



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, February 19, 2024, 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, (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. Update on Water Wells and Aeration System, including amendment to Engineering agreement;
 - ii. Lift Stations Rehabilitation Project;
 - iii. Status and acceptance of Filter Project, adopt corresponding resolution;
 - c. Update regarding Engineering projects;
 - d. Consider authorization to prepare and submit water treatment report;
- 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 Preventative Maintenance Schedule/List, including updates on Winter/Freeze Events, Drought Contingency 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 and valve/sewer study;
 - v. Update on 90-day assessment and transition of operator services;
 - vi. Update on emergency approval of desilting project and authorize notice to TCEQ;
 - c. Update on monthly reports, TCEQ Violations and Notices, including notices to residents, and Proposed Agreed Order(s);
 - d. Update on communication protocols;
 - e. Authorize Operator to prepare Consumer Confidence Report;

6) 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, and updates to tap fee application;
- d. Consider and approve amendment(s) to District Rate Order, including:
 - i. Consider engagement of Rate Study consultant;
 - ii. Authorize Rate Order amendment related to base monthly fee for all customers;
- 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, including incorporation of new rates;
- h. Service Request and Customer Application 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;

8) Bookkeeper's Report, including:

- a. Payment of Invoices;
- b. Update on District Investment Accounts, including:
 - i. Amend Budget, if necessary;
 - 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;

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 and consider District property on Cottonwood;
 - iv. District vendor agreements and review of terms, including renewal periods;
 - v. 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 review and approval of Engineer's Report;

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