



# 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, April 15, 2024, at 1:00 p.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, (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. Status of construction and approval of pay estimates/change orders;
    - i. Lift Stations Rehabilitation Project;
  - c. Update regarding Engineering projects;
  - d. Authorize Engineer and Operator to perform tank inspections at Water Plant No. 2;
  - e. Authorize Engineer to perform preliminary engineering, surveying, and tree removal for urgent sanitary sewer repair crossing creek;
  - f. Authorize 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 and vehicles, including:
    - i. Update on service calls, including proposals for repairs and maintenance;
    - ii. Update on 90-day assessment, valve, and sewer study;
    - iii. Trinity Rural Water Supply Corporation metering and reset schedule;
    - iv. Update on out-of-District connection requests;
  - c. Update on monthly reports, including update on flushing costs and accountability calculations, TCEQ Violations and Notices, including notices to residents, and Proposed Agreed Order(s);
  - d. Update on communication protocols;
  - e. Report from Operator re: identity theft prevention ("Red Flag") program;
  - f. Update on Consumer Confidence Report and Water Audit;
- 6) **Office Report, including:**
  - a. Delinquent accounts, including termination, collections, and/or uncollectible roll;

- b. Review, revise, and approve amendments to District Rate Order forms and District Rate Order;
  - i. Consider engaging rate study consultant;
  - ii. Update on private well(s)/septic systems, including residential concerns and status of prior Rate Order amendments;
- c. Appeals of District charges, including requested adjustments to bills;
- d. Service Orders, Tap Fees requested, paid, and completed, and updates to tap fee application;
- e. Office IT matters including office IT equipment, necessary upgrades, vendor contracts, security improvements, and customer notifications/communications;
- f. Website Updates, including update website service provider agreement;
- g. Update on Neptune/CUSI software;
- h. Service Request, Customer Application, and termination request review, Office Personnel/Vacation Policy, and District Policy amendments;

**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, including penalties for non-payment;
- c. Resolution Authorizing Penalty on Delinquent Real Property Taxes;

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

- a. Payment of Invoices;
- b. Update on District Investment Accounts, including:
  - i. Amend Budget, if necessary, and status of 2025 annual budget;
  - ii. Update on District Accounts and Investments;
- c. Update on status of District property, including real property, adopt Order(s) Declaring Surplus Property, and authorize disposal of same;
- d. Authorize consultants to research unclaimed property, provide notice, and required filings;
- e. Consider Director Attendance at Summer AWBD Conference (Fort Worth June 13-15);
  - i. Consider AWBD/TRWA membership(s);

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

- a. Director-Consultant committee and liaison updates, including:
  - i. Construction and Operations Committee updates;
  - ii. Update on Records Retention and Management;
  - iii. Update on landscape vendors;
  - iv. Consider emergency bottle water purchase;
  - v. District vendor agreements and review of terms, including renewal periods;
  - vi. Update on alternative water sources/agreements and authorize communication with City of Trinity;
- b. Update on District goals, 2024 District Schedule, funding options, and public outreach;

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

- a. Update on Public Utilities Commission Docket No. 54713;
- b. Update on Marina Village repairs and related agreements;
- c. Update on Entergy Easement request;

- d. 2024 Bond Authorization Election, including community outreach and updates related to Voter Information Form and public education;
- e. Update on 2024 Directors Election Schedule (add filing deadline);

11) Discuss pending business and matters for future agendas, including scheduling of next meeting date(s), including community outreach related to bond authorization election.

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

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



**WESTWOOD SHORES MUNICIPAL  
UTILITY DISTRICT**

*/s/ 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.*