



# 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, June 17, 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) **Public Comments (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) **Update on Public Utilities Commission Docket No. 54713 and public communications;**
- 4) **Approve Minutes of prior board meeting(s);**
- 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. Lift Stations Rehabilitation Project;
    - ii. Updates on Sewer Line repairs;
  - c. Update regarding Engineering projects and authorize related actions;
  - d. Consider engineering contract amendment;
- 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 service calls, including proposals for repairs, maintenance, winterization, pump rentals, and update on recent flooding;
    - 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;
    - v. District equipment inventory update and authorize related purchases;
    - vi. Update on recent storm/rain event and submission of request to Trinity County and County Water Advisory Group;
  - c. Update on monthly reports, including flushing costs, accountability calculations, TCEQ Violations/Notices, including public notices, and Proposed Order(s);
  - d. Consumer Confidence Report approval and distribution;
- 7) **Office Report, including:**
  - a. Delinquent accounts, including termination, collections, and/or uncollectible roll;
  - b. Review and approve amendments to District Rate Order and related forms;

- i. Update on a rate study consultant;
- c. Appeals of charges, requested adjustments to bills, and payment plans;
- d. Service Orders, status of Tap Fees, and updates to tap fee application;
- e. Office IT matters including purchase of office IT equipment, 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 Policies, and related 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;
- c. Authorize Request for Estimate of Value;

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

- a. Payment of Invoices, including Audit Continuance Letter;
- 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 Surplus Property and adopt Order(s) Declaring Surplus Property, and authorize disposal of same;
- d. Update on unclaimed property, notice, and required filings;

**10) 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. District vendor agreements and review of terms;
  - iv. Alternative water sources/agreements and updates from the city of Trinity;
  - v. Update on Trinity Volunteer Fire Department and Insurance;
  - vi. WSPOA 4<sup>th</sup> of July Event and District contribution(s);
- b. Update on District goals, including:
  - i. Annual District Schedule;
  - ii. Funding options (circuit rider and FEMA meeting update); and
  - iii. Public outreach;

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

- a. Update on Public Utilities Commission Docket No. 54713;
- b. Update on Marina Village repairs and related agreements;
- c. 2024 Bond Election, including amendment and filing of District Information Form;
- d. 2024 Directors Election (**Filing Dates: July 20, 2024-Aug 19, 2024**);

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

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

/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.