credit.



Pumps, Motors & Controls, Inc.

P.O. BOX 841383, PEARLAND, TEXAS, 77584

PHONE: 832-487-9463 FAX: 832-581-2186

An Equal Opportunity Employer

ACCEPTED BY:

Company Name: _____ By: _____

Print Name: _____ Title: _____

Signature Date: _____ Requested Delivery Date: _____

Is this sale taxable? (Circle one) Yes No (If the order is non-taxable, a tax exempt certificate for the "ship to" state must be submitted with this order).

Please Return One Signed Copy of This Quotation On Acceptance. Merchandise delivered or shipped is due and payable to: Pumps, Motors & Controls, Inc., P.O. Box 841383, Pearland, TX 77584.

BILL TO INFORMATION:

Company Name: _____

Phone: _____ Fax: _____ Email Address: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Contact Name (Print): _____ Title: _____

SHIP TO INFORMATION:

Company Name: _____ Phone: _____ Fax: _____

Shipping Address: _____ City: _____ State: _____ Zip: _____

Contact Name (Print): _____ Title: _____ Phone: _____

Thank you for the opportunity to quote on your pump station needs. If you have any questions or require further information, please call us at 832-487-9463.

Parks & Recreation Capital by Project



Year	Account	CIP Category	Item	Capital Expense
2026	CP260019	Vehicles	Replacement Trucks	\$ 154,000
2026	CP260020	Vehicles	Ranger UTV	20,000
2026	CP260021	Vehicles	Gem Replacement	40,000
2026	CP260024	Vehicles	Boat Replacement	22,500
2026	CP260054	Vehicles	New Staff Trucks	53,000
2026	CP260055	Vehicles	Trails/Turf UTV	20,000
			Total Vehicles	\$ 309,500
2026	CP260022	Equipment	Trailer	\$ 14,500
2026	CP260023	Equipment	Zero Turn Mower	12,000
2026	CP260025	Equipment	Triangle Lot Equipment	18,500
2026	CP260056	Equipment	HD Trimmer	9,400
2026	CP260057	Equipment	Path Blower	13,000
2026	CP260058	Equipment	Emergency Replacement	50,000
2026	CP260059	Equipment	Hydraulic Breaker	13,000
2026	CP260060	Equipment	Safety Trailer	48,000
2026	CP260061	Equipment	TC Equipment	100,000
2026	CP260075	Equipment	Swim Team Equipment	6,000
			Total Equipment	\$ 284,400
2026	CP260026	Park Improvements	Pavilion Repairs	\$ 50,000
2026	CP260028	Park Improvements	Playgrd Imprv	860,000
2026	CP260033	Park Improvements	Needs Assessment Projects	3,250,000
2026	CP260067	Park Improvements	RRBH Repairs	55,000
2026	CP260068	Park Improvements	RF Pump Stat	175,000
2026	CP260069	Park Improvements	Park Signs	37,000
2026	CP260070	Park Improvements	Park Amenities	30,000
2026	CP260071	Park Improvements	Drainage Imprv	69,000
2026	CP260086	Park Improvements	Wayfinding Signs	90,000
			Total Park Improvements	\$ 4,616,000

2026 Request for Capital Asset



Department Park Operations **Project Title** Rob Fleming Pump Station
Requested By Jared Davis **Category** Park Improvements

Proposed Capital Expenditure

Item	QTY	Month of Purchase	Amount funded from Capital Reserve	Amount funded from General Fund	Total Estimated Cost
Pump Station	1	January	\$175,000	\$0	\$175,000
Project Total	1	January	\$175,000	\$0	\$175,000

Project Description

The Woodlands Township has 151 parks that are maintained by a combination of in-house staff and contractors. Rob Fleming Park, in the Village of Creekside Park, is very recognizable for its mix of open green space, forested reserves, wildflower exhibit, lodge style pavilion, and its segregated layout. Rob Fleming Park’s construction was completed in 2007. During construction the development team and design firm designed the park to use a reclaimed water pump station to provide irrigation for all the park’s areas while also reducing the reliance on potable water. This design has provided major cost savings to the Township on water utilities. As time has passed Township staff identified more uses for this reclaimed water pump to better offset even more utility costs. While the pump supports the 20-acre Rob Fleming Park, the pump also currently supports the Rob Fleming Recreation Center, multiple Creekside Pond fill valves, and the main Creekside Park Streetscapes entrance located at Creekside Forest Dr. and Gosling Road. Reducing the reliance on potable water has greatly impacted the Township’s utility expenses over the years, but increasing the use of the reclaimed water pump system has in turn impacted the performance and reliance of the 2007 system, which increased the challenges for staff to keep the system operational year-round. Staff estimate that in the last three years (2022 – 2025) the reclaimed water pump system has been non-operational in at least 20+ instances. The 20+ instances span from being unusable for up to one to two days, all the way up to a span of a few months. Costs associated with pump repairs over the past three years equal an estimated \$35,855. Staff are requesting the approval of funding to install a new pump station to limit further expenses related to pump repairs, and to better accommodate the demand of more recent additions to the pump system.

This pump is what allows the water in Lake Paloma to be pumped in the Kayak Ridge (North & South) and Hullwood Ponds.

2026 Request for Capital Asset



Describe critical success factors and service levels affected by this capital asset/project:

Water efficiency is of great importance to The Woodlands Township, but the importance of this pump system to our community areas is equally as great as this system supplies the water for 40+ acres of community landscape. If the pump were to not be replaced the Township could further incur expensive repair costs to keep it operational and possibly experience more downtime which would impact the plant and tree health across the community areas.

Impact to Operating Cost(s) and/or Revenue:

- Decreased repair costs
- Less downtime for the pump resulting in decreased plant loss and consistent aesthetics
- Decreased number of valve and sprinkler replacements

What other options were considered?

- Replacement of original pump motor
- Added additional pump motor for emergencies
- Updated hard drive system
- Replacement of multiple parts exceeding life expectancy



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider, and act upon a renewal of the Ice Rink Production Services Agreement (C-2023-0071);

FISCAL IMPACT:

The revenue being provided to the Township is changing from a flat fee of \$4.25 per skater admission to 40% per skater admission paid.

BACKGROUND:

In 2023, the Township Board of Directors accepted a proposal from Facility Concession Services Inc., dba Spectrum Catering & Concessions, (Spectrum) for ice rink production services and entered into a three-year Ice Rink Production Services Agreement. Spectrum is responsible for all ice rink operations, equipment and staffing, except for the Township-owned dasher board railing system, utilities and marketing efforts. The initial term of the agreement is set to expire on March 15, 2026. The agreement provides for up to two additional successive three-year renewal terms for a total of nine years upon the parties' mutual agreement. Spectrum has provided excellent service in producing the ice rink and has fulfilled all contractual obligations without any issues. Staff is recommending approval of a first three-year extension covering the 2026-2027, 2027-2028 and 2028-2029 seasons.

The Township shares in the revenue generated from ice rink operations, including but not limited to \$4.25 per skater admission paid, 50% of all skate rentals, 50% of all ice rink facility rentals, 20% of concessions and 100% of sponsorship revenue. The only negotiated modification to the agreement is the transition from a fixed fee of \$4.25 per skater admission paid to 40% per skater admission paid (Attachment A). This adjustment is intended to shift from a nominal flat-rate structure to a percentage-based model that better accommodates future pricing fluctuations due to inflation, demand or other market factors, ensuring both parties remain equitably aligned as rates evolve over time. For the 2025-2026 season, net revenue totaled \$196,226.79, with 30,995 attendees. Had the 40% admission structure been in place, the Township's revenue would have increased by \$22,669, representing a positive financial enhancement to the contract.

RECOMMENDATION:

Approve the first renewal of the Ice Rink Production Services Agreement with Facility Concession Services Inc., dba Spectrum Catering & Concessions, and authorize the President/Chief Executive Officer to execute any necessary agreement as approved to final form by Township legal counsel.

Attachments

[Attachment A - Ice Rink Comparison Matrix](#)

	C-2023-0071	C-2023-0071A1
	23/24, 24/25 & 25/26 Season	26/27, 27/28 & 28/29 Season <i>Proposed</i>
The respondent proposes to provide the Township _____ of the revenue from the sale of the Township Merchandise, less any applicable taxes the operator is obligated to pay.	100%	100%
The respondent proposes to provide the Township _____ of the revenue of all Operator Merchandise, less any applicable taxes the operator is obligated to pay.	0%	0%
The respondent proposes to provide the Township _____ of all Skate Rental Revenues less any applicable taxes the operator is obligated to pay	50%	50%
The respondent proposes to provide the Township _____ of all revenue from the rental of the ice rink less any applicable taxes the operator is obligated to pay.	50%	50%
The respondent proposes to provide the Township _____ of all revenue from the sale of concessions, food, beverages and snacks, less any applicable taxes the operator is obligated to pay.	20%	20%
The respondent proposes to provide the Township _____ per skater admission paid, less any applicable taxes the operator is obligated to pay.	\$4.25	40%
The respondent proposes to provide the Township _____ of all revenue from learn to skate lessons, instructions, coaching or any other recreational type programming or special events, less any applicable taxes the operator is obligated to pay.	30%	30%
Any and all remaining Revenue shall be allocated_____ to the Township.	0%	0%



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider and act upon an update to The Woodlands Township's Title VI Program to ensure continued compliance with Federal Transit Administration requirements and Resolution No. 004-26 related thereto;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

The Woodlands Township operates federally funded public transit services and must maintain a current Title VI Program under the Civil Rights Act of 1964 and FTA Circular 4702.1B. The Township's Title VI Program (Program) was initially approved in 2014, updated in 2019 following an FTA administrative review, and is required to be updated every three years. Staff have prepared a 2026 policy update (Attachment A) and related amended resolution (Attachment B) for Board review and approval. Updates reflect new data, updated procedures and refinements to ensure current compliance across all required elements of the Program.

KEY PROGRAM UPDATES (February 2026)

Based on staff review and requirements and, as incorporated in the full Title VI document, the February 2026 updates include:

General Program Updates

- Updated employee references and organizational roles
- Updated all four core sections of the Program to reflect current information and practices
- Updated asset information and transit system data

Public Participation & Outreach

- Revised Public Participation section to reflect expanded outreach practices
- Updated community outreach methods, public meeting procedures and multilanguage engagement strategies (Spanish translations, website accessibility, etc.)

Limited English Proficiency (LEP) & Language Assistance

- Updated Four Factor Analysis using the new 2024 American Community Survey
- Confirmed Spanish as the only language meeting Safe Harbor requirement
- Updated Language Assistance Plan (LAP), including public notice procedures, translation availability and staff training requirements

Minority Representation

- Updated minority representation analysis using new U.S. Census data and Advisory Committee polling results

Complaint Procedures & Reporting

- Updated Title VI complaint log, including recent investigations and resolution outcomes
- Reviewed and reconfirmed complaint intake and investigation procedures and Spanish translations

System Standards and Policies

- Reviewed and updated service standards (vehicle load, headway, on-time performance)
- Updated vehicle assignments, amenities policy and service availability information

RECOMMENDATION:

Approve the February 2026 update to The Woodlands Township Title VI Program and Resolution No. 004-26 related thereto.

Attachments

Attachment A - Title VI Program Update - February 2026

Attachment B - Resolution No. 004-26 Amended Resolution of Title VI Program and Policy Statement



THE WOODLANDS TOWNSHIP
TITLE VI PROGRAM
CIVIL RIGHTS ACT OF 1964

UPDATE – FEBRUARY 2026

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POLICY STATEMENT

It shall be the policy of “The Woodlands Township (the “Township”) that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964 (42 USC 2000d, as amended), and in accordance with related Title VI regulations (49 CFR Part 21), the Policy Guidance concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons (70 FR 74087), and FTA Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration (collectively, the “Authorities”), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Township transit program or activity receiving federal financial assistance.

TITLE VI PROCEDURES

The Township has developed this Title VI Program as a new Federal Transit Administration (FTA) Grantee to address compliance with the Authorities and, specifically, Chapters III and IV of FTA Circular 4702.1B, including all necessary procedures, a complaint process, and a Title VI notice to the public. The Township’s Title VI Coordinator is responsible for initiating and monitoring Title VI activities and assuring the preparation of required reports.

The Township’s Board of Directors has approved this Title VI Program pursuant to the resolution attached as **Appendix C** hereto.

Monique Sharp
President / Chief Executive Officer
The Woodlands Township

Date

NOTICE TO BENEFICIARIES OF PROTECTION UNDER TITLE VI (CHAPTER III-5):

The Township will post the following notice to the public on all FTA-funded transit vehicles, the offices of the Township, Park & Ride terminal buildings, and on the Township website.



Notifying the Public of Rights Under Title VI

THE WOODLANDS TOWNSHIP

- The Woodlands Township operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with The Woodlands Township.
- For more information on the Township's civil rights program, and the procedures to file a complaint, contact (281) 210-3800, email express@thewoodlandstowship-tx.gov or visit our offices at 2801 Technology Forest Blvd, The Woodlands, TX 77381. For more information, visit www.thewoodlandstowship-tx.gov.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- If information is needed in another language, please contact (281) 210-3800.
- Si se necesita información en otro idioma, por favor póngase en contacto con (281) 210-3800.

A Spanish version of the Title VI program is also available:



Notificación al público de los derechos bajo el Título VI

Municipio de Los Woodlands

- El Municipio de Los Woodlands (Township) opera sus programas y servicios sin distinción de raza, color y origen nacional, de conformidad con el Título VI de la Ley de Derechos Civiles de 1964. Cualquier persona que crea que ha sido perjudicada por cualquier discriminatoria ilegal bajo el Título VI puede presentar una queja ante el Township.
- Para obtener más información sobre el programa de derechos civiles del municipio y los procedimientos para presentar una queja, comuníquese al (281) 210-3800, envíe una correo electrónica a express@thewoodlandstowship-tx.gov o visite nuestra oficina en 2801 Technology Forest Blvd, The Woodlands, TX 77381. Para obtener más información, visite www.thewoodlandstowship-tx.gov.
- Un demandante puede presentar una queja directamente en la Administración Federal de Tránsito presentando una queja ante la Oficina de Derechos Civiles, Atención: Coordinador del Programa del Título VI, East Building, 5th Floor -TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- Si necesita información en otro idioma, comuníquese al (281) 210-3800.

