

## WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT

### Minutes of Meeting of Board of Directors

June 16, 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”); Samantha Kingston of EEPB; Joshua Zientek and Daniel Scruggs of Mitchell, Zientek & Scruggs, LLP (“MZSLLP”); Jacob Williams of H2O Innovation (“H2O”); and Pam McKay of the District.

#### **MOMENT OF SILENCE**

The Board recognized the contributions of past director Ken Batemen and his recent passing. A moment of silence was conducted in his memory.

#### **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**

There were brief public comments discussing the changes to well water within the last month.

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

The Board reviewed the minutes of the May 19, 2025, regular meeting. Director Brunswick moved to approve the minutes, as presented, 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);

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6) 2025 TCEQ Bond 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. Mr. Rodriguez noted that the District would receive bids for the water-valve repairs shortly. He further discussed which specific valves needed to be replaced and strategy.

Director Holmes moved to authorize the construction committee review and ward the bid for the priority valve repairs/replacement project subject to the parameters outlined and to authorize Civil Grade to submit the SSO Report to the TCEQ. Director Brunswick seconded the motion, and the motion passed unanimously with Director Stoddard abstaining.

### OPERATOR'S REPORT

Mr. Williams presented the Operator's Report, a copy of which is attached as Exhibit B. He also presented a notice from TCEQ and explained remedial measures being implemented by H2O. Mr. Williams presented a list of the most pertinent repairs addressed by H2O. Director Brunswick inquired about the correct total water pumped for the month. He also discussed an invoice review fee from H2O. Mr. Williams noted how the invoice review fee was generated. Director Brunswick noted one specific invoice that he asked that H2O review further and there was brief discussion among the Board. The Board then considered the request from the Westwood Shores POA ("WSPOA") to fill the WSPOA pool. The Board concurred in allowing H2O to work with the operations committee to find the best way to fill the pool. Director Gallagher noted that the consumer confidence report ("CCR") was finalized.

Director Holmes moved to approve the Operator's Report as presented, including authorizing H2O to work with the operations committee to fill the WSPOA pool, authorizing the distribution of the CCR, and authorizing any necessary contract amendments related to H2O waiving the invoice review fee for any invoice under \$1000. Director Craig seconded the motion, and the motion passed unanimously.

### 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 Holmes 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 inquired about collection percentages. Director Brunswick moved to accept the Appraisal District's Tax Assessor's Report. Director Craig seconded the motion, and the motion passed unanimously.

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**FINANCIAL ADVISOR'S REPORT**

There was no Financial Advisor's Report presented at this time.

**BOOKKEEPER'S REPORT**

Ms. Kingston presented and reviewed the Bookkeeper's Report including checks for approval, a copy of which is attached as **Exhibit E**. The Board then reviewed the FYE 2025-2026 budget for the District, including a review of the prior fiscal year's budget. Director Craig then moved to approve the Bookkeeper's Report, the checks presented, excluding an incorrect bill related to lift station pumps, and the FYE 2025-2026 budget for the District, as presented. Director Brunswick seconded the motion, and the motion passed unanimously. Director Gallagher noted that the District's auditor provided her with an estimate of the cost for FYE 2025. The Board concurred in moving forward with their current auditor with the estimate as discussed.

**DIRECTORS' REPORTS**

Director Brunswick presented items related to critical equipment failures, planned equipment outages, and general operational metrics. Director Craig discussed the manhole survey efforts as it relates to the silt build up in the system. The particular concern he had was with manhole lid removal challenges and asked that H2O and Civil Grade work with the operations committee to find a solution to the issue. There was extensive discussion regarding the manhole concerns and related silting. Director Gallagher discussed updates with the City of Trinity; she noted that the discussions were still ongoing. Director Craig presented an update on the proposed new NAS for the office/administrative staff. He requested authorization of up to \$2,500 to procure and install a NAS if the cost was at an appropriate market rate. Director Craig made a motion to authorize \$2,500 for the procurement and installation of the NAS, as discussed. Director Holmes seconded the motion, which passed unanimously.

**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 July 21, 2025, at 9:30 a.m. at the District's 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 10:56 a.m. for consultation with attorney and cybersecurity/security.

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**RECONVENE IN OPEN SESSION**

The Board reconvened in Open Session at 11:38 a.m. The Board concurred in granting access authority to the new District's file system as discussed in executive session.

**ADJOURNMENT**

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

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Approved this 21st day of July, 2025.



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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