

WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT

Minutes of Meeting of Board of Directors

December 15, 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:

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

All of which were present, except Director Holmes, thus constituting a quorum.

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

There were no public comments presented at this time.

APPROVAL OF MINUTES OF PRIOR BOARD MEETING(S)

The Board reviewed the minutes of November 17, 2025, regular meeting and November 25, 2025, special meeting. Director Craig moved to approve the minutes, as amended, and Director Stoddard 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) Water Plant No. 1; 2) Lift Station Improvements (Phase 2); 3) Water Quality & Water Plant No. 1 Improvements; 4) Lead and Copper Rule Revision; 5) 2025 Bond Projects update; 6) TCEQ Sanitary Sewer Overflow Plan; 7) Alternative Water Supply – City of Trinity/TRA; 8) 2026 TWDB PIF; 9) Desilting of WWTP. Mr. Rodriguez noted that there have been several changes to his firm with addition of personnel and his expectation of enhanced services. He noted that the contractor is executing contracts and bonds on the WP #1 project with an estimated notice to proceed in January. The TWDB Engineering Feasibility Report has been completed and approved by TWDB and construction plans have been submitted for

WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT

Minutes of Meeting of Board of Directors

December 15, 2025

approval. He said bids have been requested for the replacement of the media at WP #1 and he has only received interest from one bidder so far. He anticipated having more bids ready for January meeting but would like authorization for the construction committee to review the bids and pick one before the meeting if necessary. The lead and copper project is still progressing and is expected to be completed by end of 2026. He then presented an update on the plan to mitigate sewer manhole overflows as the first update to TCEQ is due soon. There was then extensive discussion related to the proposed water supply agreement with the City of Trinity. The board concurred not to spend any additional money on the proposed water supply line until a contract is finalized except paying the pressure testing invoices. Mr. Rodriguez then noted that the deadline to submit the TWDB Project Information Form is March 1st and explained the costs involved with preparing the form. Finally, he noted the aeration basin needed to be desilted. He asked for permission to begin coordinating with the construction committee to prepare a bid package. Director Brunswick moved, and Director Craig seconded, to: 1) approve the report; 2) authorize the construction committee to make a decision on picking a bid for WP No. 1 media replacement; 3) approve invoice for \$3,225 to Geo Hagan for pressure testing; engineer to prepare and submit TWBD PIF not to exceed \$5,000; and 4) authorize engineer and construction committee to put together the bid package for desilting project not to exceed \$5,000. The motion passed unanimously.

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 and gave an update on the repairs and maintenance. Director Brunswick expressed some concerns about the way a particular repair item was being completed and Mr. Williams noted that he will look into it. There was then additional discussion related to the lift station repairs and Mr. Williams noted some legal concerns. After such discussion, the board concurred with Mr. Rodriguez that the construction committee should make the determination if H2O is willing and/or able to complete the work and if not look for a separate contractor to complete that limited scope project. Director Gallagher discussed some TCEQ reporting and noted that it has been completed timely. Director Brunswick noted that he asked the operator to start taking monthly samples. There was discussion about and acknowledgement that the winterization measures had been completed. Director Brunswick then noted there was some vegetation that needed to be removed around the plant and presented some quotes. After discussion, Director Craig moved to approve the Operator's Report and approve the quote from Westwood Lawn for \$16,900 to remove the vegetation. Director Brunswick seconded the motion, which passed unanimously.

OFFICE REPORT

Ms. McKay presented the Office Report, a copy of which is attached as Exhibit C. There was some discussion about ideas to get the public to engage more participation with the leak monitoring software. Director Gallagher then presented an analysis of the District's rates and some suggested rate order amendments. It was decided that the Board would hold off on approving rate order amendments at this time. Director Brunswick moved to approve the Office Report, as presented. Director Craig seconded said motion, which passed unanimously.

WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT

Minutes of Meeting of Board of Directors

December 15, 2025

APPRAISAL DISTRICT'S TAX ASSESSOR'S REPORT

The Board reviewed the Appraisal District's Tax Assessor's Report presented by Director Gallagher, including the Delinquent Tax Collections Report, a copy of which is attached as Exhibit D. It was noted that the District should begin receiving tax revenues in January. Director Criag moved to accept the Appraisal District's Tax Assessor's Report and the Delinquent Tax Collections Report. Director Brunswick seconded the motion, and the motion passed unanimously.

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. She discussed all the amounts in the bank, capital projects fund, total deposits, and the debt service fund noting no unusual expenses. The buyer for the District vehicle backed out of the transaction. The board then discussed the Resolution Evidencing Annual Review of Investment Policy and Qualified Broker's List. Director Craig moved to approve the Bookkeeper's Report and payment of the invoices included and adoption of the resolution. Director Brunswick seconded the motion, which passed unanimously.

FINANCIAL ADVISOR'S REPORT

Mr. Blitch provided an update regarding the Series 2025 Unlimited Tax Bonds. He noted that he will be working on the IRS Form 8038G for the previously issued bonds and presented a final report on the upcoming closing for the 2025 bonds. Director Brunswick made a motion to accept the report and authorize final closing of the bonds. The motion was seconded by Director Craig and passed unanimously.

DIRECTORS' REPORTS

Director Brunswick provided some thoughts about the contracting process and expressed a desire to come up with some District policy and procedures that may make the process more streamlined. There was additional discussion about the communication process and how contracts are reviewed and approved and ways to possibly improve that process. There was then some discussion about the cost/benefit of the My360 monitoring and whether or not the public is utilizing it enough. Director Craig then mentioned that the District should explore the option of allowing the operator personnel to use the house owned by the District as an on-site office for operations. There was no action taken at this time.

ATTORNEY'S REPORT

Mr. Scruggs advised no updates on the Public Utilities Commission ("PUC") matters at this meeting. He then noted that there was nothing additional of a legal nature to be discussed at this time.

WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT
Minutes of Meeting of Board of Directors
December 15, 2025

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

The Board scheduled the next regular Board meeting on January 19, 2026, 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 did not enter Executive Session.

RECONVENED IN OPEN SESSION

The Board did not enter into Executive Session.

ADJOURNMENT

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

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WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT
Minutes of Meeting of Board of Directors
December 15, 2025

Approved this 19th day of January, 2026.



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