

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

March 16, 2026

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 physically 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 Frank Mitchell of Mitchell, Zientek & Scruggs, LLP (“MZS”); Pam McKay of the District; and Robin Secrest and JQ Baker of H2O Innovation (“H2O”) and several members of the public.

**CALL THE MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**

Director Gallagher called the meeting to order, and Director Holmes led a recitation of the Pledge of Allegiance.

**PUBLIC COMMENTS**

Ms. Keel addressed and thanked the Board for the quality of water being delivered.

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

The Board reviewed the minutes of February 17, 2026, regular meeting. Director Craig moved to approve the minutes, as amended, and Director Brunswick seconded the motion which 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) Lead and Copper Rule Revision; 2) Water Plant No. 1; 3) Lift Station Improvements (Phase 2); 4) Water Quality & Water Plant No. 1 Improvements; 5) Alternative Water Supply – City of Trinity/TRA; 6) 2025 Bond Fond; 7) 2026 TWDB PIF; 8) Desilting of the Wastewater Treatment Plant; 9) Project schedule update. Director Craig moved to approve 1) Engineer’s Report; 2) the payment of invoice #19268 for \$66,612; 3) authorize Director Gallagher and Director Holmes to review the additional invoices related FEMA reimbursement(s), 4) and authorize EEPB to transfer the funds from the construction account to

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

the operating account to pay up to \$220,000, subject to final review by MZS. Director Brunswick seconded the motion and the motion passed unanimously.

**OPERATOR'S REPORT**

Ms. Secrest presented the Operator's Report, a copy of which is attached as **Exhibit B**. Director Gallagher asked about the outages from the fiber optics installation. Director Brunswick said that they should be finished and have returned their meter. Mr. Zientek noted that he will have some updates in the executive session related to reimbursement claims. Ms. Secrest then presented a quote from Elite Pumps for \$19,670.25. After some discussion about the alternatives the Board agreed to approve the estimate but not to proceed with the purchase until Mr. Rodriguez can review the alternatives. Director Craig asked to schedule a meeting with H2O to discuss the OSHA report. Director Craig moved to accept the Operator's Report. Director Brunswick 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**. Director Gallagher gave an update on proposed rate order amendments but recommended not making any adjustments to water or sewer rates for in-district customers until there is additional resolution on the items to be completed with the PUC, The City of Trinity, and other repair issues. She discussed some of the sections related to the deposits and she recommended taking out the temporary service language and asked the Board to consider the deposit amount for builders. Lastly, there was discussion about the returned checks and the notice of appeal section. Director Craig moved to approve the Office Report. Director Brunswick seconded the motion which passed unanimously.

**APPRAISAL DISTRICT'S TAX ASSESSOR'S REPORT**

The Board considered the Appraisal District's Tax Assessor's Report including 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 including the Delinquent Tax Collections Report. Director Craig seconded the motion and the motion passed unanimously.

**BOOKKEEPER'S REPORT**

Ms. Kingston presented the Bookkeeper's Report including checks for approval, a copy of which is attached as **Exhibit E**. She noted the two adjustments to the Bookkeeper's Report in the customer receipts and gave the updated numbers and said she will re-issue the report. Director Stoddard provided an update regarding title concerns and the sale of District-owned vehicles. Director Brunswick moved to approve the Bookkeeper's Report and payment of checks therein. Director Holmes seconded the motion and the motion passed unanimously.

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

**DIRECTORS' REPORTS**

Director Brunswick updated the Board noted a concern related to management of invoices and said that he would like to restructure the accounting practices for such situations. EEPB agreed to work with Director Brunswick on this matter. He also noted that he has been tracking unpaid water production and has put together a report which resulted in additional discussion related to tracking of water accountability. Director Craig recommended that additional attention be given to customer communication matters, outages, and upcoming repairs and maintenance.

**ATTORNEY'S REPORT**

Mr. Zientek presented the District's Ethics Policy for annual review. There were no recommended changes at this time.

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

The Board scheduled the next regular Board meeting on April 20, 2026, at 9:30 a.m.

**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 11:39 a.m. for consultation with attorney.

**RECONVENED IN OPEN SESSION**

The Board reconvened in Open Session at 12:08 p.m. The Board concurred that there would be no follow-up at this time related to the OSHA report with H2O.

**ADJOURNMENT**

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

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

Approved on April 20, 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