TITLE VI COMPLAINT PROCEDURES AND FORM (CHAPTER III-6):

A process has been established for receiving and processing all complaints filed pursuant to the Authorities and relating to any transit program, activity or service receiving federal financial assistance administered by the Township or its sub-recipients and contractors. The necessary Complaint Form is attached as **Appendix A** hereto. The complaint procedures have been translated into Spanish and included in **Appendix B**.

This process is optional and does not affect the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. A person may also file a complaint directly with the Federal Transit Administration at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. The Township has authority for accepting complaints for investigation, but complainants may also file complaints with the Texas Department of Transportation (TxDOT) or the Federal Transit Administration within 180 days of the alleged offense. If you would like to file with TxDOT, please send a written complaint to TxDOT Public Transportation, 3712 Jackson Avenue, Building 6, 5th floor, Austin, Texas 78731. If you would like to file with FTA, please send a written complaint to FTA Region VI, 819 Taylor Street, Room 8A36, Fort Worth, TX 76102.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The Title VI Coordinator will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

These procedures are part of an administrative process which does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

FILING

Any individual, group of individuals or entity that believes he, she or it has been subjected to discrimination on the basis of race, color, or national origin by the Township may file a complaint with the Township's Title VI Coordinator. The complaint must be reduced to written form and filed within 180 calendar days of the alleged occurrence, or when the alleged discrimination became known to the complainant. The complainant(s) must meet the following requirements:

- a. Submit the complaint in writing and signed by the complainant(s);
- b. Present the date of the alleged act of discrimination (or the date when the complainant(s) became aware of the alleged discrimination); and,

- c. Present a detailed description of the issues including name(s) and job title(s) of the person(s) committing the alleged act of discrimination.

Allegations received by fax or email will be acknowledged but will not be processed until the identity of the complainant(s) is (are) known and a signed copy of the complaint is submitted to the Township. Allegations received by telephone will be reduced to written form and provided to the complainant(s) for confirmation or revision before processing. A complaint form will be forwarded to the complainant(s) for completing, signing and return to the Township for processing. Complainants with limited English proficiency shall be provided an interpreter to assist in completing the complaint. The Township may engage an interpreter or an interpretation services contractor as necessary to assist with taking a complaint or completing the complaint process, as necessary.

PROCESSING

The Township will promptly process all complaints that are fully and timely completed and submitted. Once the complaint is received, the Township will review it to determine whether:

- a. The Township has jurisdiction;
- b. The allegations involve discrimination based on race, color, or national origin;
- c. The allegations involve a federally funded transit program or activity of the Township, or a sub-recipient or contractor of the Township;
- d. The complaint is administratively complete; and,
- e. The complaint is timely.

DISMISSAL

A complaint may be dismissed if:

- a. The complainant(s) request(s) withdrawal of the complaint;
- b. The complainant(s) fail(s) to respond to repeated requests for additional information needed to process complaint;
- c. The complainant(s) cannot be located after reasonable attempts; and/or,
- d. The Township determines that the complaint does not meet the requirements for filing and processing stated above.

The complainant will be notified in writing of the ground(s) for dismissal.

INVESTIGATION

If the Township determines that jurisdiction is proper and that the complaint is administratively complete, timely and in proper form, the complainant(s) and the respondent(s) will be promptly notified in writing of such determination. The complaint will then receive a case number and be logged into the Township's records identifying its basis (race, color, or national origin) and the alleged harm.

In cases where the Township determines to investigate the complaint, the Title VI Coordinator will promptly commence investigation of the complaint and provide the respondent(s) with the opportunity to respond to the allegations in writing. The respondent(s) will have twenty (20) calendar days from the date of the Township's written notification of its determination to furnish a written response to the allegations.

The Title VI Coordinator will use all reasonable efforts to resolve the complaint at the lowest level possible. The Title VI Investigator will make every reasonable effort to pursue a timely resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities. Within thirty (30) calendar days after the due date for the response(s) of the respondent(s), the Title VI Coordinator will prepare an investigative report including a narrative description of the incident, the identification of person(s) interviewed, any findings of fact, and any recommendations for disposition, and will review such draft report with Township legal staff.

FINAL REPORT

If the complaint is not resolved to the mutual satisfaction of the complainant(s) and the respondent(s) within sixty (60) days after the Township's determination, the Township Title VI Coordinator's final investigative report shall be filed and recorded as hereinafter provided, and the Township will notify the parties of its findings.

RECORDING AND REPORTING OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS (CHAPTER III-7):

The Title VI Coordinator shall maintain a written record of all transit-related Title VI complaints (including complaints not accepted for investigation), investigations and related Title VI litigation in substantially the form shown below. Such records shall be reported to FTA or other appropriate governmental agencies having jurisdiction when requested or when otherwise required by the Authorities.

	Date (Month, Day, Year)	Summary (Included basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Complaints				
1	10/31/2024	Driver questioned rider if he was on the correct bus. Rider thought the driver was questioning him based on race rather than assistance.	Closed	Driver retraining for all drivers, specific training for driver in question.
2	10/24/2024	Complaint documented that trolley purposely drove in complainants walkway due to race. However, the trolley only fits on one side of the pathway, which was explained to complainant	Closed	Complainant did not respond to further contact, but additional posting on Six Pines Bridge indicating for pedestrians to stay clear of trolley path.
3	2/20/2023	Complainant believed driver was not allowing them to eat on the trolley due to race. Drinking beverages or eating is prohibited conduct on the trolley- the passenger was unaware of onboard policy.	Closed.	Discussion on policy with complainant. Providing additional customer service training to Trolley driver.
Investigations				
1	10/31/2024	Driver questioned rider if he was on the correct bus. Rider thought the driver was questioning him based on race rather than assistance.	Closed	Driver retraining for all drivers, specific training for driver in question.
2				
3				
Lawsuits				
1	None			
2				
3				

PROMOTING INCLUSIVE PUBLIC PARTICIPATION (CHAPTER III-8):

The Township will maintain a public participation process for all transportation planning and/or construction projects. The objectives of the public participation process will be consistent with Houston-Galveston Area Council’s (H-GAC) Public Participation Plan. Those objectives include:

- a. Presenting opportunities for citizens and stakeholders to provide public feedback for all transportation planning and/or construction projects through an open public comment process;

- b. Providing opportunity for comment from identifiable stakeholder groups in the Township, such as low-income, elderly, disabled, racial or language minorities, and other community groups; and
- c. Providing educational information on projects to stakeholders in a variety of formats and languages, as needed.

PUBLIC MEETINGS

Transit-related meetings of the Board of Directors of the Township at which a deliberation by the Board for the purpose of arriving at a decision or action on a proposed transit-related project shall be open to the public to ensure a greater opportunity for involvement from concerned stakeholders. Proposed federally funded transit projects shall be discussed in detail at one or more public meetings during the planning process and before construction begins. The Township will utilize multiple media outlets to advertise significant transit-related meetings, including newspapers and website notices. Meeting informational materials can be made available in Spanish upon advance request by an affected citizen or group. If requested by an affected citizen or groups, at least seven (7) days in advance, the Township will have an individual who is bilingual at each such meeting to translate. Oral comments can be translated upon request.

For transit projects, the Conroe-The Woodlands Urbanized Area Mobility Committee discusses planning, service delivery, administration, and oversight for the provision of public transportation services and related programs in the Conroe-The Woodlands Urbanized Area. Elected representatives from the City of Conroe, The Woodlands Township, and other municipalities advise and consult on the expenditure of transit formula grant funding related to planning, service delivery, administration, and oversight duties for the provision of public transportation services and related programs in the Conroe-The Woodlands Urbanized Area (UZA) while assuring an impartial and equitable approach to meeting the transit needs of all stakeholders of the UZA. These meetings are open to the public and held once a year, at least.

When planning for operations or transportation capital projects, public meetings shall be held in a facility in the geographic area impacted by the construction and served by the transit facility.

OUTREACH METHODS

The Township provides updates on the transit system through social media including Twitter and Facebook. Events and news items are posted on the page and open to the public. Other outreach materials include Talk of the Township eNewsletter, Woodlands Transit alerts, and other alert notifications. On the website, the Township provides information for Transportation Resources, including Road and Lane Closures, Transit Projects, and demand response services. Online resources have translations or a Google translation link for the site itself.

The Township also completed surveys as part of the transit planning study. All riders were able to provide feedback through a survey. A Spanish translated version of the survey was available. There is also a rolling survey available online for any individual to provide feedback.

Translation resources are available on all pages on the website –



Inicio / Departamentos / **Transporte**

Transporte

El Departamento de Transporte del Municipio de Woodlands se compromete a ayudar a residentes y visitantes a desplazarse de forma segura, eficiente y cómoda por toda la comunidad. Ofrecemos una gama de servicios de transporte y funciones de apoyo que contribuyen tanto a la movilidad local como al acceso regional.

Además de los servicios de transporte, el Departamento de Transporte actúa como enlace entre los residentes y los proveedores de servicios públicos. Si bien el municipio de The Woodlands no mantiene las líneas de agua, electricidad, cable ni internet, nos coordinamos con socios locales y regionales para ayudar a abordar las inquietudes, especialmente cuando se realizan excavaciones o construcciones cerca de los límites de las propiedades residenciales.

- Autobús exprés Park & Ride +
- Tranvías del centro de la ciudad +
- Rodeo Express +
- Servicio de paratransito ADA +

Contáctenos

El Ayuntamiento del Municipio de Woodlands
 2801 Technology Forest Blvd.
 The Woodlands, TX 77381
 281-210-3800
[Presentar una solicitud 311](#)

Parque y paseo de Research Forest
 936-273-6100

Aparcamiento disuasorio Sterling Ridge
 281-363-1325

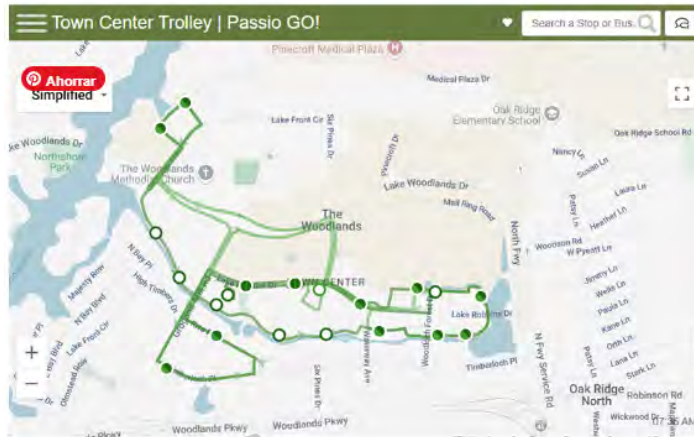
Estacionamiento y paseo Sawdust
 281-363-0882

Ruthanne Haut, CPM
 Director de Transporte

¡El mapa de seguimiento de tranvías ya está disponible!

¿Te preguntas cuándo llegará el tranvía a tu parada? Nuestro rastreador de tranvías está integrado en la página web; no necesitas ninguna app. ¡Solo haz clic y listo!

[Mapa de seguimiento de tranvías abiertos >](#)



Public notices regarding transit planning and decision making are translated into Spanish along side the English version. These public notices include meeting notices for the UZA meeting and the Program of Projects for formula funding.

English

Notice of Transit Advisory Committee Meeting

A public committee meeting will be held by The Woodlands-Conroe Urbanized Area Transit Advisory Committee to discuss planning, service delivery, administration, and oversight for the provision of public transportation services and related programs in The Woodlands-Conroe Urbanized Area.

The meeting will be held at 11:00 A.M. on Thursday, May 29, 2025, in the office of The Woodlands Township, 2801 Technology Forest Blvd, The Woodlands, Texas 77381. All interested parties are invited to attend.

The meeting will be conducted in English. However, requests for language interpreters or other special communication needs may be made at least two working days prior to the meeting. Persons requesting special accommodation should call (281) 210-3800 for assistance.

Español

Aviso de reunión del Comité Asesor de Tránsito

El Comité Asesor de Tránsito del Área Urbanizada de Woodlands-Conroe tendrá una reunión del comité público para discutir la planificación, la prestación de servicios, la administración y la supervisión de la prestación de servicios de transporte público y programas relacionados en el Área Urbanizada de Woodlands-Conroe.

La reunión será presentada a las 11:00 A.M. el jueves 29 de mayo de 2025, en la oficina de The Woodlands Township, 2801 Technology Forest Blvd, The Woodlands, Texas 77381. Todas las partes interesadas están invitadas a asistir.

La reunión se llevará a cabo en inglés. Sin embargo, las solicitudes de intérpretes de idiomas u otras necesidades especiales de comunicación se pueden realizar al menos dos días hábiles antes de la reunión. Las personas que soliciten alojamiento especial deben llamar al (281) 210-3800 para solicitar asistencia.

Vital documentation for transit like maps, rider’s guides, complaint procedures and forms, and other documentation is provided in printable version in Spanish along with English.

