



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, May 20, 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) **Consider comments from members of the public, (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;
 - i. Updates on Sewer Line repairs and bids;
 - b. Status of construction and approval of pay estimates/change orders;
 - i. Lift Stations Rehabilitation Project;
 - c. Update regarding Engineering projects;
- 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 service calls, including proposals for repairs and maintenance;
 - 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. Purchase of spare equipment related to District repairs and maintenance;
 - 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 update on flushing costs and accountability calculations, TCEQ Violations and Notices, including notices to residents, and Proposed Agreed Order(s);
 - d. Update on Consumer Confidence Report and Water Loss Audit;
- 6) **Office Report, including:**
 - a. Delinquent accounts, including termination, collections, and/or uncollectible roll;
 - b. Review, revise, and approve amendments to District Rate Order forms and District Rate Order;
 - i. Consider engaging rate study consultant;

- ii. Update on status of prior Rate Order amendments;
- c. Appeals of District charges, including requested adjustments to bills;
- 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;

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, and status of 2025 annual budget;
 - ii. Update on District Accounts and Investments;
- c. Update on status of District property, including real property, adopt Order(s) Declaring Surplus Property, and authorize disposal of same;
- d. Update on unclaimed property, notice, and required filings;
- e. TRWA Membership update;

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. District vendor agreements and review of terms, including renewal periods;
 - iv. Update on alternative water sources/agreements and authorize communication with City of Trinity;
- b. Update on District goals, including:
 - i. 2024 District Schedule;
 - ii. funding options (engagement of circuit rider); and
 - iii. public outreach;

10) Attorney's Report, including:

- a. Update on Public Utilities Commission Docket No. 54713;
- b. Update on Marina Village repairs and related agreements and repairs to Marina Village systems;
- c. Update on Entergy Easement request;
- d. 2024 Bond Authorization Election, including annual voting system filing form;
- e. 2024 Directors Election Updates (**Filing Dates: July 20, 2024-August 19, 2024**);

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

/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.