

## WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT

### Minutes of Meeting of Board of Directors

May 19, 2025

The Board of Directors (the “Board”) of Westwood Shores Municipal Utility District (the “District”) met in regular session, open to the public, at 75 Cottonwood Road, Trinity, Texas 75862, a designated meeting place inside the boundaries of the District and the roll was called of the members of the Board as follows:

|                  |                 |
|------------------|-----------------|
| Joan Gallagher   | President       |
| Robert Stoddard  | Vice President  |
| Bryan Holmes     | Secretary       |
| Sidney Craig     | Asst. Secretary |
| Donald Brunswick | Director        |

All of which were present, thus constituting a quorum.

Also present at the meeting were Rico Rodriguez of Civil Grade Engineers (“Civil Grade”); Kevin Berry and Samantha Kingston (both remote) of EEPB; Joshua Zientek and Frank Mitchell of Mitchell, Zientek & Scruggs, LLP (“MZSLLP”); Bill Blitch of Blitch Associates, Inc. (“BAI”); Jacob Williams of H2O Innovation (“H2O”); and Pam McKay of the District.

#### **CALL THE MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**

Director Gallagher called the meeting to order, and Director Stoddard led a recitation of the Pledge of Allegiance.

#### **PUBLIC COMMENTS**

Mr. Milano with A&M Construction Services spoke about a disputed tap fee. The Board noted prior discussions on this topic and no action was taken.

#### **APPROVAL OF MINUTES OF PRIOR BOARD MEETING(S)**

The Board reviewed the minutes of the April 21, 2025, regular meeting. Director Stoddard moved to approve the minutes and Director Craig seconded the motion. The motion passed unanimously.

#### **ENGINEER’S REPORT**

Mr. Rodriguez presented the Engineer’s Report, a copy of which is attached as **Exhibit A**. The following items were reviewed from the written report: 1) Lift Station Improvements (Phase 2); 2) Water Valve Repairs; 3) Water Quality & Water Plant No. 1 Improvements; 4) Lead and Copper Rule Revision – Lead Service Line Replacement Project: Phase 1; 5) 2025 Funding (PIF and Bond); 6) 2025 TCEQ Boond Application; 7) TCEQ Sanitary Sewer Overflow Plan; 8) SCADA System repair and Improvements; 9) Emergency Preparedness Plan and Drought Contingency Plan; and 10) Alternative Water Supply – City of Trinity / TRA. There was discussion related to inclusion of board members in discussions related to ongoing engineering and operations projects. Director

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Stoddard moved to authorize solicitation of bids for priority valve repairs/replacement project and to authorize the Engineer to submit the SSO Report to the TCEQ. Director Craig seconded the motion, and the motion passed unanimously.

#### **OPERATOR'S REPORT**

Mr. Williams presented the Operator's Report, a copy of which is attached as **Exhibit B**. There was discussion related to an increase in service calls and clarification of invoices including an invoice review fee for H2O. There was also discussion about the selection of generator maintenance contractors. Mr. Williams presented the Consumer Confidence Report ("CCR") for review and approval. He also presented a notice from TCEQ and explained remedial measures being implemented by H2O. He presented an estimate for the booster pump WP #1 repair and a replacement quote. He further advised that two additional bids will be sought. Mr. Williams then presented a draft operator services contract amendment to adjust the exhibits to the contract to more accurately reflect the services being provided. Director Holmes moved to approve Operator's Report, distribution of CCR, subject to any amendments or comments, and authorize the Construction and Operations Committee to approve the bid for replacement of discussed booster pump not to exceed \$42,360 after soliciting two more bids as required by law. Director Craig seconded the motion, and the motion passed unanimously. Director Holmes moved to approve the contract amendment, as presented. Director Craig seconded the motion, and the motion passed four to one (4-1) with Director Brunswick opposed.