The Woodlands Express - Mapa del sistema
www.woodlandstransit.com

CLAVES DEL MAPA

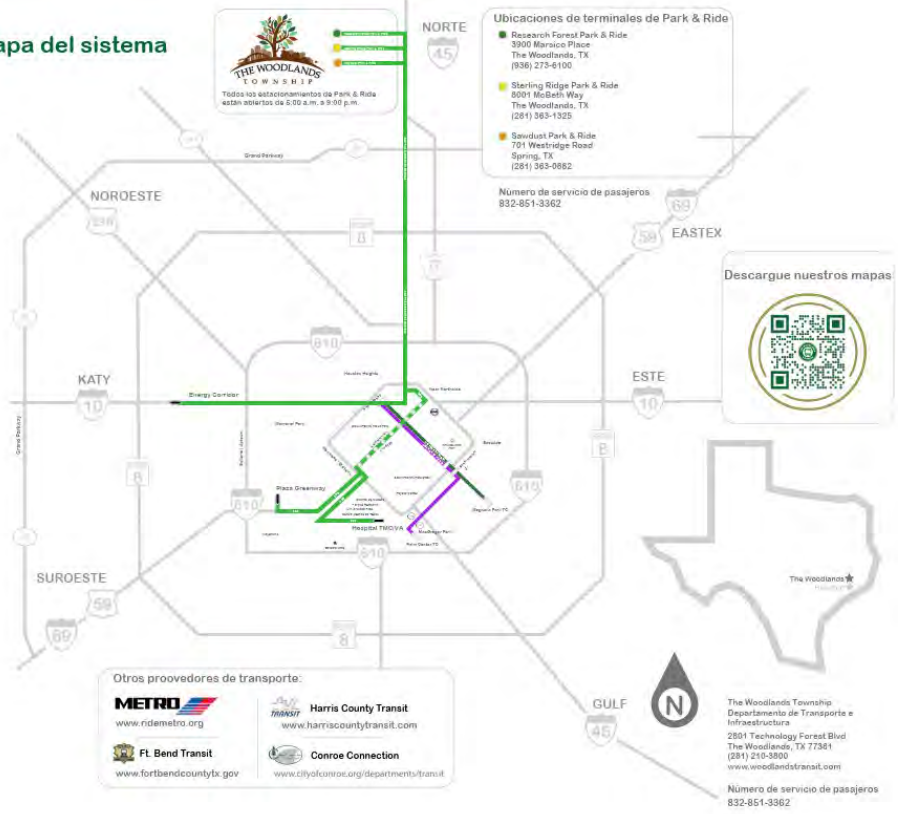
- Ruta The Woodlands Express (Ruta 299)
 - METRO(R) Línea Verde (Ruta 800)
 - METRO(R) Línea Morada (Ruta 900)
- Interestatal: Universidad de Houston / Downtown
 - Autopista: Universidad de Houston / Main Campus
 - Estatal: Universidad Texas Southern

PARADAS DE AUTOBUS

- DOWNTOWN HOUSTON**
- Operaciones de Ruta AM
 - Main @ Congress
 - Main @ Texas
 - Main @ McKinney
 - Main @ City
 - Main @ Jefferson
 - Operaciones de Ruta PM
 - Louisiana @ St. Jackson Pkwy
 - Louisiana @ Patis
 - Louisiana @ Bell
 - Louisiana @ Potts
 - Louisiana @ Lamar
 - Louisiana @ Waller
 - Louisiana @ Capitol
 - Louisiana @ Prairie
- CENTRO MÉDICO DE TEXAS / HOSPITAL VA**
- Operaciones de Ruta AM
 - Main @ Elgin (Milton)
 - Main @ Camarillo
 - Main @ Dryden
 - Main @ Sealingala
 - Holcomba @ Barnard / J. Johnson
 - Holcomba @ Bartraw
 - Holcomba @ Mc Amerson
 - Holcomba @ Ringness
 - Ringness @ Cafe Terrace
 - Shepton @ Chesley / Va Hospital
 - Operaciones de Ruta PM
 - Shepton @ Debelay / Va Hospital
 - Ringness @ Cafe Terrace
 - Holcomba @ Ringness
 - Holcomba @ Mc Amerson
 - Holcomba @ Bartraw
 - Holcomba @ Barnard / J. Johnson
 - Main @ Sealingala
 - Main @ Dryden
 - Main @ Memorial Hermann Medical Plaza
 - Travis @ Elgin (Milton)

PLAZA GREENWAY

- Greenway Plaza
 - Greenway Plaza
 - Greenway Plaza
 - Greenway Plaza
- Una lista completa de las paradas de autobús se encuentra en la Guía del Usuario.



Otros proveedores de transporte:

- METRO**
www.ndametro.org
- Harris County Transit**
www.harriscountytansit.com
- FT Bend Transit**
www.fortbendcountytexas.gov
- Conroe Connection**
www.cityofconroe.org/departamento/transit

For the transit program, the Township has reached out to the following organizations for various public notices, procurement information, and other information in the past: the Montgomery County Hispanic Chamber of Commerce, Hindu Temple of The Woodlands, National Association of Minority Contractors - Houston Chapter, Houston Minority Supplier Diversity Council, Native American Chamber of Commerce, and Houston Hispanic Chamber of Commerce.

FOUR FACTOR ANALYSIS (CHAPTER III-9):

FACTOR 1: THE NUMBER OR PROPORTION OF LEP PERSONS ELIGIBLE TO BE SERVED OR LIKELY TO BE ENCOUNTERED BY THE PROGRAM OR RECIPIENT.

(a) How LEP persons interact with the recipient’s agency;

When addressing this factor, the Township first examined prior experiences with LEP individuals by examining several sources of data and information. Surveys, interviews, and field visits were conducted with fixed-route operators (the agency representatives the public most directly engages with), paratransit operators, customer service representatives, and community partners.

Based on transit rider surveys, very few of the Township transit customers (<5%) have limited English proficiency. For the O-D survey of the 589 questionnaires, only one individual used a Spanish-translated survey. For a Commuter survey, no one used or requested a Spanish-translated survey.

(b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language group;

According to the American Community Survey 2015 data, 4.54% of the Township speaks “English Less than Well.” Spanish-speaking individuals who reported that they “Speak English Less than Well” is 3.05% and over 3,000 individuals of the total area population. Under the Safe Harbor Provision, the Township will provide “written translation of vital documents for each eligible LEP language group constitutes five percent (5%) or 1,000 persons, whichever is less.” Spanish falls under the Safe Harbor Provision.

2015 American Community Survey Data							
The Woodlands Township							
Limited English Proficiency							
Language Spoken at Home	Speak English "very well"		Speak English "less than well"		Total		
	Number "very well"	Percent	Number "less than well"	Percent	Total Number	Percent of Total Language Sub-Group	Speaking Less than Well Percent of Total Population
Total population					98,598		
Speak only English					81,202	82.36%	
Spanish or Spanish Creole	7,613	71.69%	3,006	28.31%	10,619	10.77%	3.05%
French (incl. Patois, Cajun)	397	96.83%	13	3.17%	410	0.42%	0.01%
French Creole	10	43.48%	13	56.52%	23	0.02%	0.01%
Italian	147	80.77%	35	19.23%	182	0.18%	0.04%
Portuguese or Portuguese Creole	382	0.00%	31	0.00%	413	0.42%	0.03%
German	623	90.03%	69	9.97%	692	0.70%	0.07%
Yiddish	0	0.00%	0	0.00%	0	0.00%	0.00%
Other West Germanic languages	101	94.39%	6	5.61%	107	0.11%	0.01%
Scandinavian languages	70	100.00%	0	0.00%	70	0.07%	0.00%
Greek	10	100.00%	0	0.00%	10	0.01%	0.00%
Russian	143	77.72%	41	22.28%	184	0.19%	0.04%
Polish	22	100.00%	0	0.00%	22	0.02%	0.00%
Serbo-Croatian	0	0.00%	20	100.00%	20	0.02%	0.02%
Other Slavic languages	37	100.00%	0	0.00%	37	0.04%	0.00%
Armenian	0	0.00%	0	0.00%	0	0.00%	0.00%
Persian	350	86.85%	53	13.15%	403	0.41%	0.05%
Gujarati	38	32.20%	80	67.80%	118	0.12%	0.08%
Hindi	113	84.33%	21	15.67%	134	0.14%	0.02%
Urdu	192	100.00%	0	0.00%	192	0.19%	0.00%
Other Indic languages	65	76.47%	20	23.53%	85	0.09%	0.02%
Other Indo-European languages	44	100.00%	0	0.00%	44	0.04%	0.00%
Chinese	680	62.16%	414	37.84%	1094	1.11%	0.42%
Japanese	55	67.90%	26	32.10%	81	0.08%	0.03%
Korean	279	67.39%	135	32.61%	414	0.42%	0.14%
Mon-Khmer, Cambodian	12	30.77%	27	69.23%	39	0.04%	0.03%
Hmong	0	0.00%	0	0.00%	0	0.00%	0.00%
Thai	0	0.00%	0	0.00%	0	0.00%	0.00%
Laotian	0	0.00%	0	0.00%	0	0.00%	0.00%
Vietnamese	184	62.37%	111	37.63%	295	0.30%	0.11%
Other Asian languages	506	83.64%	99	16.36%	605	0.61%	0.10%
Tagalog	161	90.96%	16	9.04%	177	0.18%	0.02%
Other Pacific Island languages	228	77.03%	68	22.97%	296	0.30%	0.07%
Navajo	0	0.00%	0	0.00%	0	0.00%	0.00%
Other Native North American	0	0.00%	0	0.00%	0	0.00%	0.00%
Hungarian	98	59.76%	66	40.24%	164	0.17%	0.07%
Arabic	186	65.72%	97	34.28%	283	0.29%	0.10%
Hebrew	28	100.00%	0	0.00%	28	0.03%	0.00%
African languages	126	91.30%	12	8.70%	138	0.14%	0.01%
Other and unspecified languages	17	100.00%	0	0.00%	17	0.02%	0.00%

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER Survey/Program: American Community Survey Universe: Population 5 years and over Year: 2015 Estimates: 5-Year Place: The Woodlands, CDP Table ID:

This table has not been updated in several years and no other US Census data provides the breakdown for the language spoken at home. The Township also reviewed the 2024 American Community Survey Table C16001, Language Spoken at Home for the Population 5 Years and Over

for more updated information. While some languages are documented separately, other Indo-European and Asian and Pacific Island languages are not broken down separately, so only Spanish hits the Safe Harbor threshold.

Language Spoken at Home for the Population 5 Years and Over					
The Woodlands Township					
Language Spoken at Home Speak	Speak English "very well"	Speak English "less than very well"	Total Number	Percent of Total Language Sub-Group	Speaking "Less than Well" Percent of Total Population
Total			114,264		
Speak only English			85,443	74.8%	
Spanish	13,187	3,550	16,737	14.6%	3.1%
French, Haitian, or Cajun	317	130	447	0.4%	0.1%
German or other West Germanic languages	747	106	853	0.7%	0.1%
Russian, Polish, or other Slavic languages	1,267	284	1,551	1.4%	0.2%
Other Indo-European languages	2,742	1,134	3,876	3.4%	1.0%
Korean	224	63	287	0.3%	0.1%
Chinese (incl. Mandarin, Cantonese)	1,214	523	1,737	1.5%	0.5%
Vietnamese	203	129	332	0.3%	0.1%
Tagalog (incl. Filipino)	208	46	254	0.2%	0.0%
Other Asian and Pacific Island languages	1,440	485	1,925	1.7%	0.4%
Arabic	371	61	432	0.4%	0.1%
Other and unspecified languages	373	17	390	0.3%	0.0%
Language Spoken at Home for the Population 5 Years and Over Survey/Program: American Community Survey Universe: Population 5 years and over Year: 2024 Estimates: 5-Year Place: The Woodlands, CDP Table ID: C16001					

For Table B16004, Age by Language Spoken at Home by Ability to Speak English, Spanish was the only language that meets the Safe Harbor threshold based on this table.

Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over		
The Woodlands Township		
	Language Spoken at Home	Speak English "Less Than Well"
English	85,443	--
Spanish	16,737	1,066
Other Indo-European languages	6,727	425
Asian and Pacific Island languages	4,535	393
Other languages	822	78
Total	114,264	1,962
Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over Survey/Program: American Community Survey Universe: Population 5 years and over Year: 2024 Estimates: 5-Year Place: The Woodlands, CDP Table ID: B16004		

(c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice

The Township has not monitored the literacy rates of LEP populations in their native languages; however, the Township provides both written and spoken translations in order to serve the LEP population effectively. The Township will continue to provide written translations in Spanish but will document when requested to translate information orally. For the documented surveys, no one requested an alternative format or an oral translation to complete the survey. Requests for oral translations in any languages will be documented as well.

(d) Whether LEP persons are underserved by the recipient due to language barriers

Presently, there are no known language barriers that cause LEP persons to be underserved. The Township will notify LEP persons of their rights and will monitor complaints about barriers.

FACTOR 2: EXAMINE THE FREQUENCY WITH WHICH LEP INDIVIDUALS COME INTO CONTACT WITH THE PUBLIC TRANSPORTATION SERVICES, PROGRAMS, AND ACTIVITIES OF THE TOWNSHIP

The greater the frequency with which LEP individuals from different language groups come into contact with the programs, activities, or services of the Township, the more likely it is that enhanced language services will be needed. Because the Township is a transit service provider, there is a greater chance of contact with LEP individuals. People with limited English proficiency may use the Township fixed-route bus service and in doing so come into contact with the Township operators as well as signage, timetables, and other materials. The Township paratransit services also may serve people who do not speak English or speak it as a second language. LEP individuals may also be encountered during system planning and programs where public outreach or public involvement is central to the mission.

LEP individuals currently have infrequent and unpredictable contact with the Township transit services with minimal requests for translations or used of translated forms. The Township staff is the point of contact for all transit services and fields calls from the transit users. As such, they deal with LEP individuals more frequently than any of the service providers, except possibly the drivers. Township staff acknowledge that Spanish is the only non-English language they have encountered and that they deal with Spanish-speaking customers one to two times a week. When dealing with Spanish-speaking customers, they either transfer the call to a Spanish-speaking coworker or attempt to respond with their own Spanish capabilities.

