



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, December 18, 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) 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;
 - iii. Status and acceptance of Filter Project, adopt corresponding resolution;
 - c. Update regarding Capital Improvements Plan, including:
 - i. TWDB CWSRF Engineering Feasibility Report update;
 - ii. Update(s) to Capital Improvement Plan and related action;
 - d. Update from Engineer on the preliminary engineering of a water line connection from distribution to Ground Storage Tank No. 1;
 - e. Update on effluent line no. 2 project;
- 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 plans for 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;
 - v. Update on 90-day assessment and transition of operator services;
 - vi. Consider 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;

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, amendment to District Rate Order, and prioritization of work orders;
- d. Office IT matters including office IT equipment, necessary upgrades, vendor contracts, security improvements, and customer notifications/communications;
- e. Website Updates, including update website service provider agreement;
- f. Update on Neptune/CUSI software;
- g. Service Request and Customer Application review, Office Personnel/Vacation Policy, and District Policy amendments;
- h. 2024 holiday schedule;

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;
- d. Update on Bookkeeper transition, including review and amendment of District Investment Policy;

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;
 - iv. District vendor agreements and review of terms;
- b. Update on District goals, funding options, and public communication(s);

10) Attorney's Report, including:

- a. Update on Public Utilities Commission Docket No. 54713;
- b. Authorize Eminent Domain Filing with Texas Comptroller;
- c. Update on Marina Village repairs and related agreements;
- d. Update on Entergy Easement request;

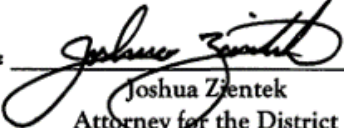
11) Discuss pending business and matters for future agendas, including scheduling of next meeting date(s).

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

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.*