



# 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, October 16, 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 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;
    - iii. Update on Project Information Form ("PIF") to the Texas Water Development Board ("TWDB");
  - d. Update on investigation regarding the water quality issues;
  - e. Update on Aeration Plant winterization status;
- 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 Summer, Drought Contingency Plan; and Water Conservation Plan;
    - ii. Update on service call procedures, including report of calls;
    - iii. Update on fire hydrant survey, repairs, maintenance, and final report;
    - iv. Update on Marina Village repairs and related agreements;
    - v. Update on asset inventory list;
  - 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;

- f. Update on transition of operator services;
- 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 Paid and completed;
  - d. Office IT matters including office IT equipment, Website Updates, necessary upgrades, vendor contracts, and customer notifications/communications;
  - e. Update on Neptune/CUSI software;
  - f. Bids for Generator Repairs;
  - g. Update on dumpster rental and trash collection;
  - 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, adopt Order(s) Declaring Surplus Property, and authorize disposal of same;
  - d. Update on District audit, including review of end of year budget and quarterly unemployment taxes;
  - e. Adopt Resolution Evidencing Review of Investment Policy and Qualified Brokers List;
  - f. Review Energy Reporting Compliance Report;
- 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 Trinity Rural Water Supply Corporation 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, including:
  - i. Scheduling of Townhall Meeting(s), topics for discussion, and review of informational materials;
  - ii. Director Ethics Restrictions;
- d. Update on Standby Fees;

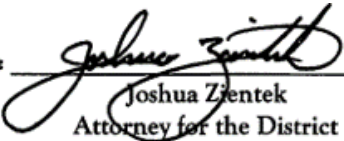
**12) Discuss pending business and matters for future agendas, including scheduling of next meeting date(s).**

**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.*