For all public participation efforts, the Township will look at the results of Factors 1 and 2 above to help determine the areas where public outreach should be targeted and the languages into which flyers, other announcements, and meeting materials should be translated. Factors 1 and 2 will also be used to determine the meeting locations at which language interpreters may be needed and for what languages.

FACTOR 3: DETERMINE THE IMPORTANCE OF PUBLIC TRANSPORTATION PROGRAMS, ACTIVITIES, OR SERVICES PROVIDED BY THE TOWNSHIP TO LEP PERSONS AND POPULATIONS

The more important the activity, information, service, or program, or the greater the possible consequences of the contact with the LEP individuals, the more likely it is that language services are needed. Importance is based on whether denial or delay of access to services or information could have serious or even life-threatening implications for the LEP individual.

As a commitment to the public, the Township will continue to identify documents and evaluate the importance of each program, activity, and service as to whether or not language assistance is necessary. The Township will continue to solicit input from people with limited English proficiency and from organizations which represent people with limited English proficiency concerning the importance of the programs and activities it offers in order to assess the level of language assistance required. The Township will evaluate documents for translation according to the guidance provided by the U.S. Department of Justice:

“It is important to ensure that written materials routinely provided in English also are provided in regularly encountered languages other than English. It is particularly important to ensure that vital documents are translated into the non-English language of each regularly encountered LEP group eligible to be served or likely to be affected by the program or activity. A document will be considered vital if it contains information that is critical for obtaining federal services and/or benefits or is required by law. Vital documents include, for example: applications, consent, and complaint forms; notices of rights and disciplinary action; notices advising LEP persons of the availability of free language assistance; prison rulebooks; written tests that do not assess English language competency, but rather competency for a particular license, job, or skill for which English competency is not required; and letters or notices that require a response from the beneficiary or client. For instance, if a complaint form is necessary in order to file a claim with an agency, that complaint form would be vital. Non-vital information includes documents that are not critical to access such benefits and services. Advertisements of federal agency tours and copies of testimony presented to Congress that are available for information purposes would be considered non-vital information.

Vital documents must be translated when a significant number or percentage of the population eligible to be served, or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. For many larger documents, translation of vital information contained within the document will suffice and the documents need not be translated in their entirety.”

In general, the documents considered vital are those related to operation of transit services (such as maps, schedules and rider’s guides), the explanation of civil rights and associated complaint procedures, and certain legal correspondence. Also considered vital are public process activities, which make it important to translate related materials such as meeting notices and materials,

project updates, and informational brochures. Website information is also an important avenue for obtaining general and specific information about transportation decision-making. When items are not fully translated into Spanish, the Township always states that the any information can be translated upon request.

FACTOR 4: SURVEY THE RESOURCES AVAILABLE TO THE RECIPIENT AND COSTS

The level of resources and the costs imposed by providing language assistance may have an impact on the extent to which meaningful access can be provided for LEP persons. The Township already has a number of language assistance measures in place. These existing measures along with proposed additional services will form the Township’s Language Assistance Program (LAP).

- **Printed and Electronic Materials:** Basic public communication materials have been translated into languages commonly spoken in the Township service area. These materials include:
 - The Woodlands Township website
 - Bus route maps and schedules
 - Origin-Destination survey questionnaires
- **Public Outreach Services:** When the Township conducts public outreach concerning proposed service changes, fare adjustments, or for other programs or services, it provides or offers translated descriptions of the proposals and questionnaires, offers interpretation at public meetings, works with community organizations that can assist the Township in communicating with people who do not speak English well, and may provide telephone comment lines for non-English-speakers.
- **Public Signage:** Language assistance is provided on Township’s website. A variety of language translations are available via this link:

https://www.thewoodlandstownship-tx.gov/Home?lang_update=63908745553693077

Also, the Township’s Title VI Program is available through the Transportation web page at <https://www.thewoodlandstownship-tx.gov/Departments/Transportation/Federal-Funding>

To enhance the Township’s efforts to communicate with LEP individuals the Township will implement the following services as part of its LAP.

- **Notice of Title VI Obligations:** The Township will post placards inside all of its coaches notifying customers that the Township does not discriminate in the provision of service on the basis of race, color, and national origin, and informing them of how they can complain if they feel the Township has discriminated against them. The placards will also be in Spanish.

- **Spanish-speaking point of contact:** The Township and its service providers shall make available a staff member to serve as a point of contact for Spanish-speaking customers, upon request.
- **Call log:** The Township and its transit service providers shall keep a log of the Title VI related calls received regarding the Township transit service and document the date, caller, purpose of the call.

Based upon requests for language assistance in connection with other non-transit related community services provided by the Township, the following cost estimates for translation services and documentation have been developed:

Public meeting notices:	6/year @ \$800 each = \$4,800/year
Project Newsletters:	4/year @ \$800 each = \$3,200/year
<u>Public meetings:</u>	<u>10/year @ \$200 each = \$2,000/year</u>
	Total = \$10,000/year

The actual number of meetings, notices, and newsletters could vary, and these costs are absorbed into the budget of the transportation department.

LANGUAGE ASSISTANCE PLAN (CHAPTER III-9)

The Township updated its LAP upon completion of the Four Factor Analysis. The Township’s LAP includes the following elements:

Task 1 - Results of the Four Factor Analysis, including a description of the LEP population(s) served

Number or Proportion of LEP Persons served or Encountered in Eligible Service Population

According to the American Community Surveys included in the LEP Four Factor Analysis, Spanish was the only language identified as meeting the Safe Harbor threshold of 1,000 individuals or 5% of the population.

Frequency with Which LEP Individuals Come Into Contact with your Programs, Activities and Services

The Township will utilize FTA funds in order to operate transit service and develop transit and pedestrian infrastructure that facilitates access to the transit services. As stated in the Four Factor Analysis, LEP individuals would come in contract with the Township and its representatives when riding the commuter bus or trolley services through the driver; when scheduling and riding the Americans with Disabilities Act (ADA) paratransit services; when calling the Township for transit information; and when meeting during the planning, procurement, and construction of federally approved transit and pedestrian capital projects.

The Township will make the fact known during all public involvement programs, procurement, advertising, and other instances regarding transit that documents, instructions, and other

important materials can be translated into Spanish at no cost to the user. Very rarely does any of the construction require any detours or significant changes to accessing public transportation, so there would be minimal disruption for transit users. In the instance where there are disruptions, the Township will address any concerns with appropriate measures.

The results of the Title VI survey with the service providers show that Spanish is the only non-English language they encounter and that they deal with Spanish-speaking customers one to two times a week. When working with Spanish-speaking customers they either transfer the call to a Spanish-speaking coworker or attempt to respond with their own Spanish capabilities.

Task 2 - Describe how the recipient provides language assistance services by language

- a. The Township shall maintain Spanish speaking staff during normal business hours to provide translation and interpretation services free of charge. Requests for such services can be made by calling 281-210-3800 during normal business hours.
- b. Vital public documents related to federally funded transit programs, activities or services that are published, posted, or distributed by the Township shall be written in both English and Spanish. Vital public documents include schedules, maps, documents related to the explanation of civil rights and associated complaint procedures, and certain legal correspondence. Also considered vital are public process activities, which make it important to translate related materials such as meeting notices and materials, project updates, and informational brochures. Construction signs that have instructions will also be translated. Employment opportunities are advertised in multiple languages, including English and Spanish, as needed.
- c. The Township shall make known during all public involvement programs, procurements, advertisements and other similar instances regarding Township transit programs, activities and services that documents, instructions and other vital materials can be translated into Spanish free of charge upon request.
- d. The Township's Title VI Notice to the Public, as well as notice of the availability of Spanish language assistance from the Township free of charge regarding federally funded transit programs, activities, or services of the Township, shall be posted on the Township website, on transit vehicles, at transit stops and at other strategic locations within the Township.
- e. Notice of major changes by the Township in transit services or fares shall be published, posted, or given in English and Spanish by means reasonably designed to come to the attention of Spanish-speaking LEP persons within the Township transit service area.
- f. The Township shall utilize LEP's I Speak Cards and/or Language-Free pictograms, when possible.

Task 3 - Describe how the recipient provides notice to LEP persons about the availability of language assistance

The Title VI Notice to the Public will be posted on all FTA-funded transit vehicles, at the offices of the Township, at Park & Ride terminal buildings, and on the Township website. The Title VI Notice

to the Public has included a statement about translation availability at no cost and the full notice has been translated into Spanish.

Task 4 - Describe how the recipient monitors, evaluates, and updates the language access plan

The Township will monitor the number of requests for Spanish translations or other language assistance regarding Township transit programs, activities, or services and shall note any comments or complaints regarding such translations or language assistance in order to identify other resources and procedures that may facilitate communication with Spanish-speaking LEP persons. The Township will monitor the program to ensure that LEP persons have meaningful access to the transportation planning and implementation process. The Township will document interactions with LEP individuals in field activities and community meetings, including follow-up responses, in an internal log that includes the date, the requested language, and the actions taken to accommodate the request. Sign-in sheets for community meetings will request language preference.

The Township LAP shall be reviewed and updated, as necessary, no less frequently than every three calendar years.

Task 5 - Describe how the recipient trains employees to provide timely and reasonable language assistance to LEP populations

Training shall be provided to Township transit employees in conjunction with orientation for new employees in language assistance to Spanish-speaking LEP persons in the Township transit service area. All new staff members will be informed of the Title VI Program and all language assistance measures the Township employees are required to perform. Drivers and third-party services will be informed of the Township’s Title VI Program and all language assistance measures at least once a year.

MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES (CHAPTER III-10):

In general, the Township encourages participation from different organizations and minority representation. The Township has no transit committees, but a member of the Board of Directors, an elected official, is a member of the Conroe-The Woodlands Urbanized Area Transit Advisory Committee.

The current US Census Data has the following breakdown by race.

2020 Census Data – The Township Population Breakdown by Race					
White	Hispanic or Latino	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Pacific Islander
65.1%	18.3%	3.4%	0.2%	7.9%	0.1%
HISPANIC OR LATINO, AND NOT HISPANIC OR LATINO BY RACE Survey/Program: Decennial Census Universe: Total Population Year: 2020 Place: The Woodlands, CDP Table ID: P2					

PROVIDING ASSISTANCE TO AND MONITORING SUBRECIPIENTS (CHAPTER III-11 AND 12):

The Township does not currently distribute FTA funds to sub-recipients.

DETERMINATION OF SITE OR LOCATION OF FACILITIES (CHAPTER III-13):

Neither the Township nor its contractors have previously determined, selected, or used a facilities site or location that required any displacement of persons from their residences or resulted in any adverse impact to any persons. In connection with any future construction of federally funded transit facilities within the Township transit service area, the Township will perform a Title VI equity analysis during the planning stage of such project with regard to the location of the facility and taking into account the potential impacts, siting, alternatives, and cumulative adverse impacts of such project, as required by the Authorities.

ADDITIONAL INFORMATION (CHAPTER III-14):

The Township shall provide upon request from FTA such additional information as may be necessary to enable FTA to investigate complaints of discrimination or to resolve concerns about possible compliance with the Authorities.

SYSTEM-WIDE SERVICE STANDARDS AND POLICIES (CHAPTER IV-4):

POLICY

It shall be the policy of the Township in connection with all federally funded transit programs, activities or services of the Township that the Township shall not utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or which have the effect of defeating or substantially impairing accomplishment of the objectives of such programs, activities or services with respect to individuals of a particular race, color, or national origin, and the Township shall take all such actions as may be necessary and proper to assure that no person is excluded from participation in or denied the benefits of such programs, activities, or services on the grounds of race, color, or national origin. In particular, no person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of federally funded transit services furnished by the Township on the basis of race, color, or national origin.

SERVICE STANDARDS

Vehicle Load Standards

The maximum seated capacities for transit vehicles are 22 passengers for Town Center Trolleys, and 55 passengers for The Woodlands Express. Standees are not allowed on The Woodlands Express or Town Center Trolley. The ADA Paratransit vehicles utilize a spare trolley in order to complete the requested paratransit trip.

Vehicle Headway Standards

Fixed-route Town Center Trolley services operate with an approximate headway (frequency) of 20 minutes or less during non-peak operating hours (11:00 a.m. to 1:00 p.m. and 6:00 p.m. to 8:00 p.m.) and 15 minutes or less during peak operating hours (1:00 p.m. to 6:00 p.m.) daily.

Fixed-route trolley services have no set schedule; instead, arrivals and departures depend upon pedestrian and auto traffic in the area.

The Woodlands Express Park & Ride service operates between 5- and 20-minute headways Monday through Friday departing the park & ride lots from 5:15 a.m. to 8:15 a.m. to various Downtown Houston, Texas Medical Center, Energy Corridor, and Greenway Plaza locations and from various Downtown Houston, medical center, Energy Corridor, and Greenway Plaza locations departing from 3:15 p.m. to 7:00 p.m. The Downtown Route services the majority of passengers. There is also one midday run to both the Research Forest and the Sawdust Park & Ride lots at 12:30 p.m. from Downtown Houston to The Woodlands. Reverse commute opportunities are offered during the same hours.

On-Time Performance Standards

The Township Trolley services strive to be on time at least 90% of the time. On-time performance means that the fixed route bus is within zero to five minutes after the scheduled pick-up time.

The Woodlands Express Park & Ride service strives to be on time at least 85% of the time. On-time performance means that the commuter route bus is within zero to ten minutes after the scheduled pick-up time, due to the nature of the service and the amount of traffic getting to and from Downtown Houston.

Service Availability Standards

Town Center Trolleys

Fixed route trolley services (Town Center Trolleys) with a surrounding ¼ mile buffer cover 2.27% of The Woodlands Township Census Designated Place limits. Trolley services are primarily centered around The Woodlands Town Center (**Figure 1**).

