

**BROOKSHIRE MUNICIPAL WATER DISTRICT**  
**MINUTES OF BOARD OF DIRECTORS REGULAR MEETING**

**August 19, 2024**

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 19<sup>th</sup> day of August, 2024, at 6:00 p.m., in the meeting room of the District, 4004 6<sup>th</sup> 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 Tonya Pierre, General Manager of the District; Willis Holmes, District Field Staff Supervisor; Meredith King, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); and Madeline James of Assessments of the Southwest ("Tax Assessor-Collector").

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 6:03 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. Approve Minutes of Prior Meeting**

The Board then considered approval of the minutes from the regular meeting of July 15, 2024 and the special meeting of July 16, 2024. Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board approved the minutes from the regular meeting of July 15, 2024 and the special meeting of July 16, 2024, as presented.

**3. Tax Assessor/Collector's Report**

Ms. James then reviewed the Tax Assessor-Collector's Report for the month of July 2024. Upon a **motion** by Director Barley, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the Tax Assessor Collector's Report, as presented.

4. **Interlocal Agreement with Texas Municipal League ("TML") for Cyber Liability and Data Breach Response Coverage**

The Board next reviewed information related to TML Cyber Liability and Data Breach Response Coverage.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the TML Cyber Liability and Data Breach Response Coverage, as presented.

5. **Annual review of all consultants' contracts**

Mrs. King then reminded the Board that the District is required to annually review the District's consultants' contracts at and that the Board requested that this item be included in today's Board meeting for further discussion.

Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board declared that all consultants' contracts have been reviewed by the pursuant to Texas Water Code Section 49.199, as amended.

6. **Annual review of Compliance Guidelines for the District's Website, and Take Any Necessary Actions on Same**

Mrs. King next discussed the requirements for posting certain public information on the District's website pursuant to House Bill 1154 and Texas Tax Code Section 26.18, as amended. Mrs. King stated that she will provide Mrs. Pierre with a list of documents required to be posted on the District's website.

7. **Directors' Reports**

Director Green discussed with the Board the meeting Mrs. Pierre, Mr. Barner and she had with the City of Brookshire on August 6, 2024. A discussion then ensued regarding same.

8. **Authorize General Manager and Field Staff Attendance for Training Courses**

Mrs. Pierre presented information on training courses for the District staff to attend. The Board stated that they did not think the TML training course would be beneficial for the District employees to attend since the course may not be directly applicable to water districts. The Board further requested that the District's administrative staff attend the Tyler Connect 2025 training course online instead of in person. The Board then requested that Mrs. Pierre compare the price of the customer service inspection ("CSI") training course offered by Texas Rural Water Association to CSI training courses offered by other organizations.

Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board authorized the staff's attendance at the CSI training course.

9. **Attorney's Report**

Mrs. King informed the Board that the Road Facilities Bond Election for Defined Area No. 1 will not be held in November and will be tentatively scheduled for the May 2025 election (the "Road Facilities Bond Election").

10. **Election Report**

Mrs. King next reminded the Board that a general election and special election were held on Saturday, May 4, 2024 (the "Election"). Mrs. King then stated that Waller County has not yet provided an invoice to the District for the cost of conducting the Election.

11. **Budget Workshop**

The Directors tabled discussion on the fiscal year ending ("FYE") August 31, 2025 Budget (the "Budget") since they had not been provided with the updated Budget.

12. **Administration/Personnel**

The Board and Mr. Barner then determined that it was necessary to enter an Executive Session to discuss personnel matters and matters within the Attorney-Client Privilege.

13. **Executive Session**

Pursuant to Chapter 551 of the Texas Government Code, specifically Section 551.074 relating to personnel matters, the President called the Executive Session to order at 7:00 p.m. Present for the executive session were all members of the Board present, Mrs. Pierre, and Mrs. King.

The President then reconvened the meeting in open session at 8:08 p.m.

Upon a **motion** by Director Connor, seconded by Director Barley after full discussion and with all Directors present voting aye, the Board approved a 3% employee pay increase for certain employees, as discussed in Executive Session.

Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with four (4) Directors present voting aye and Director Barley abstaining, the Board authorized RAB to prepare a notice of written reprimand for Mrs. Pierre due to the error in payroll.

14. **Adopt Order Adopting Budget for Fiscal Year Ending August 31, 2025**

The Directors tabled adopting the Budget since they had not been provided with a copy of it. The Board scheduled a special budget meeting for August 28, 2024, at 5:30 p.m. to discuss the matter further and adopt the Budget.

**15. General Manager's Report**

Mrs. Pierre next presented to the Board the General Manager's Report, a copy of which is available upon request.

Mrs. Pierre updated the Board on the status of the letters to customers regarding the smoke testing results. Mrs. Pierre stated that she is still working on putting the results together.

Mrs. Pierre then discussed the disposal of soil at the Wastewater Treatment Plant. Mrs. Pierre stated that they have not received a proposal for the testing of the soil.

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

**16. Administration/Personnel (CONT.)**

Mrs. Pierre informed the Board that a new employee, Mr. Michael Barnett, will start on Wednesday, August 21, 2024.

**17. Adjournment**

There being no further business to come before the Board, the Board meeting was adjourned at 8:17 p.m.

PASSED, APPROVED and ADOPTED this the 16<sup>th</sup> day of September, 2024.

(DISTRICT SEAL)



  
Secretary, Board of Directors