

# 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, November 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) Update on filing of audit for FYE June 30, 2023;
- 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 Wells and Aeration System;
    - ii. Lift Stations Rehabilitation Project;
  - c. Update regarding Capital Improvements Plan, including:
    - i. TWDB CWSRF Engineering Feasibility Report update;
    - ii. Update(s) to Capital Improvement Plan and related action;
  - d. Update on investigation regarding the water quality study;
  - e. Water Plant No. 1 update(s) and transition to well water;
  - f. Update on winterization status;
  - g. Authorize engineer to perform preliminary engineering of a water line connection from distribution to Ground Storage Tank No. 1;
  - h. Update on valve study and sewer/manhole survey results;
  - i. Update on reuse project;
  - j. Update on capital projects funds;
  - k. Update on Engineer's Services Agreement and designation of District's designated representative;
- 6) Operator's Report including:
  - a. Consider Proceed with Authorization to Build Requests;
  - b. Inspection, Repair, and Maintenance of District facilities and vehicles, including:

- i. Update on Preventative Maintenance Schedule/List, including plans for Winter, Drought Contingency Plan; and Water Conservation Plan;
- ii. Update on service calls, including reporting procedures for calls, proposals for repairs and maintenance;
- iii. Update on fire hydrant survey, repairs, maintenance, and final report;
- iv. Update on asset inventory list;
- v. Update on 90-day assessment and transition of operator services;
- c. Update on monthly reports, TCEQ Violations and Notices, including notices to residents, and Proposed Agreed Order;
- d. Update on Texas Water Development Board requirements;
- e. Update on service outages and water quality concerns, including customer communication protocols;

**7) Office Report, including:**

- a. Delinquent accounts, including termination, collections, and/or uncollectible roll;
- b. Appeals of District charges, including requested adjustments to water bills;
- c. Service Orders, Tap Fees requested, paid, and completed, amendment to District Rate Order, and prioritization of work orders;
- d. Office IT matters including office IT equipment, necessary upgrades, vendor contracts, security improvements, and customer notifications/communications;
- e. Website Updates, including approve new website service provider agreement;
- f. Update on Neptune/CUSI software;
- g. Updates for Generator repairs;
- h. Service Request, Office Personnel/Vacation Policy, and District Policy amendments;

**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, including penalties for non-payment;

**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, milestones, and expenses related to Public Utilities Commission Docket No. 54713;
  - ii. Update on District CDs;
  - iii. Update bank records related to Director access and signatories;
- c. Update on status of District property, including real property, adopt Order(s) Declaring Surplus Property, and authorize disposal of same;
- d. Amendment(s) to District budget;
- e. Consider bookkeeping proposal and authorize related action;

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

- a. Director-Consultant committee and liaison updates, including:
  - i. Construction and Operations Committee updates;

- ii. Entergy Billing updates;
- iii. Update on water supply options, including update on communications with City of Trinity and TRWSC and discussion related to TRWSC Water Tariff;
- iv. Update on Records Retention and Management;
- v. Update on landscape vendors;
- b. Update on District goals, funding options, and public communication(s);
- c. Status of executed reuse agreement;
- d. Review of District consultant contracts, including possible authorization for proposals and action on same;

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

- a. Land purchase related to proposed Well No. 3 and consider request from POA for maintenance;
- b. Update on Public Utilities Commission Docket No. 54713;
- c. 2023 Bond Authorization Election Update, see supplemental agenda;
- d. Update on Standby Fees;
- e. Update on Marina Village repairs and related agreements;

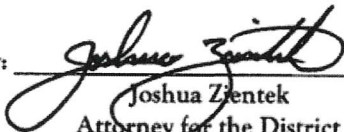
**12) Discuss pending business and matters for future agendas, including scheduling of next meeting date(s).**

**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.*



## SUPPLEMENTAL AGENDA

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 special meeting open to the public at **Westwood Shores Clubhouse, 100 Westwood Drive East, Trinity, Texas 75862**. The meeting will be held on November 20, 2023, at 9:30 a.m., to discuss and, if appropriate, act upon the following:

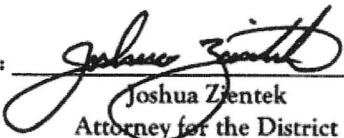
1. Establishment of a Quorum of the Canvassing Authority for the following purposes:
  - a. Review Returns of the November 7, 2023, Bond Authorization Election;
  - b. Adopt Order Canvassing Returns and Declaring Results of Bond Authorization Election;
  - c. Authorize payment to the Trinity County Elections Department;
  - d. All other actions necessary to finalize the November 7, 2023, Bond Authorization Election,

Por la presente se notifica a todos los miembros interesados del público que la Junta de Directores ("Junta") del Distrito mencionado anteriormente celebrará una reunión abierta al público en **Westwood Shores Clubhouse, 100 Westwood Drive East, Trinity, Texas 75862**. La reunión se realizará el 20 de noviembre de 2023, a las 0930 horas, para discutir y, en su caso, actuar sobre lo siguiente:

1. Establecimiento de un quórum de la autoridad de escrutinio para los siguientes propósitos:
  - a. Revisar los resultados de la elección de bonos del 7 de noviembre de 2023;
  - b. Adoptar órdenes de escrutinio de devoluciones y declaración de los resultados de la elección de bonos;
  - c. Autorizar el pago al Condado de Trinity para los costos de las elecciones conjuntas;
  - d. Todas las demás acciones necesarias para finalizar la elección de bonos del 7 de noviembre de 2023.



## WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT

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