

WESTWOOD SHORES MUNICIPAL UTILITY DISTRICT

Minutes of Meeting of Board of Directors

August 18, 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 Linette Mitchell 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.

APPROVAL OF MINUTES OF PRIOR BOARD MEETING(S)

The Board reviewed the minutes of July 21, 2025, regular meeting. Director Brunswick moved to approve the minutes, as presented, 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 Valve Replacement (Phase 1); 2) Lift Station Improvements (Phase 2); 3) Water Quality & Water Plant No. 1 Improvements; 4) Lead and Copper Rule Revision – Lead Service Line Replacement Project: Phase 1; 5) 2025 Funding (PIF and Bond); 6) 2025 Funding (TWDB PIF and TCEQ Bond Application); 7) TCEQ Sanitary Sewer Overflow Plan; 8) Emergency Preparedness Plan and Drought Contingency Plan; and 9) Alternative Water Supply – City of Trinity / TRA. There were no requested action items within the written report. There was extensive discussion related to preventative maintenance and the necessity to maintain/repair District equipment and facilities so that funds are not unnecessarily spent. Next,

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there was a review of the TCEQ bond application process and Mr. Zientek advised that the TCEQ is verifying prior records from other TWDB funding. Director Holmes 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. There was some discussion regarding the disconnects, and that there were no violations to report and everything is in good standing. Mr. Williams said that the service calls were down for July. He will also be sending out a bill to the company boring in the District for the damage to District facilities. Director Brunswick asked about invoices reviewed and delivered by H2O Innovation not being presented in a timely manner. Mr. Williams explained the accounting delay. Director Gallagher stated that she wants it to be noted in the Operator's Report when an invoice gets rejected, flagged, or otherwise delayed. Director Brunswick then asked about not having the correct number of operators on site, as contractually required. He provided historical details of the number of operators and technicians which were working in the District compared to those required by contract. Director Craig suggested a backup operator to be on call for the employees when one is out or they are shorthanded an employee. Mr. Williams stated that he will discuss it with supervisor. Director Gallagher advised that the water quality has improved, and residents recognized the progress. 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. 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. She mentioned that there were 3 payments plans in effect. Director Craig moved to approve the Office Report. Director Holmes seconded the motion, and the motion passed unanimously.

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.

FINANCIAL ADVISOR'S REPORT

Mr. Blitch gave update on the status of the bond application. He then presented the 2025 tax rate recommendation. He discussed the differences in a developed vs. developing district as it relates to SB3. After discussion, Director Brunswick moved to publish a total tax rate of \$0.6801 composed of \$0.3850 per \$100 of assessed valuation for the purpose of providing interest and

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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 the resolution regarding development status of the District considering the District developing and schedule the public hearing related to setting the tax rate at the District's next board meeting, September 15, 2025, at 9:30 a.m. Director Craig seconded said motion, which 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**. 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. Director Craig moved to approve the Bookkeeper's Report and Director Brunswick seconded the motion, and the motion passed unanimously.

DIRECTORS' REPORTS

Director Brunswick discussed electrical boxes for the lift stations and Director Craig gave some suggestions on how the maintenance team could proceed. Director Gallagher asked Mr. Zientek if it was acceptable to purchase gravel for \$250.00 on the road to the lift station since it serves many members of the public. Mr. Zientek explained that, if the District has determined that it serves a public purpose, the District is ensuring the public purpose is being met, then it is acceptable. The Board concurred with the purchase. Director Craig is continuing to work on records management. Director Holmes stated that the insurance renewal is coming up in October and property schedules will be updated. Mr. Zientek reminded the Board that all of them need to be signed up for cyber security and that he will be signing them up and it needs to be done before August 31st.

ATTORNEY'S REPORT

Mr. Zientek noted that all of the 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.

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 11:17 a.m. for consultation with attorney.

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RECONVENED IN OPEN SESSION

The Board reconvened in Open Session at 12:30 p.m.

ADJOURNMENT

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

Approved this 15th day of September 2025.



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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