

## WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT

### Minutes of Meeting of Board of Directors

April 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”); Kevin Berry of EEPB; Joshua Zientek and Frank Mitchell of Mitchell, Zientek & Scruggs, LLP (“MZSLLP”); Bill Blich of Blich Associates, Inc. (“BAI”); Robin Secrest of H2O Innovation (“H2O”); and Pam McKay of the District.

#### **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. Karnes asked about clearing a six-foot path around the facilities. The Board asked that he consider the project and present a proposal at a future board meeting, if needed.

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

The Board reviewed the minutes of the March 17, 2025, regular meeting and April 2, 2025, special meeting. After a review of minor revisions provided by Directors Gallagher and Brunswick, Director Stoddard moved to approve both sets of minutes, as revised, 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) Water plant No. 1 Ground Storage Tank Recoating; 2) Water Plant No. 2 – Water Supply Line; 3) Lift Station Improvements (Phase 2); 4) Water Valve Repairs (priority list only); 5) Lead and Copper Rule Revision; 6) Water Quality & Water Plant No. 1 Improvements; 7) 2025 Funding (PIF and Bond); 8) 2025 TCEQ Bond Application; 9) TCEQ Sanitary Sewer Overflow Plan; 10) Update of PFAS requirements; 11) SCADA System Repair and Improvements; 12) Emergency Preparedness Plan and Drought

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Contingency Plan. Director Stoddard moved to approve: 1) the Engineer's Report; 2) approve a lump sum contract for engineering to prepare plans and specifications for the GST to comply with TWDB requirements for project financing not to exceed \$15,000; 3) authorize Civil Grade to prepare plans and specifications, at a cost not to exceed \$20,000, for priority valve repairs and replacements; and 4) approve the resolution authorizing submission of the Bond Application Report to the TCEQ and payment of the TCEQ filing fee. The motion was seconded by Director Brunswick and passed unanimously.

### OPERATOR'S REPORT

Ms. Secrest presented the Operator's Report, a copy of which is attached as Exhibit B, and gave an update on the number of connections, the call analytics that occurred, normal operations throughout the month, and accountability, and fire hydrant repair(s). Director Gallagher noted that the District tests for E. coli monthly and the results have been within allowable limits. There was a quote presented for well cleaning and pump motor replacement at well #1. After much discussion, Director Stoddard moved to accept the proposal with the exception of item #8. Director Craig seconded the motion. The motion passed four to one (4-1) with Director Brunswick opposed. Ms. Secrest advised that there was past water accountability report filed by Precision that showed no water loss. Director Craig discussed his thoughts on the manhole inspections that H2O was asked to complete. Mr. Rodriguez noted that there was bond money authorized to hire a third-party contractor to do this work. Director Stoddard moved to approve the Operator's Report and approve notice of intent to reimburse out of future bond funds improvements related to the filter backwash drain line at an estimate of \$15,000 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. Director Craig noted that the office clean-up is still underway with several boxes that need to be sent to storage. He also gave an update on IT wiring for the office. Director Craig moved to adopt the resolution updating the records retention policy, subject to final review by MZSLLP. Director Holmes seconded the motion, and the motion passed unanimously. Director Holmes moved to authorize the destruction of the old records per policy after review by MZSLLP. Director Craig seconded the motion, and the motion passed unanimously.

### APPRAISAL DISTRICT'S TAX ASSESSOR'S REPORT

The Board reviewed the Appraisal District's Tax Assessor's Report, which includes the Delinquent Tax Collections Report and an update from the District's delinquent tax attorney, a copy of which is attached as Exhibit D. Director Gallagher noted that the preliminary values have been received and are \$195 million and \$178,500 taxable. Director Stoddard moved to accept the Appraisal District's Tax Assessor's Report, adopt a Resolution Authorizing Additional Penalty on

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Delinquent Real Property Taxes, and accept the preliminary values, as presented. Director Craig seconded the motion, and the motion passed unanimously.

#### FINANCIAL ADVISOR'S REPORT

Mr. Blitch presented the Financial Advisor's Report and gave an update on the bond application report. He noted that there is a backlog at the TCEQ causing additional delays.

#### BOOKKEEPER'S REPORT

Mr. Berry presented and reviewed the Bookkeeper's Report including checks for approval, a copy of which is attached as Exhibit E. Director Stoddard stated that he had received a call from First State Bank regarding a bank card and that it was cancelled. After a detailed review of invoices presented, Director Craig moved to approve the Bookkeeper's Report. Director Stoddard seconded the motion, and the motion passed unanimously. Director Brunswick provided details related to selling District-owned property including the offers made for purchase. Director Stoddard moved to adopt the order declaring property as surplus and approve at private sale to the highest bidder(s) the following District-owned property: 1) the Kubota Tractor; 2) Goose Neck Trailer; and 3) Small Utility Trailer. The motion was seconded by Director Craig and passed unanimously.

#### DIRECTORS' REPORTS

There were no further updates at this time.

#### ATTORNEY'S REPORT

Mr. Zientek noted that he had two items for executive session for consultation with attorney and real estate negotiations.

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

The Board scheduled the next regular Board meeting on May 19, 2025, at 9:30 a.m.

#### EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTION 551.071, ET. SEQ.

The Board entered Executive Session pursuant to Texas Government Code Sections 551.071 and 551.072 at 12:02 p.m. for consultation with attorney and real estate exception.

#### RECONVENED IN OPEN SESSION

The Board reconvened in Open Session at 12:56 a.m. Director Brunswick moved to send notice of potential claims to the insurance regarding a customer appeal. Director Holmes seconded

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the motion, and the motion passed unanimously.

**ADJOURNMENT**

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

Approved this May 19, 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