#### **OFFICE REPORT**

Ms. McKay presented the Office Report, a copy of which is attached as **Exhibit C**. She provided an update on the billing revenue, delinquent charges, disconnects notices, terminations, service orders, taps completed, customer services requests, cut-offs, office expenses, and My360 subscriber's updates. Director Stoddard moved to approve the Office Report. Director Craig seconded the motion, and the motion passed unanimously.

#### **APPRAISAL DISTRICT'S TAX ASSESSOR'S REPORT**

Director Gallagher presented the Appraisal District's Tax Assessor's Report, which includes the Delinquent Tax Collections Report, a copy of which is attached as **Exhibit D**. Director Stoddard about collection percentages. Director Craig moved to accept the Appraisal District's Tax Assessor's Report. Director Stoddard seconded the motion, and the motion passed unanimously.

#### **FINANCIAL ADVISOR'S REPORT**

Mr. Blitch presented the Financial Advisor's Report, noted that the certified values should be provided shortly, and the District will begin considering tax rates in the coming months.

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#### BOOKKEEPER'S REPORT

Mr. Berry presented and reviewed the Bookkeeper's Report including checks for approval, a copy of which is attached as Exhibit E. There was an extensive review of expenses including a reimbursement request related to A/V equipment at the District's office, telephone expenses, odorizer expenses, and a payment to the District's litigation counsel. The Board also considered recoding, for budget purposes, payroll expenses. The Board then reviewed the proposed draft budget. Director Brunswick then moved to approve the Bookkeeper's Report, and the checks presented. Director Holmes seconded the motion, and the motion passed unanimously.

#### DIRECTORS' REPORTS

There was some discussion about liaison and committee positions. Director Craig mentioned the A/V equipment was purchased to set up an area in the District office to communicate with consultants and manage ongoing projects. There was extensive discussion about the committees, the work needed by the District, and the other options. Director Brunswick asked if the landscaping crew could be allowed to help with some extra cleanup in exchange for a surplus trailer owned by the District valued at less than \$300. He noted that he would like to move forward on his preventative maintenance schedule. Director Stoddard gave an update on the trucks to be sold. The Board concurred that the Construction and Operations Committee should be recomposed and that the new committee members would be Directors Brunswick and Craig. Director Gallagher advised that she is going to add each director to the TRWA account access. Director Stoddard mentioned a request for donation to the Westwood Shores POA's July 4<sup>th</sup> event. Mr. Zientek reminded the Board of legal requirements related to using public funds in relation to private entity requests. The Board noted that an educational table would be provided that would provide a public purpose by educating the public on how the public can take action to help maintain the District's infrastructure. The Board concurred with donating an amount of \$1500.

#### ATTORNEY'S REPORT

Mr. Zientek noted that all of the attorney items will be discussed in Executive Session.

#### DISCUSS PENDING MATTERS FOR FUTURE AGENDAS, INCLUDING SCHEDULING OF THE NEXT MEETING DATE

The Board scheduled the next regular Board meeting on June 16, 2025, at 9:30 a.m. at the MUD Office.

#### EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTION 551.071, ET. SEQ.

The Board entered Executive Session pursuant to Texas Government Code Section 551.071 at 12:52 p.m. for consultation with attorney.

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### RECONVENE IN OPEN SESSION

The Board reconvened in Open Session at 1:00 p.m. Director Stoddard noted that there is a new fiber optic company coming into the District and he has made sure that they had District contact information so they can coordinate before they dig.

### ADJOURNMENT

There being no further business before the Board, the meeting was adjourned.

Approved this June 16, 2025.



WESTWOOD SHORES MUNICIPAL  
UTILITY DISTRICT

/s/Bryan Holmes  
Secretary, Board of Directors

### LIST OF EXHIBITS

Exhibit A - Engineer's Report  
Exhibit B - Operator's Report  
Exhibit C - Office Report  
Exhibit D - Appraisal District's Tax Assessor's Report  
Exhibit E - Bookkeeper's Report