

**WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT**  
**Minutes of Special Meeting of Board of Directors**

November 8, 2023

The Board of Directors (the “Board”) of Westwood Shores Municipal Utility District (the “District”) met in regular session, open to the public, at 100 Westwood Drive East, Trinity, Texas 75862, a designated meeting place inside the boundaries of the District and the roll was called of the members of the Board as follows:

Joan Gallagher	President
Robert Stoddard	Vice President
John Wolf	Secretary
Jim Atkinson	Asst. Secretary
Bryan Holmes	Director

All the above were present, thus constituting a quorum.

Also present at the meeting were Rico Rodriguez of Civil Grade Engineers (“Civil Grade”); Joshua Zientek of Mitchell, Zientek & Scruggs, LLP (“MZSLLP”); Pam McKay of Westwood Shores Municipal Utility District (“WSMUD”); Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC; Kandy Pfeffer of Elite Bookkeeping; and various members of the public.

**CALL THE MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**

Director Gallagher called the meeting to order and Director Atkinson led a recitation of the Pledge of Allegiance.

**PUBLIC COMMENTS**

Director Gallagher gave an update on the District’s Bond Authorization and provided the preliminary results. There were no comments from the public.

**CONSIDER AND APPROVE DISTRICT AUDIT AND AUTHORIZE FILING WITH TCEQ;**

Mr. Ellis presented the draft Audit and reviewed the information with the Board. Mr. Ellis reviewed, in detail, the history of the District, financial information, areas of concern, and highlighted several areas of improvement from prior years. He explained that the District has made great progress and is trending in the right direction, from an auditor’s perspective. Director Stoddard moved to approve the District’s Audit, subject to the inclusion of comments and amendments from the District’s consultants and Board, and authorize filing of audit with the TCEQ. Director Holmes seconded the motion and the motion passed unanimously.

**BOOKKEEPER’S REPORT**

Ms. Pfeffer reviewed various needed expenditures and the related checks for signature. These included an invoice for generator repair from All Around Electrical, three (3) checks for repair(s) and maintenance, a check for a maintenance contract, and, lastly, a check to pay the District’s

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insurance provider for the Director's Official Bond(s). Director Wolf moved, and Director Stoddard seconded, to approve all requests for payment and authorize the require signatures. The motion passed unanimously.

**OFFICE REPORT**

Ms. McKay advised that there was a need for various IT repairs and equipment in the District's Office. Director Holmes moved, and Director Stoddard seconded, to authorize the requested expenditure at a cost not to exceed \$500. The motion passed unanimously.

**ENGINEER'S REPORT**

Mr. Rodriguez gave an update on Lift Stations 2, 3, and 12. Next, he provided an update on the Engineer's Contract with the District outlining that the form of the contract had to meet specifications from the Texas Water Development Board ("TWDB") prior to funds being released. After he explained the differences in the contract, as presented, and his current contract with the District, Director Holmes moved, and Director Stoddard seconded, to approve the contract, subject to final review by the Board and MZSLLP. The motion passed unanimously.

**ATTORNEY'S REPORT**

Mr. Zientek outlined the process by which the election results would be canvassed and explained that the deadline to canvass was November 20, 2023.

**PENDING MATTERS FOR FUTURE AGENDAS, INCLUDING SCHEDULING OF NEXT MEETING DATE**

The Board concurred that the next regular board meeting would be November 20, 2023.

**EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTION 551.071, ET. SEQ.**

The Board did entered Executive Session pursuant to Texas Government Code Section 551.076 at 10:05 a.m.

**RECONVENE IN OPEN SESSION**

The Board reconvened in Open Session at 10:20 a.m. No action was taken.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned.

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Approved this November 20, 2023.



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/s/John Wolf  
Secretary, Board of Directors