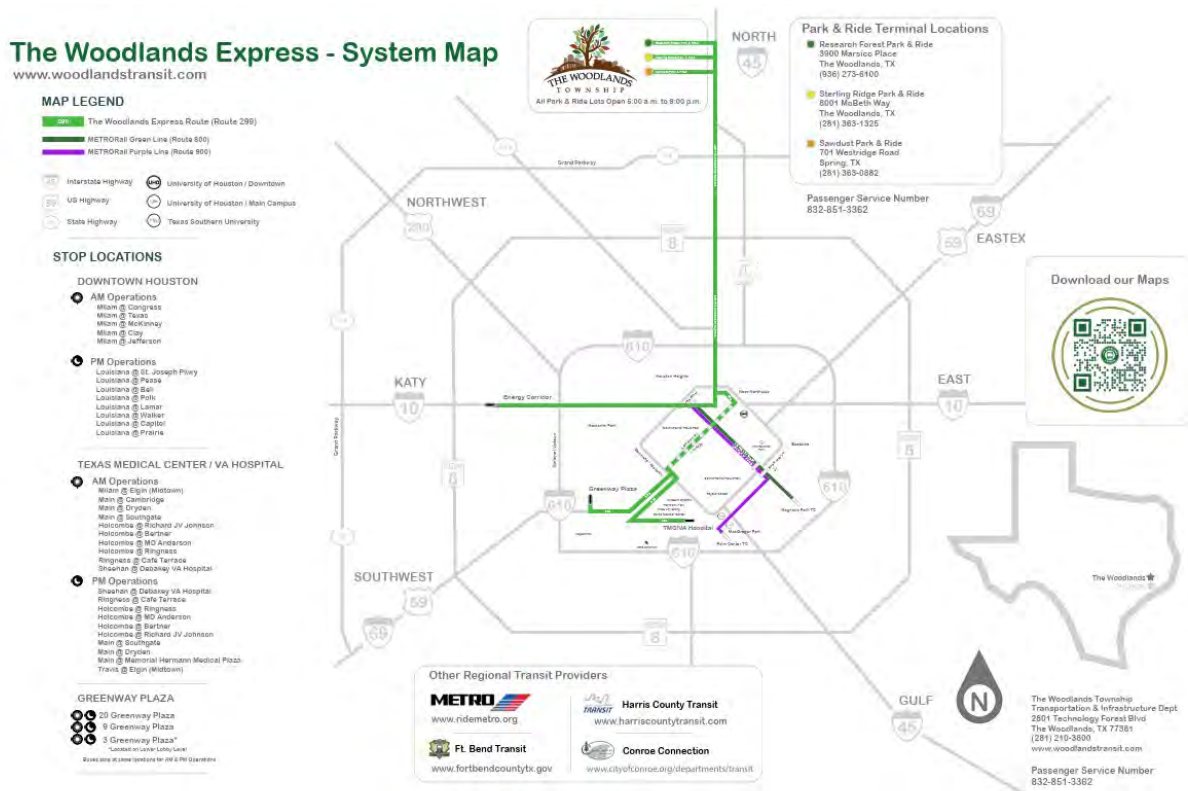
Figure 1: Town Center Trolley



Woodlands Express Park & Ride Services

There are three (3) park & ride lots located across the Township service area as shown in **Figure 2**. Most of the service is provided outside of the Township.

Figure 2: Woodlands Express Park & Ride System Map



SERVICE POLICIES

Vehicle Assignment Policy

The Town Center Trolley service operates a 25-foot vintage-style trolley equipped with wheelchair lifts or ramps to make them ADA accessible. All vehicles are equipped with air conditioning and heating. Six (6) new vehicles were purchased in 2024 and will be rotated into service in 2026. The Cable Car Concept trolleys will be replaced at the end of their useful life.

The Woodlands Express Park & Ride commuter bus service operates twenty-five (25) 45-foot over-the-road coaches in daily service provision. All coaches have wheelchair lifts and are ADA accessible. Twenty-five (25) new vehicles were purchased in 2025 and will be added to the fleet. A portion of the current fleet will be disposed of, and the other buses will be used in service. The Township will shuffle the vehicles between routes so that older vehicles will not be used solely on one route.

Transit Amenities Policy

It shall be the policy of the Township to ensure the equitable distribution of transit amenities across the system in order to provide comfort, convenience, accessibility, and safety to its riders. These amenities may include items such as benches, seats or canopies at transit stops and/or park & ride terminals. They may also include the provision of information, such as printed signs, system maps, route maps, and/or schedules. Installation of future transit amenities along the fixed route are based on the number of passengers boarding along those routes.

APPENDIX A – TITLE VI COMPLAINT FORM

The Woodlands Township
 2801 Technology Forest Blvd
 The Woodlands, TX 77381

TITLE VI COMPLAINT FORM (For Transit Services Only)

The Woodlands Township is committed to ensuring that no person is excluded from participation in or denied the benefits of its federally funded transit programs, activities or services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Coordinator at transitcompliance@thewoodlandstowship-tx.gov or by calling 281-210-3800 and ask for the Transportation Department. The completed form must be returned to The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas 77381.

Your Name:	Phone:
Street Address:	Alt Phone:
	City, State & Zip Code:
Person(s) discriminated against (if someone other than complainant): Name(s):	
Street Address, City, State & Zip Code:	

Which of the following best describes the reason the alleged discrimination took place?
 (Circle one)

Date of Incident: _____

- Race
- Color
- National Origin (Limited English Proficiency)

Please describe the alleged discrimination incident. Provide the names and titles of all The Woodlands Township employees involved, if available. Explain what happened and who you believe was responsible. Please use the back of this form if additional space is required.

TITLE VI COMPLAINT FORM

The Woodlands Township

Please describe the alleged discrimination incident (continued)

Have you filed a complaint with any other federal, state or local agencies? (Circle one)
Yes/No. If so, list the agency/agencies and pertinent contact information below:

Agency: _____ Contact Name: _____
Street Address, City, State & Zip Code: _____ Phone: _____

Agency: _____ Contact Name: _____
Street Address, City, State & Zip Code: _____ Phone: _____

Complainant(s) Signature(s): _____ Date: _____

Print or Type Name of Complainant(s)

Date Received:
Review By:

FORMULARIO DE QUEJA SOBRE TÍTULO VI (solamente para servicios de Tránsito)

El Municipio de Los Woodlands se compromete a garantizar que ninguna persona quede excluida de participar o se le nieguen los beneficios de sus programas, actividades o servicios de tránsito financiados con fondos federales por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, con sus enmiendas. Las quejas acerca del Título VI deben presentarse dentro de los 180 días a partir de la fecha de la supuesta discriminación.

La siguiente información es necesaria para ayudarnos a procesar su queja. Si necesita ayuda para completar este formulario, comuníquese con el Coordinador del Título VI en transitcompliance@thewoodlandstowship-tx.gov o llamando al 281-210- 3800 y pregunte por el Departamento de Transporte. El formulario lleno debe ser devuelto, por correo certificado, a:

The Woodlands Township
Atn: Township Transportation
2801 Technology Forest Boulevard
The Woodlands, Texas 77381

Su nombre:	Teléfono:
Domicilio postal:	Teléfono alterno:
	Ciudad, Estado, Código postal:
Persona (s) que fue discriminada (si es una persona diferente al demandante): Nombre(s):	
Domicilio postal, Ciudad, Estado, Código postal:	
Fecha del incidente:	

¿Cuál de las siguientes opciones describe mejor la razón por la cual ocurrió la supuesta discriminación?
(Circule una)

- Raza
- Color:
- Origen nacional (dominio limitado del inglés)

Describa el supuesto incidente de discriminación. Proporcione los nombres y puestos de todos los empleados del municipio de Los Woodlands involucrados, si son de su conocimiento. Explique lo que sucedió y quién cree usted que fue el responsable. Utilice el reverso de este formulario si se requiere espacio adicional.

¿Ha presentado una queja ante otras agencias federales, estatales o locales?

Si es así, indique la agencia / agencias y la información de contacto pertinente a continuación:

Agencia:	Teléfono:
Domicilio postal:	Teléfono alterno:
	Ciudad, Estado, Código postal:
Persona (s) que fue discriminada (si es una persona diferente al demandante): Nombre(s):	
Domicilio postal, Ciudad, Estado, Código postal:	

Por favor escriba el nombre con letra de imprenta y firme:

Fecha:

Reclamante (s)

Para uso de Los Woodlands

Fecha de recepción:
Revisado por:

APPENDIX B – TRÁNSITO DEL MUNICIPIO DE LOS WOODLANDS TÍTULO VI PROCEDIMIENTOS DE QUEJAS

OBJETIVO:

Se ha establecido un proceso para recibir y procesar todas las quejas presentadas de conformidad con las Autoridades y relacionadas con cualquier programa de tránsito, actividad o servicio que reciba asistencia financiera federal administrada por El Township o sus subreceptores y contratistas. El Formulario de Queja necesario se encuentra adjunto como Apéndice A del presente.

Este proceso es opcional y no afecta el derecho del denunciante a presentar denuncias formales con otras agencias estatales o federales o buscar un abogado privado para denuncias que aleguen discriminación. Las personas también pueden presentar quejas directamente ante la Administración Federal de Tránsito en la Oficina de Derechos Civiles de la FTA, 1200 New Jersey Avenue SE, Washington, DC 20590.

Los procedimientos no niegan el derecho del reclamante a presentar quejas formales con otras agencias estatales o federales ni a buscar un abogado privado para las quejas que aleguen discriminación. El Township tiene autoridad para aceptar quejas de investigación, pero los denunciantes también pueden presentar quejas ante TxDOT o la Administración Federal de Tránsito (FTA) dentro de los 180 días posteriores al presunto delito. Si desea presentar una queja con TxDOT, envíe la queja por escrito a TxDOT Public Transportation, 3712 Jackson Avenue, Building 6, 5th floor, Austin, Texas 78731. Si desea presentar una queja con FTA, envíe la queja por escrito al FTA Región VI, 819 Taylor Street, habitación 8A36, Fort Worth, TX 76102.

Se hará todo lo posible para obtener una resolución temprana de las quejas. El Coordinador del Título VI hará todo lo posible para buscar una resolución de la queja. Las entrevistas iniciales con el reclamante y el demandado solicitarán información con respecto a las oportunidades de remedio y solución específicamente solicitadas.

Estos procedimientos son parte de un proceso administrativo que no prevé recursos que incluyan daños punitivos o remuneración compensatoria para el demandante.

PASO 1 – LA PRESENTACIÓN DE UNA QUEJA:

Cualquier individuo, grupo de individuos o entidad que crea que él/ella/esta ha sido objeto de discriminación por motivos de raza, color u origen nacional por parte del Township puede presentar una queja ante el coordinador del Título VI del Township. La queja debe reducirse a forma escrita y presentarse dentro de los 180 días calendarios posteriores a la supuesta ocurrencia, o cuando la supuesta discriminación se dio a conocer al denunciante. El (los) denunciante(s) deben cumplir con los siguientes requisitos:

- a. Presentar la queja por escrito y firmada por el (los) demandante(s);

- b. Presentar la fecha del presunto acto de discriminación (o la fecha en que los denunciantes se enteraron de la presunta discriminación); y,
- c. Presentar una descripción detallada de los problemas, incluidos los nombres y puestos de trabajo de las personas que cometan el presunto acto de discriminación.

Las denuncias recibidas por fax o correo electrónico serán reconocidas, pero no se procesarán hasta que se conozca la identidad del el (los) demandante(s) y se envíe una copia firmada de la denuncia al Township. Las denuncias recibidas por teléfono se reducirán a forma escrita y se proporcionarán de vuelta a los denunciantes para su confirmación o revisión antes de su procesamiento. Se enviará un Formulario de Queja a él (los) demandante(s) para que sea completado, firmado y devuelto al Township para su procesamiento. A los demandantes con dominio limitado del inglés se les proporcionará un intérprete para ayudar a completar la queja. El Township puede contratar un intérprete o un contratista de servicios de interpretación según sea necesario para ayudar a tomar una queja o completar el proceso de queja según sea necesario

PASO 2 – EL PROCESAMIENTO DE UNA QUEJA

El Township procesara con prontitud todas las quejas que se completen y envíen de manera complete y oportuna. Una vez que se reciba la queja, el Township la revisara para determinar si:

- a. El Township tiene jurisdicción;
- b. Las acusaciones involucran discriminación basada en raza, color u origen nacional;
- c. Las acusaciones involucran un programa de tránsito financiado con fondos federales o una actividad del Township, o un sub-receptor o contratista del Township;
- d. La queja o denuncia esta administrativamente completa; y,
- e. La queja o denuncia se hace a tiempo.

PASO 3 – LA DESESTIMACIÓN DE UNA QUEJA

- a. El Township puede desestimar una queja por cualquiera de los siguientes motivos:
El (los) demandante(s) retiran la queja;
- b. El (los) demandante(s) no responden a las repetidas solicitudes de información adicional necesaria para procesar la queja;
- c. No se puede localizar al demandante o a los demandantes; y/o
- d. El Township determina que la queja no cumple con los requisitos de presentación y procesamiento indicados anteriormente.

Se le notificara al denunciante o los denunciantes por escrito de los motivos por la cual se desestime la queja.

PASO 4 – LA INVESTIGACIÓN DE LA QUEJA

Si el Township determina que la jurisdicción es adecuada y que la queja esta administrativamente completa, ha sido reportada a tiempo y en forma adecuada, el (los) demandante(s) y el (los) demandado(s) serán notificados de inmediato por escrito de dicha determinación. La denuncia recibirá un número de caso y se registrará en los registros del Township identificando su razón de ser (raza, color u origen nacional) y el presunto daño.

