

## WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT

### Minutes of Meeting of Board of Directors

September 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:

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 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. Mr. Karns provided an update on pressure washing within the District. A resident presented some OSHA related information he felt pertinent to the District and made related recommendations.

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

The Board reviewed the minutes of August 18, 2025, regular meeting and the September 2, 2025, special meeting. Director Holmes moved to approve the minutes, as presented, and Director Craig seconded the motion. The motion passed unanimously.

#### **FINANCIAL ADVISOR’S REPORT**

Mr. Blitch first reiterated the tax rate recommendation presented at the last meeting. The Board then opened the 2025 tax rate public hearing. The hearing was then closed. After brief discussion, Director Brunswick moved to adopt a total tax rate of \$0.6801 composed of \$0.3850 per \$100 of assessed valuation for the purpose of providing interest and principal payments on the District’s debt and \$0.2951 per \$100 of assessed valuation for the purposed of providing funds for the payment of operation, maintenance, and administrative expenses of the District and adopt an order evidencing the same, including approving the amended district information form and

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corresponding notice to purchaser. Director Craig seconded said motion, which passed unanimously.

Mr. Blitch then 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 Holmes moved to approve the preliminary official statement and notice of sale subject to review and appoint a paying agent/registrar as per BAI recommendation. Director Craig seconded said 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) Water Valve Replacement (Phase 1); 2) Lift Station Improvements (Phase 2); 3) Water Quality & Water Plant No. 1 Improvements; 4) WP1 improvement project with TWDB consideration; 5) Lead and Copper Rule Revision - Lead Service Line Replacement Project: Phase 1; 6) 2025 Funding (PIF and Bond); 7) 2025 Funding (TWDB PIF and TCEQ Bond Application); 8) TCEQ Sanitary Sewer Overflow Plan; and 9) Alternative Water Supply - City of Trinity / TRA. There were no requested action items.

There was discussion related to preventative maintenance and the necessity to maintain/repair District equipment, including the scheduling of the Water Valve Replacement project (Phase 1). Director Stoddard moved to approve the Engineer's Report and Director Craig seconded the motion. 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. The Board reviewed the damages to be invoiced related to boring within the District included in the Operator's Report. The Board reviewed the ongoing paddlewheel repairs and related concerns. There was extensive discussion related to preventative maintenance and Mr. Williams agreed to prepare and provide a preventative maintenance schedule by the end of the month. Additionally, the Board requested that a preventative maintenance update be added to the monthly Operator's Report. Director Holmes moved to approve the Operator's Report and authorize signature of SEP Revised Proposed Agreed Order Docket No. 2022-0281-MWD-E and Director Craig seconded the motion. 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. There was discussion regarding the construction water usage for August of 2025 by South Texas Fiber Utility, LLC. Director Gallagher discussed the possibility of rate order

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amendments. 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.

#### 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.

#### 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.** Director Stoddard reentered the meeting during the Bookkeeper's Report. She discussed all the amounts in the bank, capital projects fund, total deposits, and the debt service fund. There were no unusual items to report. The Board concurred in deferring action on the sale of one of the District's vehicle(s). After Mr. Zientek noted that the fair market value of certain District property to be disposed was below the amount requiring a formal order for sale Director Craig moved to approve the Bookkeeper's Report, the sale of the golf cart for \$250, and the disposal of various furniture pieces owned by the District. Director Holmes seconded the motion, and the motion passed unanimously. Director Brunswick moved to allow for the approval and disbursement of checks within the spending limits (not to exceed \$10,000) of the operations and construction committee between meetings **during emergency situations**. Director Craig seconded said motion, which passed unanimously.

#### DIRECTORS' REPORTS

The Board considered how they would circulate meeting information and reports related to the new electronic document structure. Director Gallagher provided a brief update related to alternative water source options, primarily as it relates to the City of Trinity.

#### ATTORNEY'S REPORT

Director Gallagher provided an update on the Public Utilities Commission ("PUC") Docket No. 54713 matter. Mr. Zientek noted that all of the remaining 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 September 15, 2025, at 9:30 a.m. at the District's office.

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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 11:37 a.m. for consultation with attorney.

RECONVENED IN OPEN SESSION

The Board reconvened in Open Session at 11:54 a.m. Director Gallagher motioned to approve the retention bonuses for the District's employees. Director Brunswick seconded said motion, which passed unanimously.

ADJOURNMENT

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

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Approved this 20th day of October, 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