

**WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT**  
**Minutes of Meeting of Board of Directors**

January 13, 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”); Joshua Zientek (remote) of Mitchell, Zientek & Scruggs, LLP (“MZSLLP”); Jacob Williams of H2O Innovation (“H2O”); and various members of the public.

**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. Ceci asked about the status of the District’s water wells and conversations with the City of Trinity related to water purchase. Director Gallagher advised the communications are ongoing and that the City of Trinity would like to conduct a rate study prior to making an offer. Next, he asked about what funding, if any, is being considered related to installation of additional water line(s) to provide additional water from Trinity Rural Water Supply Corporation (“TRWSC”). Mr. Rodriguez and Director Gallagher provided details explaining limitations on procurement of additional TRWSC water. There was additional discussion related to installation of a larger water tank. After a question related to water odor, Mr. Williams explained mitigation efforts in process. Mr. Rodriguez explained additional information related to City of Trinity boil water requirements and potential effects on the District water source. Next, there was discussion related to the Public Utilities Commission litigation. Mr. Zientek explained the status of the case and potential outcomes.

**ENGINEER’S REPORT**

Mr. Rodriguez presented a proposed engineering contract related to the Water Plant No. 1 Improvements. He explained the purpose of the contract and sources of funding, including prior bond funds. Lastly, he explained Texas Water Development Board (“TWDB”) requirements that necessitate this additional agreement and reminded the Board, and the members of the public, that prior engineering contracts have been approved in a similar fashion. After Mr. Rodriguez explained

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that the contract is for a lump sum and not on an hourly basis, Director Stoddard moved, and Director Brunswick seconded, to approve the contract, as presented. The motion passed unanimously.

Next, Mr. Rodriguez explained the estimate related to construction costs and a proposal related to a backwash drain line. After this review and a more detailed explanation of related work from Mr. Williams, Director Stoddard moved, and Director Brunswick seconded, to approve the proposal in an amount not to exceed \$15,000. The motion passed unanimously.

**OPERATOR'S REPORT**

Mr. Williams provided a brief update on operations in the District, including water quality and a break in a sewer line which repair is in progress would not exceed \$5,000. Director Stoddard moved, and Director Craig seconded, to approve the Operator's Report. The motion passed unanimously.

**LONG-TERM DISTRICT PLANNING, STRATEGY, AND CAPITAL IMPROVEMENTS PLANNING WORKSHOP**

Director Craig introduced this portion of the meeting and explained the purposes of this portion of the meeting. He explained previous approaches to District management and potential future expenditures. Next, he detailed a plan to shift more towards a preventative maintenance approach in addition to expending funds for ongoing needs. Director Gallagher explained that previous expenditures may be reimbursed from future bond proceeds and that an application should be prepared for TWDB funding in addition to an open-market bond application.

Director Craig then recommended review present and future action items in an effort to prioritize those most important projects and improvements with the intention to put in place a plan for handling those priorities and determining appropriate funding methods. Director Brunswick mentioned meeting with Mr. Rodriguez and conversations related to areas of emphasis. He explained that data collection is important for future planning purposes.

Director Craig then provided a detailed recommendation for data collection, archiving, and recording for the benefit of planning future repairs and maintenance. He explained concerns related to prior records management and further recommended that the District should be in possession of all original records, including original District facilities records. A spreadsheet was recommended to determine water production needs and to track recommended preventative maintenance. Director Craig advised that the District should prepare for future concerns in such a way that future residents and members of the Board can continue to properly maintain and take care of the District's facilities and infrastructure.

Next, there was discussion related to water loss. Mr. Rodriguez recommended installation of a meter for purposes of tracking water loss. There was additional discussion related to backwashing and the quality of media and filters. Next, recoating of the water storage tank was considered. Mr. Rodriguez explained the process by which the water storage tank would be recoated. Director Craig

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recommended that replacement of the MCC be prioritized and discussed benefits to replacement.

Director Craig explained that water quality concerns and issues with the services lines causing water quality issues for customers. Director Craig recommended focusing on water delivery and recovery, including wastewater treatment. There was discussion of scoping the District's water lines and Mr. Rodriguez explained the difficulties in scoping the lines while they remain in service. He explained processes by which leaks can be detected and focusing on those areas that have frequently reported water quality concerns. There was consideration of purchasing scoping equipment, related costs, and benefits to the District.

**ATTORNEY'S REPORT**

Mr. Zientek noted that the update on the Public Utilities Commission case would 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 January 20, 2025, at 9:30 a.m.

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

The Board entered Executive Session pursuant to Texas Government Code Sections 551.071 and 551.072 at 1:12 p.m. for consultation with the attorney.

**RECONVENE IN OPEN SESSION**

The Board reconvened in Open Session at 1:30 p.m. No action was taken.

**ADJOURNMENT**

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

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Approved this January 20, 2025.



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UTILITY DISTRICT

/s/Bryan Holmes  
Secretary, Board of Directors