En los casos en que el Township decida investigar la queja, el Coordinador del Título VI comenzará de inmediato la investigación de la queja y brindará a el (los) demandados la oportunidad de responder a las acusaciones por escrito. El (los) demandado(s) tendrán veinte (20) días calendarios a partir de la fecha de notificación por escrito del Township de su determinación para proporcionar una respuesta por escrito a las alegaciones.

El Coordinador de Título VI hará todos los esfuerzos razonables para resolver la queja al nivel más bajo posible. El Investigador del Título VI hará todos los esfuerzos razonables para lograr una resolución oportuna de la queja. Las entrevistas iniciales con el (los) demandante(s) y el (los) demandado(s) solicitarán información con respecto a las oportunidades de compensación y arreglo específicamente solicitadas. Dentro de los treinta (30) días calendarios posteriores a la fecha límite para la respuesta de los demandados, el Coordinador del Título VI preparará un informe de investigación que incluirá una descripción narrativa del incidente, la identificación de las personas entrevistadas, cualquier hallazgo del hecho, y cualquier recomendación para la resolución de la queja. El Coordinador también revisará dicho informe preliminar con el personal legal del Township.

PASO 5 – EL INFORME FINAL

Si la queja no se resuelve a satisfacción mutua del (de los) demandante(s) y del (de los) demandado(s) dentro de los sesenta (60) días después de la determinación del Township, el informe final de investigación del Coordinador del Título VI del Township se archivará y registrará como se indica a continuación, y el Township notificará a las partes de sus hallazgos.

APPENDIX C –TITLE VI PROGRAM BOARD APPROVAL

AMENDED RESOLUTION OF TITLE VI PROGRAM AND POLICY STATEMENT

WHEREAS, as a result of the 2010 U. S. Census, a new large urbanized area has been designated for the Conroe/Woodlands area, effective as of October 1, 2012, for the purpose of receiving and administering federal transit funds from the Federal Transit Administration ("FTA"), and the City of Conroe and The Woodlands Township (the "Township") are dual designated recipients of such federal funds; and

WHEREAS, the Township is designated by FTA as a direct grantee of federal transit funding from FTA; and

WHEREAS, the Township is eligible for the receipt and administration of such funds from FTA, the Township is amending and will submit to FTA for its approval an amended Title VI, Civil Rights Act of 1964, policy and program meeting the requirements of FTA and applicable federal laws, regulations and policy guidance; and

WHEREAS, the Board of Directors of The Woodlands Township has reviewed and considered an amended program and policy statement for such purposes and deems it advisable to approve the amended program and policy statement;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WOODLANDS TOWNSHIP, THAT:

Section 1: The amended Title VI Program and Policy Statement, dated March 19, 2026, and attached hereto as Attachment I, is hereby approved and shall be submitted to FTA for review and approval.

Section 2: Such amended Title VI Policy Statement and Program shall be strictly enforced and administered by the Township in accordance with its terms and provisions until same has been amended, repealed or revoked by further action of the Board of Directors and approved by FTA.

Section 3: The individual holding the position from time to time of Transit Program Manager for the Township is hereby designated as the Title VI Coordinator pursuant to such Title VI Program and shall be primarily responsible for the administration and enforcement of same.

Section 4: Notice of the amended, terms and provisions of such Title VI Program shall be given, posted or published in the manner set forth therein and as required by applicable federal laws, regulations and policy guidance.

PASSED and APPROVED this 19th day of March 2026.



THE WOODLANDS TOWNSHIP

Brad Bailey,
Chairman, Board of Directors

ATTEST:

Linda Nelson,
Secretary, Board of Directors



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider and act upon approval of Task Order 19C for the renovation of the Waterway Square Fountains and Interactive Water Feature (C-2022-0189);

FISCAL IMPACT:

In the FY2025 Budget, \$3.5 million was allocated for structural and electrical repairs to the Waterway Square Fountain. A series of task orders with Halff Engineering totaling \$103,655 were completed for the initial evaluation and assessment of the fountain and the interactive water feature. Staff is now requesting approval for Task Order 19C to develop construction drawings/bid documents and construction management services at a cost not to exceed \$384,942.50. If the Task Order is approved, any bid submissions will be presented to the Board at a later date for review and approval and to determine if the project is within budget and has relevance to the community.

BACKGROUND:

The Woodlands Township owns and operates The Fountains at Waterway Square (the fountains), which includes the park, stage, elevator, pedestrian bridge, plaza and a state-of-the-art dancing water and sound fountain system that some consider the centerpiece of Town Center. Originally installed in 2008, the fountains have been a focal point for numerous community celebrations and events, including the annual Red, Hot and Blue Extravaganza and Waterway Nights concert series. Furthermore, the fountains serve as a prime focus of the 2.5-mile Woodlands Waterway.

In February 2018, the Township Board received a report on the issues with the fountains, which included leaking and freeze damage to the lines, and authorized repairs be completed by the fountain maintenance contractor. On December 5, 2018, the Board approved replacing the ellipse floor with a structural slab and replacing existing equipment with new robotic water features and a new non-proprietary control system. This project was completed, and the fountains came back to life on July 4, 2020.

In the 4th quarter of 2023, the music and programming ceased to function. However, there was still water movement and lights. In early 2024, the Township reached out to Halff Associates, Inc., (Halff) for a task order to assist with a plan to renovate the fountains. Halff submitted an initial investigation report that indicated what repairs and/or replacements were needed, as well as the estimated cost for the project.

During the 2025 budget process, \$3.5 million was allocated for the repair and renovation of the fountains and the interactive water feature (Grandma's Purse). The intent of this project is to provide a static water display in the ellipse pool with water effects that are fixed in height and illuminated. The individual nozzles would not be programmable. The goals of this project include, but are not limited to:

- Modify the existing installation to simplify both the operation and maintenance of the systems
- Redesign the water effects in the ellipse pool
- New underwater lighting throughout
- Background music; not choreographed

- Renovate the interactive water feature with new jets and lighting to reduce maintenance
- Re-design the controls for both the fountains and the motor control center, housing multiple VFD starters for the pumps
- Clean the façade of the fountain

Currently, the fountain features work, including base water movement and limited lighting. However, there is no music or programming function such as the features moving or lighting changing to music. The fountain has structural leaks and no features in the upper basin section other than base water movement. Grandma's Purse does not communicate with the pump room, resulting in the sprayground being either on or off, and does not follow a timed program. There is a leak in the main pit and several of the features do not work correctly.

The estimated timeline for this project, regardless of the chosen repair/renovation option, is as follows:

- Design: Approximately four months
- Bidding & Board Approval: Three months
- Construction: Eight to 10 months

RECOMMENDATION:

Approve Task Order 19C with Halff Associates, Inc., for renovation of the Waterway Square Fountains and Interactive Water Feature, and authorize the President/Chief Executive Officer to execute any necessary documentation as approved by Township legal counsel.

Attachments

Attachment A - Task Order 19C (Waterway Square Fountains Renovation)



Dr. Chris Nunes
Chief Operating Officer
The Woodlands Township

September 30, 2025
Revised December 16, 2025

**RE: Request for Authorization
AVO 52417.019
Civil Engineering Services – Work Order 19C
Fountain Improvement Design**

Dear Dr. Nunes:

Halff Associates Inc. (Halff) hereby requests authorization to proceed with Work Order 19C related to the above-referenced contract. The purpose of this work order is to prepare construction plans for improvements to the existing fountain at Waterway Square. Halff is partnering with Waterline Studios, Inc. to accomplish this task and their proposal can be found in Attachment “C”. Per the direction of the Woodlands Township, the intent of the project is to:

- Modify the existing installation to simplify both the operation and maintenance of the systems
- Redesign the water effects in the ellipse pool
- New underwater lighting throughout
- Renovate the interactive water feature with new jets and lighting to reduce maintenance
- Re-design the controls for both fountains and motor control center housing multiple VFD starters for the pumps.

We have developed a scope of work and fee schedule for each area of work required which is included as Attachment “A”. Our scope and fee are based on project scope discussions with the Woodlands.

We appreciate the opportunity to work with you on this very important project. If this proposal meets with your approval, please execute 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.

Kristin M. LeBlanc, P.E.
Associate Vice President
kleblanc@halff.com

Approved by Woodlands Township:

Monique Sharp, CEO

ATTACHMENT “A”
Scope of Services

I. Project Management/Coordination

A. Coordination and Meetings

1. Conduct one (1) Project Kickoff Meeting with the Halff Team Members and Client.
2. Direct and coordinate the various elements and activities associated with preparing the design.
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.
5. Coordination with the Client and Waterline Studios, Inc. throughout the design, bidding and construction of the proposed improvements.

II. Construction Documents for Fountain Improvements

- A. Construction documents for the proposed fountain improvements will be prepared by Waterline Studios, Inc. See Attachment “C” for their full scope of services.
- B. Note – the scope and fee assumed for the proposal are for Option 1, as defined in the attached Waterline Studios, Inc. proposal.

III. Structural Engineering

- A. Halff will prepare structural engineering construction documents for the proposed fountain improvements including:
 1. Coordination with fountain designer on structural modifications needed
 2. Ellipse slab modifications for new core holes
 3. Ellipse slab modifications for a new watertight access hatch
 4. Structural details for new ships ladder for access into ellipse
 5. Structural repair details including, spalls, voids, minor beam repair at ellipse
 6. Waterproofing coordination
 7. Electrical equipment mounting details

IV. Landscape Architecture

- A. Halff will coordinate with the fountain designer to define limits of demolition of the existing floor and wall finishes and removal of existing precast weir stones and copings, which may be reused.
- B. Halff will research methods for cleaning the existing precast finishes to remove calcium deposits and investigate the use of sealants for finishes to prevent further accumulation of deposits.
- C. Halff may prepare up to three (3) materials selection options of varying colors, shapes, and sizes for the existing water fountain feature. The material options will include the following:
 1. Waterline tile
 2. Coping Stone
 3. Plaster Finish



4. Exterior veneer
5. Mortar colors

D. Halff will coordinate with vendors to acquire material samples and pricing to present to the Client. Based on the Client approval material finish, Halff will coordinate with the fountain designer on the desired material selections.

V. Pressure Testing

A. American Leak Detection will conduct pressure testing for leaks in the existing 10” line via pressure or hydrostatic test with water. See Attachment “D” for their full scope of services.

VI. Bidding (Full service)

Halff shall assist The Woodlands in the one-time procurement and award of construction to a qualified lowest and best bid contractor by performing the following tasks:

- A. Halff will aid The Woodlands staff in the preparation of bid packets consisting of project specifications and plans, line-item identification and bid form formatting, and by utilizing front-end documents preferred by the Client. Halff will upload the project to CivCast in preparation for the bid advertisement.
- B. Halff will coordinate 2 advertisements in the Houston Business Journal. Halff will prepare the invitation to bidders, coordinate advertisement dates, and pay the required advertisement fee.
- C. Halff will conduct a mandatory pre-bid meeting after the 2nd advertisement at a location to be coordinated with The Woodlands.
- D. Halff will monitor CivCast throughout the bid phase and provide responses to technical questions from contractors as they arise and will prepare, if required, addendums for issuance to provide clarifications to bidder questions in CivCast and at the pre-bid meeting.
- E. Halff will receive sealed bids and open and read each bid aloud.
- F. Halff will evaluate each bid and prepare a bid tabulation spreadsheet for The Woodlands review and evaluation. Halff will prepare selected bidder evaluations for the lowest 3 bidders based on bid cost submissions and other criteria identified by The Woodlands. Prepare a letter of contractor recommendation for The Woodlands review. The Design team will not evaluate Contractor financial statements, or the validity of bonds supplied by the Contractor as a part of the bidding process.
- G. Upon selection of a contractor, Halff will issue Notice to Proceed to the selected contractor.
- H. This task does not include review or negotiation of contract documents between the selected Contractor and The Woodlands. It will be the responsibility of The Woodlands to provide the contract documents for including into the project manual prior to bid advertisement and to negotiate the final construction contract with the selected contractor.

VII. Construction Phase Services (Full service)

- A. Submittal Review
 1. Review and provide written responses to contractor submittals and RFI’s on the civil construction drawings and specifications prepared by Halff.
 2. Review material testing reports and notify the Client and Contractor if any tests are out of compliance with the approved construction drawings and specifications.
 3. Review of contractor pay applications and change order requests.



B. Meetings (During Construction)

1. Halff will facilitate a pre-construction meeting prior to the start of construction to review the project schedule, project phasing, submittals and review general construction coordination items. Halff will prepare meeting minutes and distribute to all parties for review and acceptance.
2. Attend bi-weekly construction meetings, in person or virtually, during construction. These meetings shall be coordinated with The Woodlands and the contractor. Contractor to prepare meeting minutes for each meeting and submit to The Woodlands and Halff for review and agreement. Construction is estimated to be four (4) months (8 meetings). Additional meetings will be billed on a time and materials basis.
3. Conduct one (1) walk-thru of the project for substantial completion, issue punch list for incomplete items necessary for completion.
4. Conduct one (1) final punch walk to verify completion of substantial completion punch list items.
5. During on-site meetings, Halff and Waterline Studios will monitor the status and quality of civil construction and determine in general if the construction is proceeding in accordance with the intent of the design and construction documents. On the basis of observations, while at the site, the Consultant will keep the Client informed of the progress of the civil construction and may recommend to the Client a rejection of the contractor's work should it fail in compliance with the contract documents.



FEE SUMMARY

I.	Project Management/Coordination	\$10,200.00
II.	Construction Documents for Fountain Improvements (Including 10% Markup)	\$181,500.00
III.	Structural Engineering	\$38,000.00
IV.	Landscape Architecture	\$29,500.00
V.	Pressure Testing (Including 10% Markup)	\$1,952.50
	DESIGN TOTAL	\$261,152.50
VI.	Bid Phase Services	\$23,040.00
VII.	Construction Phase Services	\$95,750.00
	PROJECT TOTAL	\$379,942.50
VIII.	Reimbursable Expenses	\$5,000.00

** The scope and fee included above are for Option 2 as defined in the Waterline Studios proposal included as Attachment C. Should the Woodlands Township choose to proceed with a different Option, the fee will be reduced as follows:

- Option 3:
 - Design Total would be reduced by \$11,000 for a new Design total of \$250,152.50
 - Project Total would be reduced by \$11,000 for a new Project total of \$368,942.50

The estimated fee for Items I – VII 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 VIII) 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.

