



# 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, August 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) **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) **Approve Minutes of prior board meeting(s);**
- 4) **Receive Financial Advisor 2024 Tax Rate Recommendation, including discussion of Tax Exemptions;**
  - a. Consider Financial Advisor 2024 Tax Rate recommendations;
  - b. Adopt Resolution designating development status of the District;
  - c. Authorize Tax Assessor to Publish Notice of Hearing;
- 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, including
    - i. Status of ongoing engineering projects;
    - ii. Review of previous expenditures to be reimbursed;
- 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, proposals for repairs, maintenance, winterization, pump rentals, previous repairs and repairs in progress;
    - ii. Update on 90-day assessment, valve, and sewer study;
    - iii. Trinity Rural Water Supply Corp. rate change(s), metering, and reset schedule;
    - iv. Out-of-District connection requests;
    - v. Equipment inventory, related purchase, and culvert/jet truck request;
    - vi. Recent storm/rain event, customer communications, submission of request to FEMA, reimbursement options, and procurement options;

- vii. Environmental Protection Agency requirements related to water treatment;
- c. Update on monthly reports, including flushing costs, accountability calculations, TCEQ Violations/Notices, including public notices, and Proposed Order(s);

**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, payment plans, customer insurance payment, and update on previously consider customer appeal(s)/repair request(s);
- 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;

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

- a. Payment of Invoices;
- b. Update on District Investment Accounts, including:
  - i. Amend Budget, if necessary;
  - ii. Update on District Accounts and Investments;
- c. Update on status of District Surplus Property, adopt Order(s) Declaring Surplus Property, and authorize disposal of same;
- d. Status of District audit;

**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. Vendor agreements and review of terms, including landscaping agreement;
  - iv. Alternative water sources/agreements and updates from the city of Trinity;
- b. Update on District goals, including:
  - i. Annual District Schedule;
  - ii. Funding options and future TWDB funding opportunities; 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. Consider Request for Proposals for Insurance- (*current plan expires Oct 1*);
- 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.*