

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

September 16, 2024

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 16th day of September, 2024, 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:

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| 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"); Madeline James of Assessments of the Southwest ("Tax Assessor-Collector"), and Erica Abanathy, a member of the public.

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 6:01 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.

Director Williams entered the meeting at this time.

2. Approve Minutes of Prior Meeting

The Board then considered approval of the minutes from the regular meeting of August 19, 2024 and the special meeting of August 28, 2024. Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the minutes from the regular meeting of August 19, 2024 and the special meeting of August 28, 2024, as presented.

3. Public Hearing on 2024 Tax Rate for Defined Area No. 1

The President next declared the public hearing open at 6:07 p.m. to discuss the District's proposed 2024 Tax Rate for Defined Area No. 1. The public hearing on the 2024 Tax Rate for Defined Area No. 1 was declared closed at 6:08 p.m.

4. Order Setting Rate and Levying Tax for 2024 (the "Order")

Mrs. King reminded the Board that the District had provided notice in the form of a letter to any property owner within Defined Area No. 1 that the proposed 2024 tax rate for Defined Area No. 1 was \$1.45 per \$100 of assessed valuation. Discussion then ensued regarding the proposed 2024 tax rate for Defined Area No. 1.

Mrs. King next presented the Order to the Board for adoption, a copy of which is available upon request.

Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board adopted the Order.

5. Approve Amended and Restated District Information Form ("ADIF")

Mrs. King next presented the ADIF to the Board, a copy of which is available upon request. Mrs. King explained that the ADIF must be amended to reflect the current tax rate and any outstanding debt. Mrs. King further explained that the ADIF is required to: 1) be recorded in the Waller County Real Property Records; 2) filed with the Texas Commission on Environmental Quality ("TCEQ"); and 3) posted on the District's website. Upon a **motion** by Director Barley, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the ADIF and authorized the Attorney to make the requisite filings and postings.

6. Tax Assessor/Collector's Report

Ms. James then reviewed the Tax Assessor-Collector's Report for the month of August 2024. Upon a **motion** by Director Connor, 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.

7. General Manager's Report

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

Ms. Abanathy then addressed the Board regarding establishing a payment plan for the payment of her water bill. Ms. Abanathy stated that she had a water leak on her property but that it has now been fixed.

Upon a **motion** by Director Williams, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board authorized Mrs. Pierre to meet with Ms. Abanathy to establish a payment plan that is feasible for her situation.

Ms. Abanathy exited the meeting at this time.

Mrs. Pierre informed the Board of a joint discussion with Mr. Steve Haskins of Protocol Bookkeeping, Inc., the District's Bookkeeper (the "Bookkeeper"), and Mr. Tommy O'Neal of ADP, Inc. ("ADP") regarding ADP Timekeeping Plus which will assist with timekeeping of employees. Next, Mrs. Pierre presented a proposal for Timekeeping Plus in the amount of \$4.15 per person per bi-weekly payroll process. Mrs. Pierre also stated that the ADP tablet, which is a hardware add-on option that is used in conjunction with the Timekeeping Plus software, would be an additional \$89 per month. It was the consensus of the Board to not purchase the ADP tablet since the application could be downloaded onto employees' phones or computers.

Director Green stated that Paylocity would cost \$325 per month for payroll services. Director Green further explained that the Bookkeeper currently uses ADP to process the District's checks.

Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board: 1) approved the General Manager's Report, as presented; and 2) approved the ADP proposal for Timekeeping Plus in the amount of \$4.15 per person per bi-weekly payroll process effective for the next pay period beginning after September 20, 2024, not including the tablet.

Director Green stated that she would like to establish an emergency response plan for the District office and staff and recommended that the Board have a workshop meeting to discuss such plan. Mrs. Pierre stated that she would send the Board potential dates for the workshop to discuss the emergency response plan.

Director Williams exited the meeting at this time.

8. Administrative/Personnel Matters

Mrs. Pierre reported that she is working on completing the performance evaluations of all District employees. The Board requested that a special meeting be scheduled for September 24, 2024, at 5:30 p.m. to discuss Mrs. Pierre's evaluation.

9. Texas Municipal League ("TML") Intergovernmental Risk Pool Board of Trustees Election

Discussion next ensued regarding whether to cast an official ballot in the TML Board of Trustees Election. It was the consensus of the Board to not cast an official ballot in the TML Board of Trustees Election.

10. Attorney's Report

Mrs. King informed the Board that RAB will be submitting the application for the acquisition of road powers in Defined Area No. 1 to the TCEQ this week.

11. Election Report

Next, Mrs. King 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.

12. Adjournment

There being no further business to come before the Board, the Board meeting was adjourned at 6:49 p.m.

PASSED, APPROVED and ADOPTED this the 21st day of October, 2024.



(DISTRICT SEAL)


Secretary, Board of Directors