ATTACHMENT “B”
Assumptions & Exclusions

The following is a list of assumptions made for the preparation of this fee proposal.

1. Structural Engineering Assumptions
 - Pool designer will provide locations for sealing up voids
 - Pool designer will provide core locations
 - Pool designer will provide the access hatch information and ships ladder information
 - No significant structural modifications will be made to the ellipse besides coring, access, and repairs
 - No structural modifications will be made to other areas of the fountain
2. No civil or MEP Engineering will be required for the proposed improvements.
3. Multiple site visits may be required, and complete draining of the fountain may be required for those site visits.

The following services are **not** included within this Scope of Work but are available upon request as “Additional Services”.

1. Printing of Drawings and Specifications for Bidding or bid phase services.
2. Land Surveying Services.
3. Architectural Design.
4. Structural Engineering, except as specifically noted.
5. Mechanical, Electrical, and/or Plumbing Engineering.
6. As-built drawings. It is assumed that the Contractor will keep a record of the as-built conditions on a reproducible set of documents.
7. Coordination with tenant’s insurance companies, attorneys, or banking institutions
8. LEED Commissioning/Certification.
9. Preparation of plan sets other than the construction drawings prepared for permitting and construction purposes. Including a separate pricing set, separate plan sets for different bidding mechanisms (Guaranteed Maximum Price, Low Bid, etc.), an Issued for Construction (IFC) plan set, etc.
10. Preparation or recordation of easements documents.
11. Traffic Control Plans (TCP), except as specifically noted.
12. Hydrology and Hydraulics modeling.
13. Extension of off-site utilities or roadway improvements.
14. Sanitary and/or storm sewer lift station.
15. Specific training required to work on or adjacent to the site (safety, certifications, etc.).
16. Coordination of site access. Site Access will be coordinated by the Client.
17. Tree identification or tree survey.



18. Land title research generally performed by the title company.
19. CenterPoint Application Packages for installation of facilities within CenterPoint easements except as specifically noted.
20. Geotechnical consulting services.
21. Quality control and material testing services during construction.
22. Gas, telephone, cable and/or electric design.
23. Filing fees and permit fees.
24. Environmental impact statements and assessments or wetlands identification or analysis, except as specifically noted.
25. Construction staking.
26. Storm Water Pollution Prevention Plan (SWPPP) or Storm Water Quality Management Plan (SWQMP).
27. Floodplain studies or reclamation plans.
28. Design of any facilities within the limits of the building.
29. Quantity take-offs and/or Engineer's Statement of Probable Construction Cost.
30. Review of Engineers certificates. Halff shall not be required to execute any documents after the signing of this Agreement that in any way might, in the sole judgment of Halff, increase the risk or the availability or cost of Halff's professional or general liability insurance.
31. Halff will not have control or charge of and will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work, for the acts or omissions of the contractor, subcontractors or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the Construction Documents.



ATTACHMENT “C”
Waterline Studios, Inc. Proposal



September 29, 2025

Ms. Kristin LeBlanc
Halff
9303 New Trails Drive, Suite 400
The Woodlands, TX 77381

Re Woodlands Waterway Plaza
Fountain Renovation Construction Documents

Dear Kristin:

Further to our correspondence, we are pleased to provide this revised proposal for services on the referenced project.

PROJECT UNDERSTANDING

Our understanding is that the client has requested some alternates to the design as described below.

Option 1 is to proceed with the work without music. This option has little effect on our scope as the music equipment already exists and can be played at any time. The intent was not to have the water effects choreographed to the music as before. We are assuming the music system is currently functional.

Option 2 is to proceed with the work with a static water display in the ellipse pool. The water effects would be fixed in height and would still be illuminated but the individual nozzles would not be programmable. We estimate that this option could save +/- \$500k.

Option 3 is to proceed with the work while abandoning all water effects and lighting in the ellipse pool, possibly turning it into a planter. While the elimination of the water effects in the pool will realize a substantial reduction in cost, the use of the pool as a planter will require some infrastructure to support the planting. This would include water for irrigation and drainage – there are currently no direct drainpipes to storm and some of the existing piping would have to be used to drain the planter through the pump room to the sump pumps. Additionally, as the void space beneath the ellipse pool may still collect water, a hatch would still be required to access the space to maintain a sump pump. Finally, if any landscape lighting was desired, power to the pool would be required. We estimate that this option could save +/- \$800k.

Our scope for the rest of the project would remain relatively the same with some minor changes which we have italicized for clarity.

The controls for both fountains will be completely re-designed as will the motor control center now housing multiple VFD starters for the pumps.

In order to execute this scope of work the existing piping system will need to be pressure tested to determine their usability for the new design as outlined in our memo dated June 2, 2025. *Pressure testing under Option 3 would be reduced to 2 small pipes.*

SCOPE OF WORK

CONSTRUCTION DOCUMENTATION

We anticipate construction documentation to include the following tasks:

General

- a) Prepare CAD plans and sections for the main and interactive fountains to use as backgrounds for the new work. These drawings will be shared with your office to facilitate common base sheets for full coordination of the work.
- b) Visit the site to do an in-depth study of existing conditions with respect to electrical installations to determine the need to replace existing wiring as opposed to utilizing the existing conductors and to determine the functionality of the fill systems. These site visits may require multiple trips to the site and the complete draining of the fountain as necessary.

Architecture/Structural

- a) Work with your office (landscape architecture) to define the limits of demolition of existing floor and wall finishes and removal of existing precast weir stones and copings to be reused.
- b) Work with your office (structural) to define the limits of demolition of existing waterproofing.
- c) Provide an installation detail for a new watertight stainless steel access hatch to replace the existing ellipse void access hatch. We will work with Halff structural to detail the fastening method to the existing concrete structure. *For option 3, a standard roof hatch and collar would replace the watertight hatch.*
- d) Discuss the possibility of installing an access ladder and ships stairs to the interior of the ellipse void to facilitate inspection and servicing.
- e) Provide details for new core holes in the ellipse slab to support the new hydraulic design as necessary. Waterline Studios will show core hole locations with structural approval and provide details for sealing cores and allow for flashing of new waterproofing to pipe and conduit penetrations. *For Option 3, no cores would be needed.*
- f) Work with your office (landscape architecture) to determine the appropriate mortars to be used to reset tile, weir and coping stones as appropriate. We will also work with your office to show new tile finishes on walls and floors. Tile to be specified by Halff.

- g) Work with your office (landscape architecture) to determine the appropriate methods for cleaning the precast finishes to remove calcium deposits and to investigate the use of sealants for the finishes to prevent further accumulation of deposits.

Ellipse Fountain Mechanical

- a) Prepare demolition plans for the main and interactive fountains showing the extent of removal of existing mechanical and electrical hardware. Provide instructions for the disposition of equipment to be removed based on the owner's direction.
- b) Provide details and instructions for the abandonment of unused piping systems and components including plugging unused piping circuits.
- c) Coordinate demolition plans for any fountain specific hardscape elements with the appropriate consultant – typically structural and/or landscape.
- d) Prepare plans and details for new jet displays in the ellipse with manifolding and valves as required. *Option 2 would eliminate the automatic valves; Option 3 would eliminate this scope.*
- e) Prepare fabrication details for manifolds to support both display jets and lighting as required. *Required for Option 2, unnecessary for Option 3.*
- f) Prepare details for overflow piping at the ellipse pool to transfer water to the lower basin during shows. *Unnecessary for Option 3.*
- g) Design a new grating system for the lower pool suction sump to allow debris to be collected into the suction strainers.
- h) In the pump room, prepare details for the installation of new pumps, valves and associated hardware to support the new water effects. We will determine if the existing pump housings can be utilized with new motors and impellers to minimize changes to the piping arrangements. *Two pumps would be deleted in Option 3.*
- i) Confirm operation and modifications to the water fill piping and arrangements as well as the filtration piping and equipment.
- j) Provide for the replacement of media in the sand filters and verify backwash operation and drainage. Re-connect the previously abandoned filter discharge line to the ellipse pool using an alternate pipe.
- k) Remove the heaters from the filter equipment space and cap and/or replace and reconfigure the existing piping.
- l) Provide details for modification to the chemical treatment systems to a chlorine generator to provide for producing chlorine onsite and eliminate the handling of liquid chemicals. Convert the treatment system to CO₂ for pH buffering to eliminate the handling of liquid acid.

- m) Confirm the operation and functionality of the chemical controllers.
- n) Confirm the operation and functionality of the equipment space sump pumps.
- o) *Under Option 3, provide water and drainage connections to the equipment space using existing piping.*

Ellipse Fountain Electrical

- a) Prepare a lighting plan for the main fountain showing new fixture locations. Prepare installation details for each condition and mounting arrangement. *Lighting would be eliminated from the ellipse pool under Option 3.*
- b) Prepare new electrical plans for the equipment spaces showing conduit runs and wire sizes for equipment to be replaced.
- c) Design new motor controls for all pumps with wall mounted starters and VFDs where required.
- d) Redesign the pressure switch systems on the pumps to facilitate maintenance intervals when strainers are loaded.
- e) Prepare plans and details for a new control system for the main fountain including timers, PLC controls, wind controls, power supplies and lighting controls for dmx controlled RGBW fixtures.
- f) Test and confirm operation of remote programming nodes for lighting systems.
- g) Confirm operation and functionality of the audio system to provide a predetermined playlist along side the fountain display. The showtime playlist will be triggered by the fountain controls at predetermined times.
- h) Provide written directions to the successful contractor for programming the water displays. The show times will have a more active water display while the majority of the time the fountain will operate in a more sedate manner. *Option 3 would eliminate all programming for the ellipse pool.*
- i) Provide for remote internet access to the fountain controls to address faults and operation.

IWF Fountain Architecture

- a) *Provide directions for the repair and/or replacement of the terrazzo finishes at the IWF as required.*

IWF Fountain Mechanical

- a) For the interactive fountain, prepare details for the replacement of the display jets and valves with new models that are less prone to clogging and design a new grill for the fountain cans to facilitate new lighting hardware.

- b) Prepare details for the renovation of the collection tank components as required including new level controls and sump pumps. The skimmer fitting and piping will be abandoned.
- c) Design a primary collection basket for the gravity drains in the collection tank to catch debris prior to entering the pump suction lines. The basket will become the first line of maintenance for the fountain.
- d) Detail an insert for the leaper nozzle apertures to comply with ADA requirements.
- e) Prepare plans and details for the replacement of the interactive fountain pumps, valves and associated hardware to support the new nozzles displays. The use of new nozzles may reduce the power requirements of the pumps from the existing.
- f) Detail the removal of y-strainers and bag filters associated with the previous design.

IWF Fountain Electrical

- a) Prepare electrical plans and details for the interactive fountain basin lighting including power supplies and lighting controls. The details will include the re-use of existing conduit entries at the fountain nozzles.
- b) Provide details for the removal and reinstallation of the electrical enclosure and components adjacent to the IWF that have been corroded.
- c) Design a new activator switch for the IWF to allow the fountain to enter a standby mode when no patrons are present.
- d) Provide written directions to the successful contractor for programming the water displays.
- e) Coordinate with other disciplines as necessary to address hardscape finishes, structural issues and waterproofing.
- f) Provide specifications for our work in draft form.

OUR SCOPE OF WORK FOR CONSTRUCTION OBSERVATION WILL BE AS FOLLOWS:

- a) Attendance of pre-bid meetings with prospective contractors.
- b) Bid review advice for the fountain hydraulic and electrical work described above.
- c) Review of mechanical and electrical submittals covered under this scope of work and response to RFI requests.
- d) Construction review advice on quality control of work covered by documentation described above. The complexity of the work will require multiple visits during construction, which is

estimated at 6-8 months. We anticipate bi-weekly visits during the construction period. After each visit, we will provide site reports on the status of the work.

- e) Preparation of punch list reports prior to final commissioning.
- f) Review of fountains at commissioning with appropriate contractors and technicians (site visit) and involvement in operation and maintenance training.

OUR SCOPE OF WORK DOES NOT INCLUDE THE FOLLOWING:

- Architectural coordination and construction documentation of all fountain waterproofing and finishes.
- Structural engineering design and construction documentation of fountain structural elements.
- Design and documentation of building water supply, storm water and sewer connections beyond pre-determined connection point with fountain equipment.
- Design and documentation of electrical services beyond pre-determined connection point with fountain equipment.
- Changes to design after commencement of working drawings.
- Travel costs and reimbursable expenses.
- As built drawings.
- Maintenance manuals.
- Permitting

COORDINATION

The complexity of this project will require coordination with the following disciplines, which are outside of Waterline Studios' scope:

Structural Engineering – A structural engineer will be required to provide guidance on any required core penetrations required to support new work. If any of the fountain structures need repair, the structural engineer will be required to document the repairs and specify concrete mixes.

Landscape Architect – A landscape architect will be required to detail and document any fountain hardscape elements and finishes that may need to be removed for repairs to the fountain, including weirs, coping stones and tile finishes.

MEP Engineering – At this time we do not anticipate the need for MEP engineering unless certain components outside of the fountain work (water, sewer, power, ventilation) require repair or modification.

Civil Engineering – Civil engineering support is not anticipated at this time.

Waterproofing – If waterproofing is required to repair leaking areas, we would recommend that the original specification be utilized to provide for compatibility to the existing. One of the above disciplines or a specialty waterproofing consultant may need to be engaged to specify and detail the repairs.

