

**RESOLUTION REGARDING MAY 4, 2024, ELECTION OF DIRECTORS –  
ORDER OF ELECTION**

**WHEREAS**, the Woodbine Special Utility District (“District”) is a political subdivision of the State of Texas organized and existing under and by virtue of Article XVI, Section 59, of the Texas Constitution, and operating pursuant to Chapters 49 and 65 of the Texas Water Code;

**WHEREAS**, Sections 3.004-.006 of the Texas Election Code require the District’s Board of Directors to order an election to be held on the uniform election date; and

**WHEREAS**, the Board of Directors of the District intends to order the general election of directors to be held on May 4, 2024, in accordance with the laws of the State of Texas.

**NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF DIRECTORS OF WOODBINE SPECIAL UTILITY DISTRICT THAT:**

Section 1. The above recitals are true and correct and are incorporated herein for all purposes.

Section 2. The Board of Directors (“Board”) of the District hereby orders a general election of the District to be held on May 4, 2024, to elect three (3) directors to serve on the Board. In accordance with Section 65.103, Texas Water Code, the three (3) candidates receiving the highest number of votes shall be elected to a term of three (3) years.

Section 3. The District will execute contracts with Cooke County and Grayson County for Cooke County and Grayson County, respectively, to administer the election on behalf of the District. The Board hereby authorizes the General Manager of the District, Mr. Derek Kays, to execute any such contracts and/or Joint Election Agreements necessary for Cooke County and Grayson County to conduct the election.

Section 4. Early voting by personal appearance will occur on the dates and times and at the main early voting polling location and all other branch early voting locations designated by Cooke County and Grayson County, as set forth in Exhibit A, attached hereto and incorporated herein for all purposes. Any subsequent amendments to the early voting dates, times and locations by Cooke County and Grayson County are hereby adopted by the District, and Exhibit A will be updated accordingly.

Section 5. The Elections Administrators for the election are as follows:

**Cooke County:** Ms. Pam Harrison is hereby designated as the Early Voting Clerk for the election. The Early Voting Clerk’s official mailing address is: 101 South Dixon Street, Room 108, Gainesville, Texas 76240.

**Grayson County:** Ms. Julie Phillips is hereby designated as the Early Voting Clerk for the election. The Early Voting Clerk’s official mailing address is: Elections Administration, 115 West Houston Street, Sherman, Texas 75090.

Section 6. The Early Voting Clerks shall be responsible for the Early Voting applications and ballots. Applications for voting by mail must be received no later than Tuesday, April 23, 2024, by mail, fax, or email to:

**Cooke County:**

U.S. Mail: County Clerk  
101 S. Dixon St.  
Gainesville, TX 76240

Fax: 940-668-5522

Email: PAM.HARRISON@CO.COOKE.TX.US

Website: <https://www.co.cooke.tx.us/page/cooke.elections>

**Grayson County:**

U.S. Mail: Grayson County Election Administration  
115 W. Houston  
Sherman, TX 75090

Fax: 903-891-4370

Email: [votegrayson@co.grayson.tx.us](mailto:votegrayson@co.grayson.tx.us)

Website: <https://www.co.grayson.tx.us/page/elec.home>

If faxed or emailed, the original application must be mailed and received within 4 days.

Section 7. Qualified persons may file as candidates for a place on the ballot by filing an application with the District from 7:30 a.m. to 5:00 p.m., Monday through Thursday, and Friday from 7:30 a.m. to 4:30 p.m. The deadline for filing an application for a place on the ballot is 5:00 p.m. on Friday, February 16, 2024.

Section 8. The District hereby designates the District's General Manager, Mr. Derek Kays, as the District's agent for the election pursuant to Section 31.123, Texas Election Code. Mr. Kays's office hours are from 7:30 a.m. to 5:00 p.m., Monday through Thursday, and Friday from 7:30 a.m. to 4:30 p.m., at the District's office location at 17 CR 209, Gainesville, Texas 76241. The District's agent for the election is appointed through June 13, 2024, and is authorized to take all actions necessary for conducting the election in accordance with the laws of the State of Texas.

**AND IT IS SO ORDERED.**

**PASSED AND ADOPTED** by a quorum of the Board of Directors on this 11th day of January, 2024.

**WOODBINE SPECIAL UTILITY DISTRICT**

By:   
Board President

Attest:   
Board Secretary