



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, October 21, 2024, at 9:30 a.m.** to consider and authorize any action related to the following:

- 1) **Moment of Silence in Remembrance of Director Jim Atkinson;**
- 2) **Call the Meeting to Order and Pledge of Allegiance;**
- 3) **Water Quality Updates;**
- 4) **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);**
- 5) **Approve Minutes of prior board meeting(s);**
- 6) **Engineer's Report, including:**
 - a. Authorize design, advertisement, or award of bids/contracts for construction of facilities;
 - i. Consider recommended Lift station improvements project and authorize related action;
 - b. Update regarding Engineering projects and authorize related actions, including
 - i. Status of ongoing engineering projects;
 - ii. Review of previous expenditures to be reimbursed and adopt related resolution(s);
 - iii. Consider updated TWDB project(s) related to approved bond funds;
 - iv. Consider action related to Lift Station No. 14;
- 7) **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. Equipment inventory and related purchase(s);
 - iv. Recent storm/rain event, customer communications, submission of request to FEMA, reimbursement options, and procurement options;
 - v. 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);
 - d. Update on Operator resignation and authorize requests for proposals;

8) 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 and adoption of new rate order, including review and adjustment of rate(s), authorize publication(s);
- 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. Update on Neptune/CUSI software;
- g. Service Request, Customer Application, and termination request review, Office Personnel Policies, and related amendments;

9) Landscape Maintenance Report, including:

- a. Update on District landscaping and maintenance;
- b. Update on landscaping invoice(s) and related agreement;

10) 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 (water cut-offs) for non-payment and adoption of resolution authorizing resale of tax foreclosed property;

11) 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, consideration of emergency repairs and future costs;
 - iii. Consider accounting policy updates and authorize additional signers including approval of related resolution;
- c. Update on status of District Surplus Property, adopt Order(s) Declaring Surplus Property, and authorize disposal of same;
- d. Energy Reporting Compliance Report;
- e. Consider amendments to District Investment Policy & Qualified Brokers List, adopt resolution related to annual review;

12) Consider and approve District Audit and authorize required filings;

13) Directors' Reports, including:

- a. Director-Consultant committee and liaison updates, including:
 - i. Construction and Operations Committee updates, including update on District generators and related agreement(s) and landscaping;
 - ii. Update on Records Retention and Management;

- iii. Vendor agreements and review of terms;
- iv. Alternative water sources/agreements and updates from the city of Trinity
- v. Update on Trinity Rural Water Association and water supply sources;
- b. Update on District goals, including:
 - i. Annual District Schedule;
 - ii. Funding options and future TWDB funding opportunities; and
 - iii. Public outreach;

14) Attorney's Report, including:

- a. Update on Marina Village lift station/real estate status;
- b. Future Bond Applications/Lead & Copper Rule Revision Loan/Bond from TWDB, including:
 - i. Approve new account(s) related to bond proceeds;
 - ii. Adopt bond resolution and Resolution Authorizing Execution of Principal Forgiveness Agreement(s);
 - iii. Approve Principal Forgiveness, Escrow, and Paying Agent Agreement(s);
 - iv. Approve consultant contracts, as applicable;
 - v. Authorize any other action related to the closing of the TWDB Bonds;
- c. Update on Public Utilities Commission Docket No. 54713;
- d. Update on Public Information Act request(s);
- e. Status of Insurance Renewal (*current plan expires Oct 1*);
- f. Consider appointment of new director(s), including:
 - i. Accept new directors' documents, including official bond and oath of office;
 - ii. Approve amendment to District Registration Form;
 - iii. Appointment of officer position(s);
 - iv. Acknowledgement of prior directors' services to the District;

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

16) Executive Session pursuant to Texas Government Code, Section 551.071, (et. seq.);

17) 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.