FEES FOR SERVICE

Based on the complexity of work as described above, we propose providing design services for the following fees:

Design Services Option 1	
Construction Documentation	\$178,000.00
Construction Observation Services	<u>\$104,500.00</u>
	\$282,500.00
Design Services Option 2	
Construction Documentation	\$165,000.00
Construction Observation services	<u>\$68,500.00</u>
Total Fees	\$233,500.00
Design Services Option 3	
Construction Documentation	\$155,000.00
Construction Observation services	<u>\$68,500.00</u>
Total Fees	\$223,500.00

REIMBURSABLE EXPENSES

Delivery charges, plotting and reproduction costs as well as costs associated with travel not included in the scope of services outlined in this proposal, including milage, toll fares, taxis, rental cars and costs associated with accommodation and meals. Expenses will be billed at cost.

TIME FRAME FOR SERVICE

The time frame for services would be negotiated at the time of engagement.

ENGINEER’S SEAL

Our drawings are typically issued under the seal of the Architect or Landscape Architect and do not carry the seal of mechanical or electrical engineers. Our fee does not include the cost of retaining local engineers to review and seal our drawings.

INSURANCE

Waterline Studios maintains General Liability and Errors and Omissions insurance in the amount of \$2,000,000. Insurance certificates are available on request.

ADDITIONAL SERVICES



ATTACHMENT “D”
American Leak Detection Proposal



American Leak Detection of
Houston
21004 Interstate 45 N,
Spring TX 77373
Ph 1 (281) 440-4400 / Fax 1 (281)-
355-5621
www.AmericanLeakDetection.com
TAX ID: 56-2658523

Claim #/PO #
Invoice 104863826
Invoice Date 9/30/2025
Terms Estimate
Completed Date 9/30/2025

"SERVING GREATER HOUSTON
AREA"

Billing Address

Halff Associates
14800 Saint Marys Lane
Houston, TX 77079 USA
Kristin LeBlanc-VP: (713) 588-2457
kleblanc@halff.com
Trohn Trabona, Town Center Superintendent: (936) 672-3070
ttrabona@thewoodlandstowship-tx.gov

Job Address

Waterway Square Fountain
31 Waterway Square Place #p
The Woodlands, TX 77380 USA

Description of Work

Technician: Angel Arroyo

The line the customer wants to test for leaks is a 10" line, the line has some PEX pipes inside; these pipes need to be removed (BY OTHERS) prior to our arrival before we can test this line. This line can not be tested with water the way the customer wants. We can test this line with 20 psig of pressure or doing a hydrostatic test with water.

The estimated cost for testing the 10" line is \$1,250.00 for 3 hours, plus \$525.00 for 10" plugs and plug inducer rentals.

NOTE:

*American Leak Detection is not responsible for any complications with any pool, spa, or water feature lights after the detection.

*Repairs made by others can be retested upon request and will carry additional charges.

*Psig = pounds per square inch, gauge pressure. (JS)

Task #	Description	Total
C-EST-P	Commercial Fountain Estimate	\$0.00
	Member Price	\$0.00
	Potential Savings	\$0.00
	Sub-Total	\$0.00
	Tax	\$0.00
	Total Due	\$0.00
	Balance Due	\$0.00

THANK YOU FOR CHOOSING ALDH, INC.

Operates Under Matthew Claybern Winn License TMPL #36743 regulated by the Texas State Board of Plumbing Examiners
929 East 41st Street, Austin, TX 78751-4807 (512) 936-5200 Fax (512) 302-5090 tsbpe.texas.gov

I have read and understand the conditions applicable to the work about to be performed. I hereby authorize American Leak Detection to perform the services. I agree to pay for services in full upon completion. I understand that if payment is not received upon completion, my credit card will be charged the full balance due. Furthermore, I agree to pay reasonable charges for collection, including finance charges of 1.5% per month (18% APR), and attorneys fees, in the event of default.

Terms and Guarantee:

Thank you for the opportunity to be of service to you. We strive to please, so if you are in any way not satisfied with our service, please let us know.

To avoid any misunderstanding, we point out that our guarantee is as follows; unless otherwise stated:

All leak location and detection work is guaranteed for 30 days from the date of completion. We will relocate if it is reported within the above 30 day period that a leak was inaccurately located. American Leak Detection will not be liable for any consequential losses arising from inaccurate location in excess of the fee paid.

Major repairs are guaranteed for 5 years. Warranty on minor repairs will be specified at the time of service. All repairs are guaranteed from the date of completion for defects in workmanship only.

All repairs made by American Leak Detection include retesting for further leakage at no additional charge. Repairs made by others can be retested upon request. The testing will carry a minimum \$150 service charge.

ALD is authorized to make opening(s) on-site as deemed necessary to test, access and repair but not responsible for restoration (roof, ceiling, drywall, stucco, paint, wallpaper, carpet, linoleum, ceramic tile, marble/granite, cabinet, wood panel/floor, bricks, landscaping, pool plaster, matching concrete, salt washing, etc). ALD will not be responsible for any unavoidable or necessary collateral damage to property such as commodes and their components, ice makers shut-off valves, water heaters, sheetrock etc. ALD will not be responsible for items getting lodged in lines. ALD will not be responsible for any damage to unmarked underground pipes or utilities. ALD assumes no responsibility for damage to a radiant heat system or boiler.



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

SUBJECT MATTER:

Receive, consider and act upon adoption of the 2027 Budget Calendar and a related amendment to the Board of Directors 2026 Meeting Schedule;

FISCAL IMPACT:

Not applicable.

BACKGROUND:

Two proposed 2026 budget calendar options are attached for Board consideration and approval related to the 2027 budget and 2026 property tax rate.

Option A outlines the calendar that would apply if the Board wants to go through the budget process with the option of adopting a property tax rate that may exceed the voter-approval rate. When the tax rate is set higher than the voter-approval rate, voter approval is required in the November state-wide general election. The Texas Secretary of State's Office has set a deadline of August 17, 2026, for ballot materials to be submitted for the November 3, 2026 General Election. Therefore, the budget calendar in Attachment A has been developed to allow the Board to adopt its budget and tax rate by the August 17, 2026, deadline. To provide sufficient time for the required published notice and public hearing, budget workshops would need to be held from August 3 through 7. However, please note that certified property values and calculation of the no-new-revenue rate and voter-approval rate will not be available until approximately August 14, meaning the Board would be making budget decisions without final property tax information.

Option B provides an alternate budget calendar for the Board's consideration. The Board can adopt this calendar if it is willing to acknowledge that adopting a tax rate that exceeds the voter-approval rate will not be an option during the budget process. Under this scenario, the budget workshop meetings would be held from August 17 through 21, which provides the Board with the advantage of knowing the certified property values and no-new-revenue and voter-approval rates while making budget decisions.

As a point of information, a budget calendar that did not provide for a rate higher than the voter approval rate (similar to the one shown in Attachment B) has typically been approved by the Board in the past.

Other factors that were considered in the development of the proposed budget calendar include:

- The current and previous Boards have expressed a desire to conduct all budget workshop meetings during the same calendar week.
- At the conclusion of the budget workshop meetings, the Board must take a vote on a *proposed* tax rate to determine if a public hearing is required. If the Board approves a *proposed* tax rate greater than the lower of the no-new-revenue rate or the voter-approval rate, one public hearing is required before the Board can vote on the *adopted* tax rate. If the Board approves a *proposed* tax rate equal to or less than the lower of the no-new-revenue rate or the voter-approval rate, no public hearing is required prior to a vote on the *adopted* tax rate.

- By August 5, or as soon as practicable, the Chief Appraiser must deliver by regular mail or e-mail to each property owner located in the appraisal district, a notice that the estimated amount of taxes to be imposed on the owner's property by each taxing unit may be found in the property tax database maintained by the appraisal district. The governing body may not hold a public hearing on a proposed tax rate or a public meeting to adopt a tax rate until the fifth day after the date the Chief Appraiser has delivered the notice.
- The budget must be adopted prior to adopting the tax rate.
- If a public hearing is required, a "Notice of Public Meeting on Tax Increase" must be published a minimum of seven days prior to the public hearing on the tax rate. The notice is published in the newspaper and on the Township's website. The tax rate ultimately adopted by the Board may be lower than the published proposed rate, but it cannot be higher.
- If a public hearing is required, the governing body may adopt the tax rate at the conclusion of the public hearing. If the governing body does not adopt the rate at the public hearing, the governing body must announce at the public hearing the date, time and place of the meeting at which it will adopt the tax rate.
- The Montgomery County tax assessor requires each governing body to submit its adopted tax rate no later than September 11, 2026, to be included on the consolidated tax statement that will be mailed to taxpayers during the first week of October 2026.
- Notices for any meeting in which the Board will discuss or adopt a budget will be posted in accordance with Texas Government Code Section 551.043(c).

RECOMMENDATION:

Adopt Option A or Option B as the 2026 budget calendar, which is necessary to adopt the 2027 budget and the 2026 property tax rate, as well as the proposed revised Board of Directors 2026 Meeting Schedule.

Attachments

Proposed Updated 2026 Board Meeting Calendar

Proposed 2026 Budget Calendar- Option A

Proposed 2026 Budget Calendar - Option B



Board of Directors 2026 Meeting Schedule

Adopted December 4, 2025

Updated January 15, 2026

Updated March 19, 2026

All regular Board meetings and budget meetings will be held on Thursday evenings at 6:00 p.m. at the Township Town Hall building located at 2801 Technology Forest Boulevard, unless otherwise noted.

~~❖ January 15, 2026 Canceled~~

❖ January 22, 2026

❖ February 19, 2026

❖ February 26, 2026

❖ March 19, 2026

❖ March 26, 2026

~~❖ April 23, 2026~~

❖ (FRI.) May 15, 2026 at 9 a.m. (Budget/Strategic Planning Workshop)

❖ May 21, 2026

❖ May 28, 2026

❖ June 18, 2026

❖ June 25, 2026

❖ July 16, 2026

~~❖ July 23, 2026~~

Board Budget Meetings will be held in August – See attached chart

❖ August 20, 2026

❖ August 27, 2026

❖ September 17, 2026

❖ September 24, 2026

❖ October 15, 2026

❖ October 22, 2026

❖ (FRI.) November 13, 2026 at 4 p.m. (Special meeting and Canvass Election)

❖ November 19, 2026 (Seating)

❖ December 3, 2026

Additional Notes:

The Board Budget meeting schedule will be determined after the first of the year.

A meeting is scheduled for Friday, November 13, 2026, at 4 p.m. This meeting may include regular business; however, at the end of the meeting the Board will canvass election results from the November 3, 2026 election. In November of even-numbered years (elections held on the date of the general election for state and county officers), the Board must canvass election results within the 3rd to the 14th day after the election, making the canvass period from November 6-17, 2026. If canvassing numbers are not available for the November 13 meeting, a special meeting will be called for this purpose prior to the deadline to canvass the results. The new Board will be seated and elect officers at a consolidated November Board meeting on Thursday, November 19, at 6 p.m.

Option A
PROPOSED BUDGET CALENDAR FOR 2026

Provides flexibility for Board of Directors to adopt a tax rate that exceeds the voter approval rate.

Dates	Time	Meeting
Monday, August 3	8:30 am - noon	Budget Workshop #1
Tuesday, August 4	8:30 am - noon	Budget Workshop #2
Wednesday, August 5	8:30 am - noon	Budget Workshop #3
Thursday, August 6	8:30 am - noon	Budget Workshop #4 (Board votes on proposed tax rate)
Friday, August 7	8:30 am - noon	Budget Workshop #5 (Only is necessary)

If the Board proposes a tax rate that exceeds the voter-approval (rollback) rate, a Special Meeting to adopt the 2027 Budget and a Public Hearing on the 2026 tax rate is required on August 17 in order to meet the statutory deadline to submit a ballot measure to the Texas Secretary of State. **

Dates	Time	Meeting
Monday, August 17	8:30-9:00 am	Special Board Meeting to adopt 2027 Budget
Monday, August 17	9:00-10:00 am	Public Hearing on proposed tax rate; adopt 2026 tax rate

**<https://www.sos.state.tx.us/elections/voter/important-election-dates.shtml#2026>

Option B
PROPOSED BUDGET CALENDAR FOR 2026

Does NOT provide flexibility for Board of Directors to adopt a tax rate that exceeds the voter approval rate.

<u>Dates</u>	<u>Time</u>	<u>Meeting</u>
Monday, August 17	8:30 am - noon	Budget Workshop #1
Tuesday, August 18	8:30 am - noon	Budget Workshop #2
Wednesday, August 19	8:30 am - noon	Budget Workshop #3
Thursday, August 20	8:30 am - noon	Budget Workshop #4 (Board votes on proposed tax rate)
Friday, August 21	8:30 am - noon	Budget Workshop #5 (Only is necessary)

If the Board proposes a tax rate that exceeds the no-new-revenue rate, one Public Hearing is required prior to adoption of the tax rate.

<u>Dates</u>	<u>Time</u>	<u>Meeting</u>
Thursday, September 3	5:30-6:00 pm	Special Board Meeting to adopt 2027 Budget
Thursday, September 3	6:00-7:00 pm	Public Hearing on proposed tax rate; adopt 2026 tax rate

If the Board proposes a tax rate that is less than the no-new-revenue rate, only a Special Board Meeting to adopt the 2027 budget and the 2026 tax rate is required.

<u>Dates</u>	<u>Time</u>	<u>Meeting</u>
Thursday, September 3	6:00-7:00 pm	Special Board Meeting to adopt 2027 Budget



THE WOODLANDS TOWNSHIP

The Woodlands, TX

Board of Directors Regular Meeting Agenda

Meeting Date: 03/19/2026

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, March 2, 2026. 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. Each year since the initial term, the Board has affirmed continuation of the Council and the corresponding appointments. For the 2026 term, the Board appointed Treasurer Richard Franks to the Council and Director Cindy Heiser 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.