

## **WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT**

### **Minutes of Meeting of Board of Directors**

October 20, 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 (remotely) of EEPB; Bill Blitch of Blitch Associates, Inc. (“BAI”); Joshua Zientek and Frank Mitchell of Mitchell, Zientek & Scruggs, LLP (“MZSLLP”); Jacob Williams of H2O Innovation (“H2O”); Joseph Ellis, McCall Gibson Swedlund Barfoot PLLC (“Mcall Gibson”); Pam McKay of the District, and several 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**

Members of the public expressed concerns related to text alerts and customer communications.

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

The Board reviewed the minutes of the September 15, 2025, regular meeting and the October 1, 2025, special meeting. Director Craig moved to approve the minutes, as presented, and Director Brunswick seconded the motion. The motion passed unanimously.

#### **CONSIDER AND APPROVE DISTRICT AUDIT AND AUTHORIZE REQUIRED FILINGS**

Mr. Ellis presented a copy of the draft District Audit for the fiscal year ended June 30, 2025. Director Brunswick moved to approve the District Audit, subject to final revisions and inclusion of comments, and authorize required legal filings. Director Craig seconded said motion, which passed unanimously.

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#### FINANCIAL ADVISOR'S REPORT

Mr. Blitch provided an update regarding the Series 2025 Bonds. After lengthy discussion and a review of the differences between an open market issuance versus a TWDB related issuance, Director Brunswick moved to: 1) proceed with the TCEQ open market issuance only; 2) approve the preliminary official statement and notice of sale subject to review and comment; 3) and appoint a paying agent/registrar as per BAI recommendation. Director Craig seconded said motion, which passed unanimously. Mr. Blitch then discussed a closing schedule and the Board concurred with holding a special meeting on November 25, 2025, in the evening with an expected close date of December 30, 2025.

#### 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 Quality & Water Plant No. 1 Improvements; 3) WP1 improvement project bid update; 4) Lead and Copper Rule Revision; 5) 2025 TWDB CWSRF & DWSRF; 6) 2025 TCEQ Bond Application; 7) TCEQ Sanitary Sewer Overflow Plan; 8) Alternative Water Supply - City of Trinity/TRA; 9: Tour of Facilities. Based on the Board's decision in the Financial Advisor's Report, Mr. Rodriguez advised that he would notify the TWDB that the District is declining that option related to the Bonds. Next, there was extensive discussion related to installation of valves, which the Board concurred to defer and continue with the pressure testing which was previously approved. Next, the Board concurred that any interested in touring the facilities would coordinate with Mr. Rodriguez. Director Brunswick moved, and Director Craig seconded, to: 1) approve the report; 2) authorize Civil Grade to decline the bond option related to the TWDB. The motion passed unanimously. Director Brunswick then discussed making progress on the valve replacement project and recommended proceeding with replacing six (6) valves per quarter.

#### OPERATOR'S REPORT

Mr. Williams presented the Operator's Report, a copy of which is attached as Exhibit B. Mr. Williams reviewed the service calls for August. The Board reviewed the damages to be invoiced related to boring within the District included in the Operator's Report. The Board considered a TCEQ notice related to testing and Mr. Williams advised that it was due to a malfunctioning pump which was replaced. Director Gallagher explained that she is working with Mr. Rodriguez on an update to the District's Drought Contingency Plan ("DCP"). Next, there was an update on the use of drying beds with Mr. Williams clarifying use going forward. The Board expressed concerns related to H2O staffing, contract issues, and previously discussed implementation of a preventative maintenance plan. Director Brunswick moved to approve the Operator's Report and approve the repair of the aerator in the amount of \$21,114, as discussed, and Director Craig seconded the motion. The motion passed unanimously.

