

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

September 18, 2023

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 18th day of September, 2023, 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
<i>Vacant</i>	Director

All members of the Board were present, thus constituting a quorum. Also attending were Linda Vela, employee of the District; and Meredith King, attorney, 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 6:03 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 August 21, 2023. 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 21, 2023, as presented.

3. Conduct Public Hearing on Tax Rate

The President next declared the public hearing open at 6:05 p.m. to discuss the District's proposed tax rate for 2023. As there were no members of the public present, the public hearing on the 2023 Tax Rate was declared closed at 6:06 p.m.

4. Adopt Order Setting Rate and Levying Tax for 2023 (the "Order")

Ms. King then reminded the Board that based on the Financial Advisor's Tax Rate Study, which was presented in the previous Board meeting, the District had published notice that the

proposed 2023 tax rate is \$0.009 per \$100 of assessed valuation. Discussion then ensued regarding the proposed 2023 tax rate. In response to a question, Ms. King reminded the Board that the 2022 tax rate was \$0.01 per \$100 of assessed valuation.

Ms. King next presented the Order to the Board for adoption, a copy of which is available upon request. Ms. King stated that the Order provides for the levy of a 2023 tax rate totaling \$0.009 per \$100 of assessed valuation for debt service purposes only.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board adopted the Order, authorizing an ad valorem tax rate of \$0.009 per \$100 of assessed value for the year 2023.

5. **Review Contract for Tax Assessing and Collecting Services with the City of Brookshire (the "City") (the "Contract")**

Ms. King then reminded the Board that the District has a Contract with the City for the collection of taxes on behalf of the District. Ms. King explained that the Contract actually automatically renews from year to year unless either the District or the City provides notice of termination of the Contract.

Upon a **motion** by Director Jackson, seconded by Director Williams after full discussion and with all Directors present voting aye, the Board affirmed the Contract.

6. **Adopt Order Appointing Tax Assessor/Collector**

Ms. King next presented to the Board for adoption an Order Appointing Tax Assessor/Collector, a copy of which is available upon request. Ms. King explained that such order appoints the Tax Assessor/Collector for the City as the District's Tax Assessor/Collector for 2023. Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board adopted the Order Appointing Tax Assessor/Collector.

7. **Adopt Resolution Concerning Tax Collection Procedures (the "Resolution")**

Ms. King then presented to and reviewed with the Board the Resolution, a copy of which is available upon request, which rejects certain tax collection procedures that are available for taxing entities within the State of Texas. Ms. King reminded the Board that they adopt such resolution each year. Ms. King went on to explain that the above-mentioned procedures allow taxing entities to: 1) forego sending a tax bill to property owners for less than \$15.00; 2) accept split payments from property owners as set forth in Texas Tax Code 31.03; and 3) provides a discount for early payment. Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board adopted the Resolution, as presented.

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

Ms. King next presented the ADIF to the Board, a copy of which is available upon request. Ms. King explained that the ADIF must be amended to reflect the current tax rate and any

outstanding debt. Ms. 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; and 3) posted on the District's website. Upon a **motion** by Director Jackson, seconded by Director Connor, 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.

9. General Manager's Report

Ms. Vela stated that the General Manager's Report was previously provided to the Board for review, a copy of which is available upon request.

10. Update on Applications for Appointment of a New Director to Fill Vacancy

Ms. Vela next reminded the Board that an Application for Appointment to the Board is posted on the District's website. Ms. Vela then updated the Board regarding the receipt of such applications. It was the consensus of the Board to extend the deadline by which to submit applications to October 2, 2023.

11. Grinder Pump Station Agreement for 4431 Garvie Lane

Ms. King then presented to and reviewed with the Board a proposed agreement between the District and the owner of a residential property located at 4431 Garvie Lane regarding installation and maintenance of a grinder pump station. Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the Grinder Pump Station Agreement.

12. Attorney's Report

Ms. King presented to the Board RAB's memorandum regarding Senate Bill 232, which passed during the 88th Legislative Session, and explained how such bill affects elected officials.

13. Adjournment

There being no further business to come before the Board, the Board meeting was adjourned at 6:20 p.m.

PASSED, APPROVED and ADOPTED this the 16th day of October, 2023.



(DISTRICT SEAL)


Secretary, Board of Directors