

# Westwood Shores M.U.D.

## NOTICE OF BOARD MEETING

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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, May 15, 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) Update from Director Appointment Review Committee;
- 5) Engineer's Report, including:
  - a. Authorize design, advertisement, or award of bids/contracts for construction of facilities;
  - b. Status of construction and approval of pay estimates/change orders;
    - i. Update on Water Well No.1 Aeration System;
    - ii. Update on Water Well No. 2 Construction;
    - iii. Lift Station No.2 Rehabilitation;
    - iv. Update Lift Station No.3;
    - v. Fencing around Water Well Nos.1 & 2;
  - c. Update regarding Capital Improvements Plan, including:
    - i. Update regarding records research and inventory of service lines and related tasks necessary to comply with the EPA Lead & Copper Rule Revisions;
    - ii. TWDB CWSRF Engineering Feasibility Report update and consider and approve related consultant agreement;
    - iii. Update(s) to Capital Improvement Plan and related action;
    - iv. Consider and authorize submission of Project Information Form ("PIF") to the Texas Water Development Board ("TWDB")
- 6) Operator's Report including:
  - a. Update from Inframark management;
  - b. Consider Proceed with Authorization to Build Requests;

- c. Inspection, Repair, and Maintenance of District facilities and vehicles, including:
  - i. Update on Preventative Maintenance Schedule/List, including plans for Summer, Drought Contingency Plan; and Water Conservation Plan;
  - ii. Update on Auto-Dialer and Jet Rig Machine authorize related expenditures;
  - iii. Update on service call procedures, including report of calls;
  - iv. Update on fire hydrant survey and repairs;
  - v. Update on asset inventory as authorized by Operator agreement;
  - vi. Update on Marina Village repairs and related agreements;
- d. Update on monthly reports, TCEQ Violations and Notices, including notices to residents, and Proposed Agreed Order;
- e. Review/approve draft Consumer Confidence Report and authorize filing;
- f. Update on Texas Water Development Board requirements, including:
  - i. Water Loss Audit; and
  - ii. Water Conservation Annual Report; and
  - iii. Water Conservation Plan;
- g. Discussion related to use of District equipment by contractors/consultants;

**7) Office Report, including:**

- a. Delinquent accounts, including termination, collections, and/or uncollectible roll;
- b. Appeals of District charges, including adjustments related to reported leaks and credits related to air in lines;
- c. Service Orders, Tap Fees Paid and completed;
- d. Office IT matters including District email updates, office computer system, Website Updates, necessary upgrades, vender contracts, and customer notifications;
- e. Update on District Insurance including historical summary of claims;
- f. Service Request, Office Personnel/Vacation Policy, and District Policy amendments;
- g. Consider Rate Order amendments, including:
  - i. Update on "Snowbird" provisions, Tap Fees, and authorize related amendments;
  - ii. Review of entire Rate Order and authorize amendment(s);

**8) 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;

**9) Bookkeeper's Report, including:**

- a. Payment of Invoices;
- b. Update on District Investment Accounts, including:
  - i. Amend Budget, if necessary, update on savings to date and milestones;
  - ii. Consider amendments for Investment Policy and Qualified Brokers List;

- iii. Update on District CDs;
- c. Update on status of District vehicles, Order Declaring Surplus Property related to District vehicles and authorize disposal of vehicles;
- d. Review/Discuss/Adopt Budget for FYE June 30, 2024;
- e. Consider consultant contracts and authorize related action;
- f. Update on and authorize filing of Unclaimed Property Report;

**10) Directors' Reports, including;**

- a. Director-Consultant committee and liaison updates;
- b. Update on annual Director tasks, District goals, and funding options;
- c. Update on Amendments to District Rate Order, including approval of amendment related to billing of tap fees and Water Conservation Plan;

**11) Attorney's Report, including:**

- a. Consider timeline related to Bond Authorization Election;
- b. Update on land purchase related to proposed Well No. 3 and consider request from POA for maintenance;
- c. Update on Directors Bonds;
- d. Update on District Ethics Policy;
- e. Consider and authorize action related to filings with Public Utilities Commission, including Order No. 1, Docket No. 54713;
- f. Authorize execution of voting system annual filing form;

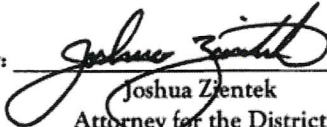
**12) Discuss pending business and matters for future agendas, including scheduling of next meeting date(s).**

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

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



**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.*