

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

March 6, 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”); Joshua Zientek (remote) of Mitchell, Zientek & Scruggs, LLP (“MZSLLP”); Jacob Williams of H2O Innovation (“H2O”); and 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 was a brief comment related to a recent power outage.

ENGINEER’S REPORT

Mr. Rodriguez explained that the Texas Commission on Environmental Quality (“TCEQ”) will be re-enrolling the District into a Sanitary Sewer Overflow Initiative (“SSOI”) which will help mitigate TCEQ concerns in the future related to sanitary sewer overflow matters. He further explained the process by which the SSOI will be implemented including preparing and submitting an action plan. After this explanation and a review of potential causes of lift station matters that may arise, Director Stoddard moved, and Director Holmes seconded, to authorize Civil Grade to prepare the SSOI action plan upon receipt of further correspondence from the TCEQ on an hourly basis at a cost not to exceed \$10,000. The motion passed unanimously.

OPERATOR’S REPORT

Mr. Williams provided an update on a water main which was damaged by a contractor for Entergy which was conducting directional drilling. Mr. Williams advised that it was repaired at a minimal expense of approximately \$500-\$600. After further discussion, the Board concurred that the Operations and Engineering Committee would work with H2O to prepare appropriate signage related

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to contractors completing work within the District to avoid further damage.

OFFICE REPORT

Director Craig asked that Civil Grade prepare some information related to sewer plant overflow during a recent rain event. Mr. Rodriguez gave a brief update and advised that more information will be available at a future meeting including recommendations to prevent future overflow.

Director Craig then outlined, should the District desire to off-site document storage, how it could do so with Iron Mountain and presented an annual agreement for consideration. Next, he explained his recommendations for physical records management, including additional storage and fire-proof filing cabinet utilization. After this explanation, he continued with recommendations related to storage of physical IT items, including SCADA systems and servers. There was extensive discussion related to implementation of the proposed records management options, potential concerns related to record location and Public Information Act requests, and time associated with cataloging the existing records.

After this discussion, Director Brunswick moved, and Director Holmes seconded to approve the contract with Iron Mountain, subject to inclusion of the required “No-Boycott” provisions as required by the Texas Government Code. The motion passed 4-0-1 with Director Stoddard abstaining. Director Brunswick moved to approve and proceed phases 1 through 3 with a budget not to exceed \$11,000, and finalize phase 4. The motion was seconded by Director Stoddard and passed unanimously.

ATTORNEY’S REPORT

Director Gallagher noted that the update on the Public Utilities Commission case would 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 March 17, 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 at 10:45 a.m. for consultation with the attorney.

RECONVENE IN OPEN SESSION

The Board reconvened in Open Session at 11:34 a.m. No action was taken.

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ADJOURNMENT

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

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Approved this March 17, 2025.



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UTILITY DISTRICT

/s/Bryan Holmes
Secretary, Board of Directors