



Westwood Shores M.U.D.

NOTICE OF BOARD MEETING

Notice is hereby given to all interested members of the public that the Board of Directors ("Board") of the above captioned District will hold a meeting, open to the public at **Westwood Shores Clubhouse, 100 Westwood Drive East, Trinity, Texas 75862**. The meeting will be held on **Monday, March 20, 2023, at 9:30 a.m.**, to consider and authorize any action related to the following:

- 1) Call the Meeting to Order and Pledge of Allegiance;
- 2) Consider comments from members of the public, including appeals of District customers (the Board imposes a three-minute speaking limit for each member of the public wishing to address the Board; public comments will be closed after this item);
- 3) Approve Minutes of prior board meeting(s);
- 4) Engineer's Report, including:
 - a. Authorize design, advertisement, or award of bids/contracts for construction of facilities;
 - b. Update regarding records research and inventory of service lines and related tasks necessary to comply with the EPA Lead & Copper Rule Revisions;
 - c. Status of construction and approval of pay estimates/change orders;
 - i. Lift Station No.2 Rehabilitation;
 - ii. Update Lift Station No.3;
 - iii. Update on Water Well No.1 Aeration System;
 - iv. Update on Water Well No. 2 Construction;
 - v. Fencing around Water Well Nos.1 &2;
 - d. Update regarding Capital Improvements Plan;
 - e. Adopt Resolution Reviewing Annual Survey of Wage Rate Scales;
- 5) Operator's Report including:
 - a. Consider Proceed with Authorization to Build Requests;
 - b. Inspection, Repair, and Maintenance of District facilities, improvements, and vehicles, including Emergency Preparedness Plan, Preventative Maintenance Schedule, and Drought Contingency Plan, authorize related expenditures, and update service call procedures;
 - c. Update on monthly reports, TCEQ Violations and Notices, and Proposed Agreed Order;
 - d. Consider pre-approval of payment for tasks between meetings;

- 6) **Office Report, including:**
 - a. Delinquent accounts, including termination, collections, and/or uncollectible roll;
 - b. Appeals of District charges, including adjustments related to reported leaks;
 - c. Service Orders, Tap Fees Paid and completed;
 - d. Office IT matters including District email updates, office computer system, Website Updates, and necessary upgrades;
 - e. Service Request, Office Personnel Policy, and Public Volunteer Policy, and District Policy amendments;
 - f. Consider and approve Rate Order amendments related to "Snowbird" status and authorizations to build;
- 7) **Appraisal District's Tax Assessor's Report, including:**
 - a. Delinquent Tax Collections Update, including status of delinquent taxes, collection/uncollectible accounts, termination of water service, foreclosure proceedings, installment agreements, and proofs of claim(s);
 - b. Update from Delinquent Tax Attorney;
 - c. Update on Tax-Assessor Collector Budget and fees paid by the District;
 - d. Update on Tax-Assessor Collector Agreement and Delinquent Tax Attorney Agreement;
- 8) **Bookkeeper's Report, including:**
 - a. Payment of Invoices, including:
 - b. Update on District Investment Accounts, including:
 - i. Amend Budget, if necessary, update on possible grant options; and savings to date;
 - ii. Review of vender contracts;
 - iii. Consider amendments for Investment Policy and Qualified Brokers List;
 - iv. Update on status of District vehicles, Order Declaring Surplus Property related to District vehicles and authorize disposal of vehicles;
 - v. Update on District CDs;
 - c. Authorize Director attendance at AWBD Summer Conference (*June 22, 2023-June 24, 2023, American Bank Center, Corpus Christi, Texas*);
- 9) **Authorize consultants to research unclaimed property and provide notice to certain unclaimed property owners:**
- 10) **Update land purchase related to Well No. 3 and consider request from POA for maintenance, including the District's related authority;**
- 11) **Directors' Reports, including:**
 - a. Director-Consultant committee and liaison updates and consider authorization limits for District committee(s);
 - b. Update on Texas Utility Help;
 - c. Update on annual Director tasks and District goals;

12) Consider and approve District Audit and authorize filing with TCEQ;

13) Attorney's Report, including:

- a. Update on the records retention policy, District records, and related storage;
- b. Update on Directors Bonds;
- c. Annual Review Ethics Policy;
- d. Authorize filing of Special Purpose District Financial and Tax Report with Comptroller;
- e. Consider and amend District Information Form and Notice to Purchasers and authorize related filing;

14) Discuss pending business and matters for future agendas, including scheduling of next meeting date(s).

15) Executive Session pursuant to Texas Government Code, Section 551.071, (et. seq.);

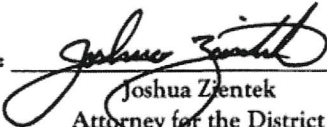
16) Reconvene in open session and authorize any action resulting from executive session;

[SEAL]



WESTWOOD SHORES MUNICIPAL UTILITY
DISTRICT

By: _____


Joshua Zientek
Attorney for the District

Persons with disabilities who require auxiliary aids or services at the meeting are asked to contact the District at 281-719-1990, at least three (3) business days prior to the meetings so that appropriate arrangements can be made.

*The District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with attorney), Section 551.072 (Deliberations about Real Property), Section 551.073 (Deliberations about Gifts and Donations), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices), Section 551.087 (Economic Development), and other matters as allowed by law.