



# 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, January 22, 2024, at 1:00 p.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)**
  - a. Review and adopt reasonable rules related to recordation of meetings pursuant to Tex. Gov. Code Sec. 551.023(b).
- 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 action items;
  - d. Update from Engineer on the preliminary engineering of a water line connection from distribution to Ground Storage Tank No. 1, including:
    - i. Authorize preliminary engineering tasks;
  - e. Update on ground storage tank and authorize related repairs;
  - f. Update on water quality and authorize additional treatment options;
  - g. Update on air quality investigation related to Water Plant No. 1;
- 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;
- d. Update on communication protocols;

**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;
- 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;
- h. Service Request and Customer Application review, Office Personnel/Vacation Policy, and District Policy amendments;
- i. Update on Customer Deposits;

**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;
- c. Adopt Resolution Establishing Tax Exemptions;
- d. Adopt Resolution Authorizing Additional Penalty on Delinquent Personal Property Taxes;

**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. Resolution Amending Authorized Representatives;
  - iv. 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 payroll services/taxes;
- e. Update on Bookkeeper transition;

**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. Update on Marina Village repairs and related agreements;
- c. Update on Entergy Easement request;
- d. Update on Continuing Disclosure Filing;
- e. 2024 Bond Authorization Election (Supplemental Agenda);

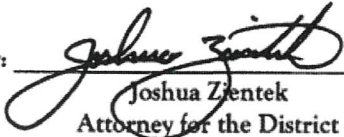
11) Discuss pending business and matters for future agendas, including scheduling of next meeting date(s).

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.

*In response to Senate Bill 554 of the 85<sup>th</sup> Legislative Session, further amending Texas Water Code §49.063, the District is providing the following petition process description: After at least fifty (50) qualified electors are residing in a district, on written request of at least five (5) of those electors, the Board shall designate a meeting place and hold meetings within the District. If no suitable meeting place exists inside the District, the Board may designate a meeting place that is located not further than 10 miles from the boundary of the District. On the failure, after a request is made under Texas Water Code §49.062(c), of the Board to designate the location of the meeting place within the District or not further than 10 miles from the boundary of the District, five (5) electors may petition the Texas Commission on Environmental Quality ("TCEQ") to designate a location. If it determines that the meeting place used by the District deprives the residents of a reasonable opportunity to attend district meetings, the TCEQ shall designate a meeting place inside or outside the District which is reasonably available to the public and require that the meetings be held at such place.*



## SUPPLEMENTAL AGENDA

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 **Westwood Shores Clubhouse, 100 Westwood Drive East, Trinity, Texas 75862**. The meeting will be held on **Monday, January 22, 2024, at 1:00 p.m.**, to consider and authorize any action related to the following:

2024 Bond Elections and Tax Election, including:

1. Resolution Designating an Agent of the Secretary of the Board of Directors During the 2024 Bond Elections;
2. Consider use of electronic voting system and authorize notice of exemption, if applicable;
3. Set pay for election officials;
4. Order Calling Bond Election;
5. Voter Information Document;
6. Notice of Election(s);
7. Notice and Writ of Election(s);
8. Posting of early voting and election day roster; and
9. Authorize consultants to complete any necessary steps to complete Bond Authorization Election;

### DISTRITO DE UTILIDADES PÚBLICOS MUNICIPALES DE WESTWOOD SHORES, CONDADO DE TRINITY, TEXAS

#### AVISO DE ASAMBLEA PÚBLICA

#### AGENDA SUPLEMENTARIA

Por la presente se notifica a todos los miembros interesados del público que la Junta de Directores ("Junta") del Distrito mencionado anteriormente celebrará una reunión especial abierta al público en **Westwood Shores Clubhouse, 100 Westwood Drive East, Trinity, Texas 75862**. La reunión se realizará **el lunes 22 de enero de 2024, a las 1:00 p.m.**, para discutir y, en su caso, actuar sobre lo siguiente:

Elecciones de Bonos y Elección de Impuesto de 2023, que incluye:

1. Resolución para Designar un Agente del Secretario de la Junta Directiva para el Período de las Elecciones de Bonos de 2024;
2. Condiderar el uso de un Sistema de votación electrónico y autorizar el aviso de exención;
3. Establecer el pago de los funcionarios electorales;
4. Orden para Convocar Elecciones de Bonos;
5. Document con información para los votantes;
6. Aviso de Elección;
7. El aviso y mandato de elección;
8. La lista de votación anticipada y del día de elección; y
9. Autorizar a los consultores para completar los pasos necesarios para completar la Elección de Bonos.