



# 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, Monday, March 17, 2025, 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) **Engineer's Report, including:**
  - a. Authorize design, advertisement, or award of contracts for construction of facilities;
  - b. Update regarding Engineering projects and authorize related actions, including
    - i. Status of ongoing engineering projects/tasks and authorize related action;
    - ii. Lead and Copper Rule Revision Service Line Replacement Project;
    - iii. Water Quality Update(s);
    - iv. Consider expenditures related to repair and update to SCADA system;
    - v. Update on Lift station improvements project and authorize related action;
    - vi. Expenditure reimbursement, related resolution(s), future bond application(s), review of summary of costs, and application for State Revolving Funds;
    - vii. Adopt Resolution Reviewing Annual Survey of Wage Rate Scales;
- 5) **Operator's Report including:**
  - a. Operator transition, including notification of required agencies;
  - b. Consider Proceed with Authorization to Build Requests;
  - c. Inspection, Repair, and Maintenance of District facilities and vehicles, including:
    - i. Service calls, proposals for and status of repairs, and maintenance;
    - ii. District assessment and preventative maintenance schedule;
    - iii. Equipment inventory, pump rentals, fire prevention, and related purchase(s);
    - iv. Customer communications;
    - v. Water Well No. 2 pump investigation;
    - vi. Flushing Valves testing, inspection, and installation;
    - vii. Protocols related to damage to facilities from outside contractors/individuals;
  - d. Monthly reports, including flushing, accountability, TCEQ Violations/Notices, including public notices and Proposed Order(s);
- 6) **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. Rate order amendments, rate adjustment(s), and required publication(s);
  - c. Customer appeals, payment plans, related requests and remedies;
  - d. Service Orders, Tap Fees, and updates to tap fee application;
  - e. IT matters including purchase of office IT equipment, upgrades, vendor contracts, security improvements, and customer notifications/communications;
  - f. Update on Neptune/CUSI software;
  - g. Service Request, Customer Application, and Office Personnel and Policies;
- 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);
- 8) **Financial Advisor's Report;**
- 9) **Bookkeeper's Report, including:**
- a. Payment of Invoices;
  - b. Update on District Accounts, including:
    - i. Amend Budget and consideration of new FYE budget, if necessary;
    - ii. District Accounts, Investments, emergency repairs, and future costs;
      - 1. Update on Bank transition and authorize related actions;
  - c. ABWD Summer Conference Attendance (San Antonio- June 12-14);
  - d. Authorize consultants to research unclaimed property, provide notice, and make filings;
  - e. Surplus Property, Order(s) Declaring Surplus Property, and authorize disposal of same;
- 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. Website Committee update(s);
    - iv. Vendor agreements and review of terms;
    - v. Alternative water sources/agreements, updates from the city of Trinity, and Trinity Rural Water Supply Corporation;
  - b. Update on District goals, including:
    - i. Public outreach;
    - ii. District Goals, Capital Improvements Plan, and Preventative Maintenance;
- 11) **Attorney's Report, including:**
- a. Public Utilities Commission Docket No. 54713;
  - b. Annual review of Ethics Policy;
  - c. Update on Marina Village Lift Station Inspection(s) and related requests/agreement(s);
- 12) **Pending business/matters for future agendas and next meeting date(s);**
- 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.*