



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, September 16, 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) **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) **Status of 2024 Tax Rate Recommendation, including:**
 - a. Public Hearing on Tax Rate;
 - b. Levy tax rate and adopt related Order;
 - c. Approve amendment to District Information Form and Notice to Purchasers;
- 5) **Engineer's Report, including:**
 - a. Authorize design, advertisement, or award of bids/contracts for construction of facilities;
 - i. Consider design and advertisement of Lift station improvements project;
 - ii. Authorize design of a sanitary sewer tap;
 - b. Status of construction and approval of pay estimates/change orders;
 - i. Lift Stations Rehabilitation Project;
 - c. 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. Authorize update to tap application;
- 6) **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);

7) 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);
- 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;

8) 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;

9) 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. Update of status of District audit;

10) 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;
- b. Update on District goals, including:
 - i. Annual District Schedule;

- ii. Funding options and future TWDB funding opportunities; and
- iii. Public outreach;

11) Attorney's Report, including:

- a. Future Bond Applications/Lead & Copper Rule Revision Loan/Bond from TWDB;
- b. Update on Public Utilities Commission Docket No. 54713;
- c. Status of Insurance Renewal (*current plan expires Oct 1*);
- d. Supplemental Agenda- Director's Election;
- e. Future Director appointment options;

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

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.*

SUPPLEMENTAL AGENDA

Notice is hereby given to all interested members of the public that the Board of Directors of the of the above captioned District will hold a public meeting at **Westwood Shores Clubhouse, 100 Westwood Drive East, Trinity, Texas 75862, September 16, 2024, at 9:30 a.m.**, said address being a designated meeting place of the District. to consider and authorize any action related to the following:

1. Adopt an Order Declaring Unopposed Candidates Elected to Office and cancel Directors Election;
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ORDEN DEL DÍA COMPLEMENTARIO

Se notifica por el presente a todas los miembros del público que la Junta Directiva del Distrito indicado arriba llevará a cabo una asamblea pública en **Westwood Shores Clubhouse, 100 Westwood Drive East, Trinity, Texas 75862**, 16 de Septiembre de 2024 a las 9:30 a.m. dirección que es un lugar designado de reunión del Distrito. para considerar y autorizar cualquier medida en relación a lo siguiente:

1. Adoptar una orden que declare elegidos a los candidatos sin oposición para el cargo y cancelar la elección de directores.



Mitchell, Zientek & Scruggs, LLP

/s/ Joshua Zientek
Attorney for the District

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