

BROOKSHIRE MUNICIPAL WATER DISTRICT

MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

January 6, 2025

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 6th day of January, 2025, at 6:00 p.m., in the meeting room of the District, 4004 6th Street, Brookshire, Texas, pursuant to notice of said meeting posted in accordance with Chapter 551 of the Texas Government Code, whereupon the roll was called of the members of the Board, to-wit:

Stephanie Green	President
LaKethia Connor	Vice President
Erin Jackson	Secretary
Shirley Williams	Investment Officer
NaKeshia Barley	Assistant Secretary

All members of the Board were present, thus constituting a quorum. Attending were Linda Cantu, Administrative Assistant of the District; Willis Holmes, District Field Staff Supervisor; John Taylor of Municipal Operations and Consulting, Inc. ("Operator" or "MOC"); Steve Haskins of Protocol Bookkeeping, Inc. ("Bookkeeper"); James Weishuhn of Weishuhn Engineering, Inc. ("Engineer" or "Weishuhn"); and Elliot M. Barner of Radcliffe Adams Barner PLLC ("Attorney" or "RAB").

The President, after finding that notice of the meeting was posted as required by law and determining that a quorum of the Board was present, called the meeting to order at 6:00 p.m. and declared it open for such business as may regularly come before it.

1. Public Comment

The President first opened the meeting to public comment.

There being no public comments, the President directed the Board to proceed with the agenda.

2. Minutes of Prior Meeting

The Board then considered approval of the minutes from the special meeting of November 12, 2024 and the regular meeting of December 2, 2024. Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved the minutes from the special meeting of November 12, 2024 and the regular meeting of December 2, 2024, as presented.

3. Bookkeeper's Report

Mr. Haskins then presented the Bookkeeper's Report and Quarterly Investment Report, copies of which are available upon request.

Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved the Bookkeeper's Report, as presented.

4. Texas Water Development Board ("TWBD") Project Engineer's Report, including Application for funding improvements

Mr. Weishuhn discussed with the Board a new application for funding through TWDB. A discussion ensued. In response to a question, Mr. Weishuhn stated that the deadline for filing the application is March 7, 2025. A brief discussion ensued regarding the process for completing the application. Mr. Barner went on to explain the procurement process for professional services, which is a requirement for certain TWDB funding pools.

5. Engineer's Report

Mr. Weishuhn then presented a Capacity Report for the proposed development IDV Development Services, LLC ("IDV"). Mr. Weishuhn explained that IDV will consist of a 651 single-family residential home subdivision, 18.5 acres of commercial and retail development and 97.7 acres of industrial development. Extensive discussion ensued regarding the capacity of water and wastewater required to serve such development and options for providing such service.

Mr. Weishuhn then presented a Capacity Report for Integrity Urgent Care ("Integrity"). Mr. Weishuhn explained that Integrity will consist of a 3,003 square foot medical urgent care facility. Mr. Weishuhn reported that Integrity will owe an Impact Fee in the amount of \$8,095.50.

Mr. Weishuhn then presented a Capacity Report for Mod Dentist ("Mod"). Mr. Weishuhn explained that Mod will consist of a 3,877 square-foot dental office in a strip center known as Alexander Plaza. Mr. Weishuhn reported that Mod had previously paid an Impact fee to the District in the amount of \$6,736.50 and explained that this amount would be deducted from the \$10,434.20 Impact Fee that is currently owed.

Mr. Weishuhn then presented a Capacity Report for Meathead Career Centers Inc. ("Meathead"). Mr. Weishuhn explained that Meathead will consist of a six (6)-person independent transitional home. Mr. Weishuhn further explained that this location was previously considered as an assisted living center for Summer Cottage Assisted Living in October 2024. Mr. Weishuhn reported that Meathead will owe an Impact Fee in the amount of \$11,429.44.

Mr. Weishuhn presented to and reviewed with the Board a draft Wastewater Collection, Lift Station, and Wastewater Treatment Plant ("WWTP") Asset Management Plan. An extensive discussion ensued regarding the life expectancy of the facilities described in such plan and the overall condition of facilities within the District.

Director Green then explained that in her opinion, the Board needed to consider holding a bond election in May 2025 to obtain bond authority to fund projects for rehabilitation, replacement and expansion of facilities in order to adequately serve the District's existing water and wastewater needs as well as to fund improvements to accommodate future growth.

Upon a **motion** by Director Connor, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board approved the Engineer's Report, as presented, including the Capacity Reports for: 1) IDV; 2) Integrity; 3) Mod; and 4) Meathead.

6. Operator's Report

Mr. Taylor presented the Operator's Report, a copy of which is available upon request. Mr. Taylor reported that a total of 24,702,000 gallons of water was pumped from the District's wells from October 16, 2024 through November 15, 2024.

Mr. Taylor then reported that the District's WWTP operated at 66% capacity during the month of November. Mr. Taylor further reported that 19,131,200 gallons of influent were treated last month at the WWTP. Mr. Taylor went on to report that last month, the District's average daily discharge from the WWTP was 637,707 gallons per day ("gpd") and the peak daily flow was 1,423,200 gpd.

Mr. Taylor reminded the Board that the generator at the Water Plant will start manually, but not automatically. Mr. Taylor explained that MOC investigated the issue but could not determine the cause of the failure. Mr. Taylor stated that MOC has engaged a third-party company, Accurate Meter & Supply ("Accurate"), to investigate the matter further.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board: 1) approved the Operator's Report, as presented, and 2) authorized MOC to coordinate with Accurate regarding commercial testing.

7. Emergency Response Procedures

Mrs. Pierre updated the Board on the District's emergency response procedures and explained the various steps taken by the District to ensure continuous service during emergencies.

8. Interlocal Agreement Regarding Garbage

The Board and Mr. Barner discussed an Interlocal Agreement with the City of Brookshire (the "City") for solid waste collection services. In response to a question from Mr. Barner, the Board confirmed that it wanted RAB to draft an agreement for their review.

9. Administration/Personnel Report

Mrs. Pierre updated the Board on various administrative matters.

Mrs. Pierre then introduced Erika Ahmed to the Board and stated that she has accepted the Administrative Assistant role at the District Office.

10. Attorney's Report

Mr. Barner updated the Board on the requirements for conducting the May 3, 2025 Defined Area No. 1 Election, the purpose of which is to obtain authority to issue bonds for certain road projects. Mr. Barner and the Board next extensively discussed the requirements for a bond election in the District as a whole.

11. **Adjournment**

There being no further business to come before the Board, the Board meeting was adjourned at 8:22 p.m.

PASSED, APPROVED and ADOPTED this the 3rd day of February, 2025.


Secretary, Board of Directors

