

## WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT

### Minutes of Meeting of Board of Directors

November 17, 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 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; Patrick McArthur of Perdue Brandon Fielder Collins & Mott LLP (“Perdue Brandon”); 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.

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

The Board reviewed the minutes of the October 10, 2025, regular meeting. Director Craig moved to approve the minutes, as amended, and Director Brunswick seconded the motion. The motion passed unanimously.

#### **FINANCIAL ADVISOR’S REPORT**

Mr. Blitch provided an update regarding the Series 2025 Unlimited Tax Bonds. He discussed the schedule of the Series 2025 Unlimited Tax Bonds, including the sale meeting at the special meeting scheduled for November 25<sup>th</sup> at 3:00 p.m.

#### **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) Lift Station Improvements (Phase 2);

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2) Water Quality & Water Plant No. 1 Improvements; 3) WP1 improvement project bid update; 4) Lead and Copper Rule Revision; 5) 2025 TWDB CWSRF & DWSRF; 6) 2025 TCEQ Bond Application; 7) TCEQ Sanitary Sewer Overflow Plan; 8) Alternative Water Supply – City of Trinity/TRA; 9) Tour of Facilities. Mr. Rodriguez discussed the bids that were received for the Water Plant No. 1 – Improvements. He noted that the low bid was \$242,469 and he recommended award to the contractor who submitted such bid, McDonald Municipal and Industrial. The Board had a number of questions related to the project scope, specifically as it relates to possible other water sources. Mr. Rodriguez discussed the funding of the project, noting that approximately half would be funded by TWDB funds in escrow and the other half from the Series 2025 Unlimited Tax Bonds. He also discussed how the remainder of the Series 2025 Unlimited Tax Bonds would be used. Director Craig moved, and Director Holmes seconded, to: 1) approve the report; 2) award contract to McDonald Municipal & Industrial in the amount of \$242,469 for the Water Plant No. 1 Improvement projects subject to MZS review of bonds and insurance. 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 discussed water accountability and ways to account for water loss and flushing better as well. The Board then discussed the backbill charges related to Gulf Coast Fiber. Lastly, there was discussion regarding the ongoing cost of the pump rental for lift station no. 2 due to unresponsiveness from TML appointed insurance counsel. It was noted that it had been many weeks since a response. Director Brunswick moved to approve the Operator's Report 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. Director Brunswick moved to approve the Office Report, as presented. Director Craig seconded said motion, which passed unanimously. Director Gallagher provided an update related to the District's Rate Order and the ongoing PUC hearings. Director Craig provided an update related to ongoing IT equipment upgrades and discussed the timeline related to the same.

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

The Board reviewed the Appraisal District's Tax Assessor's Report, including the Delinquent Tax Collections Report, a copy of which is attached as Exhibit D, which was presented by Mr. McArthur. He provided an update regarding the status of delinquent tax collections within the District. Director Criag moved to accept the Appraisal District's Tax Assessor's Report and the Delinquent Tax Collections Report. Director Brunswick seconded the motion, and the motion passed unanimously.

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#### 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. She discussed all the amounts in the bank, capital projects fund, total deposits, and the debt service fund. Director Brunswick moved to approve the Bookkeeper's Report and payment of the included invoices. Director Craig seconded the motion, and the motion passed unanimously.

#### DIRECTORS' REPORTS

Director Brunswick provided a brief update from the operations and construction committee. Director Craig discussed the lift station manholes and requested that the Board authorize an additional not to exceed budget of \$10,000 related to inspection of the lift station manholes. There was extensive discussion regarding the scope of the project, the expected benefits, and whether the project should be done at a larger scale instead as proposed in the use of Series 2025 Unlimited Tax Bonds. The Board deferred action on the item for the time being. Director Stoddard provided an update on the sale of additional District surplus property, specifically the Silverado 2500, noting that an offer of \$35,000, was provided. After discussion, Director Holmes moved to approve the sale of the Silverado 2500, as discussed, and adopt the related order for disposal of surplus property. Director Craig seconded said motion, which passed unanimously. The Board then discussed a necessary repair at the District's Administrative Building related to a plumbing issue, noting that addressing that issue fell within the scope of the operations and construction committee. Director Gallagher explained that the City of Trinity had sent a draft of a water agreement just prior to the meeting, so it would be discussed further at a future meeting.

#### ATTORNEY'S REPORT

Mr. Zientek advised that an update on the Public Utilities Commission ("PUC") matters would be considered in closed, Executive Session. He also provided an update on the PIA request received from Marina Village. He requested that the Board authorize MZS to make the eminent domain filing with the Texas Comptroller. Director Craig made a motion to authorize MZS to make the eminent domain filing with the Texas Comptroller. Director Brunswick seconded said motion, which passed unanimously. Director Brunswick noted concerns related to research and records as they relate to filings related to HB103 and requested that the District's consultants work diligently to avoid additional administrative work for the District.

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

The Board scheduled the next regular Board meeting on December 15, 2025, at 9:30 a.m. and the next special Board meeting on November 25, 2025, at 3:00 p.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 did not enter Executive Session.

RECONVENED IN OPEN SESSION

The Board did not enter into Executive Session.

ADJOURNMENT

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

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Approved this 15th day of December, 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