

WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT

Minutes of Meeting of Board of Directors

July 21, 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 and Kevin Berry (both remote) of EEPB; Bill Blitch (remote) of Blitch Associates, Inc. (“BAI”); Joshua Zientek and Frank Mitchell 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

Mr. Herndon asked about the back billing for damages caused by the cable boring company. A brief update was provided on billing and the status of boring and repairs.

APPROVAL OF MINUTES OF PRIOR BOARD MEETING(S)

The Board reviewed the minutes of June 16, 2025, regular meeting. Director Brunswick moved to approve the minutes, as revised by Director Gallagher, 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 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 sent out a recommendation for

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an award letter on water valve replacement project. After some discussion of the bids Mr. Rodriguez proceeded with the Engineer's Report. There was some discussion about the meeting with the City of Trinity regarding the potential water supply agreement. Director Brunswick moved to award the bid for phase 1 water valve project to H2O, subject to review of contract and bonds by MZSLLP, and to authorize Mr. Rodriguez to move forward on the testing of the line once a draft contract is received from the City of Trinity. Director Craig seconded the motion. The Board will be approving this project with the idea that funding will be reimbursed by the pending bond issue. The motion passed unanimously.

OPERATOR'S REPORT

Mr. Williams presented the Operator's Report, a copy of which is attached as Exhibit B. There were no violations to report. There was some discussion about water accountability. Director Stoddard mentioned that there are some valves that have been leaking for some time. There was a lot of discussion about the fiber optics boring contractor damaging District infrastructure and facilities and potential liability. There was some discussion about a billing line item for the lift station repair and Mr. Williams agreed to a credit for a call out charge. Director Brunswick moved to approve the Operator's Report and Director Craig seconded the motion. The motion passed unanimously. Mr. Williams presented a quote for repairs at lift station #10. Mr. Brunswick moved to approve the bid from Elite. Director Craig seconded the motion, which 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. There were 61 service orders. She then presented appeals made by customers. The Board concurred with the 24-month payment plan on a leak appeal and Director Brunswick moved to approve a waiver for the late fee and Director Craig seconded the motion. The motion failed 2-3 with Directors Stoddard, Gallagher, and Holmes opposing. Director Holmes moved to approve the Office Report and the cutoffs. Director Stoddard 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 Craig moved to accept the Appraisal District's Tax Assessor's Report. Director Brunswick seconded the motion, and the motion passed unanimously.

FINANCIAL ADVISOR'S REPORT

Mr. Blich gave update on the status of the bonds. He noted that he will present a preliminary official statement for review at the next meeting and that there will be discussion related to setting

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the District's tax rates.

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**. There were no unusual items to report. There was a review of many specific invoices. The Board concurred with pulling the CUSI check for \$3,752.00 and Pitney Bowes for \$908.25 pending further review of invoices. Director Brunswick moved to approve the Bookkeeper's Report. Director Craig seconded the motion, and the motion passed unanimously.

DIRECTORS' REPORTS

Director Craig gave update on the internal computer structure and noted it is ready to be used. Director Brunswick presented an issue about an access road and the alleged damage to the road by the District. The issue is still being looked into with the Westwood Shores Property Owners Association ("WSPOA"). Director Stoddard gave an update on selling two of the trucks owned by the District. He noted that he would like to withdraw from being responsible for selling the trucks and that the Construction and Operations Committee should be responsible. Director Stoddard also gave an update on the WSPOA 4th of July event and noted that it went well.

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 August 18, 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 12:10 p.m. for consultation with attorney and employment.

RECONVENE IN OPEN SESSION

The Board reconvened in Open Session at 1:20 p.m. Director Brunswick moved to give a 3% pay increase to current employees and Director Craig seconded the motion. The motion passed unanimously.

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ADJOURNMENT

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

Approved this 18th day of August 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