



# 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 **75 Cottonwood Road, Trinity, TX 75862**. The meeting will be held on **Monday, June 20, 2022, 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) **Approve Minutes of prior Board meeting(s);**
- 3) **Public Comments (note: public comment policy in effect);**
- 4) **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); and
  - b. Delinquent Tax Attorney report, including update on recent tax sale;
- 5) **Bookkeeper's Report, including:**
  - a. Payment of Invoices;
  - b. Amendment to Investment Policy to name Elite Bookkeeping LLC as Investment Officer;
  - c. Authorize Elite Bookkeeping LLC as Authorized Consultant for all banking purposes; and
  - d. Update on District Investment Accounts, including:
    - i. TexPool and Bank of New York Mellon Statements; and
    - ii. Amendment of budget (if needed);
    - iii. TexPool Spreadsheets, April 31, 2021, through May 31, 2022; and
    - iv. History of 2010 Bond (Listed chronological with expenses);
- 6) **Final revisions/review/corrections on vacation pay and approval, and authorize filing of Audit for FYE June 30, 2021;**
- 7) **Office Report, including:**
  - a. Delinquent accounts, including termination, collections, and/or uncollectible roll;
  - b. Appeals of District charges, including adjustments related to reported leaks;
  - c. Service Orders;
  - d. Tap Fees Paid and Completed; and
  - e. Discuss and approve amendment to District Rate Order for water and sewer rates, including update on Rate Study;
- 8) **Engineer's Report, including:**
  - a. Design, advertisement, or award of bids/contracts for construction of facilities, including authorization to design and advertise a project related to Well No. 2 and Lift Station(s) rehabilitation;
  - b. Status of construction and approval of pay estimates/change orders;

- c. Acceptance of sites, easements, and/or facility conveyance;
  - d. Consider and approve updates to Capital Improvement Plans; and
- 9) **Operator's Report including:**
- a. Consider and Proceed with Authorization to Build Requests and authorize revisions to application, as needed;
  - b. Repair and maintenance of District facilities, including review and approval of lift station repairs and update on boil water notice;
  - c. Updates on taps;
  - d. Preventative Maintenance Schedule;
  - e. Update on TCEQ compliance;
  - f. Review and approval "Red Flag Policy"; and
  - g. Drought Contingency policy;
- 10) **Attorney's Report, including:**
- a. Authorize request to Trinity County Appraisal District for Estimate of Value;
  - b. Authorize records manager to destroy old meeting notes and discussion related to Records Retention Policy; and
  - c. 2022 Directors Election items (See Supplemental Agenda);
- 11) **Approval of following policies;**
- a. Code of Ethics Policy;
  - b. Travel and Expense Reimbursement Policy;
  - c. Notice to Employees; and
  - d. Service Connections;
- 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;
- 14) Discuss pending business and matters for future agendas, including scheduling of next meeting date.

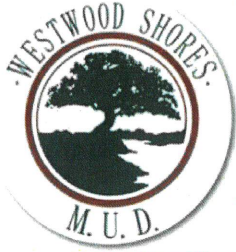
[SEAL]

By:

  
 Jim Atkinson, Board President

*Persons with disabilities who require auxiliary aids or services at the meeting are asked to contact the District's attorney 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 551.9072 (Deliberations about Real Property), Section 551.73 (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.*



# Westwood Shores M.U.D

## SUPPLEMENTAL 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 **75 Cottonwood Road, Trinity, TX 75862**. The meeting will be held on **Monday, June 20, 2022, at 9:30 a.m.**, to consider and authorize any action related to the following:

1. Consider and approve preparation and posting of Notice of Candidate Filing Deadline;
2. Adopt Resolution Designating an Agent of the Secretary of the Board of Directors During the 2022 Board of Directors Election Period;
3. Consider and approve contract for election services with Trinity County;
4. Authorize consultants to complete any necessary steps to complete Directors Election.

**DISTRITO DE UTILIDADES PÚBLICAS MUNICIPALES DE  
WESTWOOD SHORES,  
CONDADO DE HARRIS, 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. La reunión se realizará el lunes 20 de junio de 2022, a las 9:30 a.m., para discutir y, en su caso, actuar sobre lo siguiente:

1. Considerar y aprobar la preparación y publicación del Aviso de fecha límite para la presentación de candidatos;
2. Adoptar una Resolución Designando un Agente del Secretario de la Junta Directiva Durante el Periodo de la Elección de la Junta Directiva de 2022;
3. Considerar y aprobar el contrato de servicios electorales con el Condado de Trinity;
4. Autorizar a los consultores para completar los pasos necesarios para completar la Elección de Directores.

[SEAL]

By:

  
Jim Atkinson, Board President