



Westwood Shores M.U.D.

NOTICE OF BOARD MEETING

Notice is hereby given to all interested members of the public that the Board of Directors ("Board") of the above captioned District will hold a meeting, open to the public, at **Westwood Shores MUD Office, 75 Cottonwood Road, Trinity, Texas 75862, July 15, 2024, at 9:30 a.m.** to consider and authorize any action related to the following:

- 1) **Call the Meeting to Order and Pledge of Allegiance;**
- 2) **Public Comments (the Board imposes a three-minute speaking limit for each member of the public wishing to address the Board; public comments will be closed after this item);**
- 3) **Approve Minutes of prior board meeting(s);**
- 4) **Engineer's Report, including:**
 - a. Authorize design, advertisement, or award of bids/contracts for construction of facilities;
 - b. Status of construction and approval of pay estimates/change orders;
 - i. Lift Stations Rehabilitation Project;
 - ii. Updates on Sewer Line repairs;
 - c. Update regarding Engineering projects and authorize related actions;
 - d. Bond Application Report and previous expenditures to be reimbursed;
- 5) **Operator's Report including:**
 - a. Consider Proceed with Authorization to Build Requests;
 - b. Inspection, Repair, and Maintenance of District facilities and vehicles, including:
 - i. Update on service calls, proposals for repairs, maintenance, winterization, pump rentals, previous repairs and repairs in progress;
 - ii. Update on 90-day assessment, valve, and sewer study;
 - iii. Trinity Rural Water Supply Corp. rate change(s), metering, and reset schedule;
 - iv. Out-of-District connection requests;
 - v. Equipment inventory, related purchase, and culvert/jet truck request;
 - vi. Recent storm/rain event, customer communications, submission of request to Trinity County/County Water Advisory Group, and FEMA reimbursement options;
 - vii. Environmental Protection Agency requirements related to water treatment;
 - c. Update on monthly reports, including flushing costs, accountability calculations, TCEQ Violations/Notices, including public notices, and Proposed Order(s);
- 6) **Office Report, including:**
 - a. Delinquent accounts, including termination, collections, and/or uncollectible roll;
 - b. Review and approve amendments to District Rate Order and related forms;

- i. Update on a rate study consultant;
- c. Appeals of charges, requested adjustments to bills, payment plans, customer insurance payment, and update on previously consider customer appeal(s)/repair request(s);
- d. Service Orders, status of Tap Fees, and updates to tap fee application;
- e. Office IT matters including purchase of office IT equipment, upgrades, vendor contracts, security improvements, and customer notifications/communications;
- f. Website Updates, including update website service provider agreement;
- g. Update on Neptune/CUSI software;
- h. Service Request, Customer Application, and termination request review, Office Personnel Policies, and related amendments;

7) Appraisal District's Tax Assessor's Report, including:

- a. Delinquent Tax Collections Update, including status of delinquent taxes, collection/uncollectible accounts, termination of water service, foreclosure proceedings, installment agreements, and proofs of claim(s);
- b. Update from Delinquent Tax Attorney, including penalties for non-payment;

8) Bookkeeper's Report, including:

- a. Payment of Invoices;
- b. Update on District Investment Accounts, including:
 - i. Amend Budget, if necessary;
 - ii. Update on District Accounts and Investments;
- c. Update on status of District Surplus Property and adopt Order(s) Declaring Surplus Property, and authorize disposal of same;

9) Directors' Reports, including:

- a. Director-Consultant committee and liaison updates, including:
 - i. Construction and Operations Committee updates;
 - ii. Update on Records Retention and Management;
 - iii. Vendor agreements and review of terms, including landscaping agreement;
 - iv. Alternative water sources/agreements and updates from the city of Trinity;
 - v. Trinity Volunteer Fire Department, Insurance, and related forms;
 - vi. Update on WSPOA 4th of July Event and District contribution(s);
- b. Update on District goals, including:
 - i. Annual District Schedule;
 - ii. Funding options; and
 - iii. Public outreach;

10) Attorney's Report, including:

- a. Update on Public Utilities Commission Docket No. 54713;
- b. Update on Marina Village repairs and related agreements;
- c. Public Information Act requests by residents;
- d. 2024 Directors Election (**Filing Dates: July 20, 2024-Aug 19, 2024**), see supplemental agenda;

11) Discuss pending business and matters for future agendas, including scheduling of next meeting date(s), including community outreach related to bond authorization election.

- 12) Executive Session pursuant to Texas Government Code, Section 551.071, (et. seq.);
- 13) Reconvene in open session and authorize any action resulting from executive session;



WESTWOOD SHORES MUNICIPAL
UTILITY DISTRICT

/s/ Joshua Zientek
Attorney for the District

Persons with disabilities who require auxiliary aids or services at the meeting are asked to contact the District at 281-719-1990, at least three (3) business days prior to the meetings so that appropriate arrangements can be made.

**The District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with attorney), Section 551.072 (Deliberations about Real Property), Section 551.073 (Deliberations about Gifts and Donations), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices), Section 551.087 (Economic Development), and other matters as allowed by law.*

SUPPLEMENTAL AGENDA

Notice is hereby given to all interested members of the public that the Board of Directors ("Board") of the above captioned District will hold a meeting, open to the public at **100 Westwood Drive East, Trinity, Texas 75862**. The meeting will be held on **Monday, July 15, 2024, at 9:30 a.m.**, to consider and authorize any action related to the following:

1. Adopt Resolution Designating an Agent of the Secretary of the Board of Directors During the 2024 Directors Election;
2. Consider use of electronic voting system and authorize notice of exemption, if applicable;
3. Set pay for election officials;
4. Adopt Order Calling Directors Election;
5. Authorize Notice of Election and Writ of Election;
6. Authorize posting of early voting and election day roster.
7. Authorize consultants to complete any necessary steps to complete Directors Election.

**DISTRITO DE UTILIDADES PÚBLICOS MUNICIPALES DE
WESTWOOD SHORES,
CONDADO DE TRINITY, TEXAS
AVISO DE ASAMBLEA PÚBLICA
AGENDA SUPLEMENTARIA**

Por la presente se notifica a todos los miembros interesados del público que la Junta de Directores ("Junta") del Distrito mencionado anteriormente celebrará una reunión especial abierta al público en **100 Westwood Drive East, Trinity, Texas 75862**. La reunión se realizará el lunes 15 de julio de 2024, a las 9:30 a.m., para discutir y, en su caso, actuar sobre lo siguiente:

1. Adoptar una Resolución para Designar un Agente del Secretario de la Junta Directiva para el Período de las Elecciones de Directores de 2024;
2. Condiderar el uso de un Sistema de votación electrónico y autorizar el aviso de exención;
3. Establecer el pago de los funcionarios electorales;
4. Adoptar una Orden para Convocar Elecciones de Directores;
5. Autorizar el Aviso de Elección y mandato de elección; y
6. Autorizar la publicación de la lista de votación anticipada y del día de elección.
7. Autorizar a los consultores para completar los pasos necesarios para completar la Elección de Directores.



**WESTWOOD SHORES MUNICIPAL
UTILITY DISTRICT**

/s/ Joshua Zientek
Attorney for the District