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#### 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. There was a review of several customer appeals. The first, from a customer who claimed a bill was not received was considered. Director Brunswick moved to deny the appeal which was seconded by Director Craig. The motion passed unanimously. Next, after a review of an appeal from a resident who asked for a credit due to flushing of their own lines, Director Craig moved to deny the appeal. Director Brunswick seconded the motion which passed unanimously. Next, an appeal in which a customer asked for credit due to H2O flushing at their home. After a review of the related work order, Director Brunswick moved to deny the credit, which was seconded by Director Gallagher. The motion failed with a vote of two-one-two (with Director Craig opposing and Directors Holmes and Stoddard abstaining). After further discussion, Director Brunswick moved to deny the appeal. Director Craig seconded the motion which passed unanimously. Lastly, two appeals were presented related to high water usage. A motion was made to average the monthly use and authorize Ms. McKay to approve the credit by director Brunswick with Director Craig seconding the motion. The motion passed unanimously. An appeal from Marina Village Resort was then considered related to purported billing errors. It was confirmed that there was a double bill issue and a read entry issue. A motion was made by Director Craig and seconded by Director Stoddard to issue two credits, one in the amount of \$7,889.25 and another in the amount of \$6794.71. The motion passed unanimously. Director Craig then presented a quote related to computer system upgrades in the amount of 4,362.03. Director Craig moved to approve the expenses and Director Holmes seconded the motion. The motion passed unanimously. Director Holmes then mentioned an incident in which a controlled substance was placed in the District's bill pay drop box. The Board explained the situation in more detail and advised that the incident was reported to local law enforcement authorities and would cooperate with all investigative and prosecutorial efforts on this incident and any others that may occur in the future. Director Brunswick moved to approve the Office Report. Director Craig seconded the motion, and the motion passed unanimously. Director Stoddard stepped out of the meeting during the Office Report and was not present for the vote. Director Gallagher advised that rates are being reviewed and that a rate order revision would be prepared and presented at a future board meeting.

#### 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 Brunswick moved to accept the Appraisal District's Tax Assessor's Report. Director Craig seconded the motion, and the motion passed unanimously. Director Gallagher noted that a delinquent tax collections update would be provided at the next board meeting.

#### BOOKKEEPER'S REPORT

Ms. Kingston presented and reviewed the Bookkeeper's Report including checks for

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approval, a copy of which is attached as Exhibit E. She discussed all the amounts in the bank, capital projects fund, total deposits, and the debt service fund. The Board also discussed a payment related to the District's insurance and the status of the bank transition. Director Brunswick moved to approve the Bookkeeper's Report and payment of the included invoices. Director Craig seconded the motion, and the motion passed unanimously.

### DIRECTORS' REPORTS

There was discussion related to the sale of the crane truck and another pickup truck. Director Stoddard advised that he would work to sell both vehicles and would place a listing in the local newspaper as was successful in the past. Director Brunswick advised that he would request reimbursement for mileage in the future for activities related to director duties and Mr. Zientek reminded the Board of the District's Ethics Policy and how it addresses such reimbursements. The Board concurred with proceeding with the sale and reimbursement process subject to review by the Board at subsequent meetings and in line with the District's Ethics Policy. Director Craig provided an update on the manhole project and explained concerns related to infiltration. Director Gallagher presented a draft mission statement and advised that corrections and comments could be provided. Lastly, there was extensive discussion related to potential benefits and detriments to directors coordinating with other local and state-level political entities. The Board concurred that no director should hold themselves out as speaking on behalf of the District or with decision making abilities but that relationship building could be beneficial.

### ATTORNEY'S REPORT

Mr. Zientek advised that an update on the Public Utilities Commission ("PUC") matters would be considered in closed, Executive Session. He also provided an update on the PIA request received from Marina Village.

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

The Board scheduled the next regular Board meeting on November 17, 2025, at 9:30 a.m. at the District's office.

### EXECUTIVE (CLOSED) 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 1:02 p.m. for consultation with attorney.

### RECONVENED IN OPEN SESSION

The Board reconvened in Open Session at 1:12 p.m. There were no action items

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ADJOURNMENT

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

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Approved this 17th day of November, 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