

BROOKSHIRE MUNICIPAL WATER DISTRICT

MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

October 17, 2022

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 17th day of October, 2022, 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
Michael Whitaker, Jr.	Assistant Secretary
Shirley Williams	Investment Officer

All members of the Board were present, except for Director Williams, thus constituting a quorum. Also attending were Tonya Pierre, General Manager of the District; Linda Guevara, employee of the District; Elliot M. Barner, attorney, of Radcliffe Bobbitt Adams Polley PLLC ("Attorney" or "RBAP"); and all persons on the attached attendance roster.

The Vice 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 6:08 p.m. and declared it open for such business as may regularly come before it.

1. Public Comment.

The Vice President first opened the meeting to public comment. There being no public comments, the Vice President directed the Board to proceed with the agenda.

2. Approve Minutes of Prior Meetings.

The Board then considered approval of the minutes from the regular meeting of September 19, 2022. Upon a **motion** by Director Whitaker, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the minutes from the regular meeting of September 19, 2022, as presented.

3. Update on Land Use Assumptions, Capital Improvements Plan and Impact Fees, Including Appoint Capital Improvements Advisory Committee.

Mr. Barner discussed with the Board the process of revising the District's Capital Improvements Plan and impact fees. Mr. Barner then reminded the Board and Mrs. Pierre that no less than 40% of the members of the District's Capital Improvements Advisory Committee must be comprised of members of the real estate, development and building industries. Mrs. Pierre then reported that she and the District's Engineer prepared recommendations for the Board regarding

eligible candidates to serve on such committee. Mrs. Pierre next presented and reviewed with the Board a list of such candidates.

Director Green entered the meeting at this time.

Mrs. Pierre next reported that she is reaching out to the candidates on such list to determine their interest in serving on District's Capital Improvements Advisory Committee.

4. Amend Rate Order Regarding Metering of Water Used During Construction Activities.

Mrs. Pierre then requested that the Board consider changes to the District's Rate Order related to the District's policies for providing bulk water/temporary water for construction purposes. Discussion then ensued regarding the current process for applying for and receiving such water service. Mrs. Pierre suggested that the Board amend the District's Rate Order to include the provision of bulk water/temporary water for construction purposes for a period of up to six (6) months per construction project.

Director Green then recommended that the Rate Order state that builders are prohibited from obtaining such water service on a construction project until such builder pays the District for the water used and the customer service inspection fee performed for any previous projects on which such builder obtained bulk or temporary water.

Upon a **motion** by Director Whitaker, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved amending the District's Rate Order as follows: 1) limit the provision of bulk water for construction purposes to a period of up to six (6) months, subject to extension by the District's General Manager; 2) require that prior to receiving bulk water from the District, builders must pay in full for water used and inspection fees for any previous projects for which a builder obtained bulk water; and 3) increase the non-refundable bulk water application processing fee to \$65.00.

5. General Manager's Report.

Mrs. Pierre next reviewed with the Board the General Manager's Report, a copy of which is available upon request. Mrs. Pierre briefly discussed the summary of the District's finances for the past month and the status of various active residential and commercial developments within the District.

Mrs. Pierre then reported that Royal High School ("Royal") owes the District \$30,000.00 in delinquent payments for wastewater service as a result of Pattison Water Supply Corporation's operator misreading Royal's water meter. Mrs. Pierre further reported that Royal is requesting to arrange a payment plan for such outstanding amount. It was the consensus of the Board that Mrs. Pierre arrange a two (2) month payment plan with Royal for such amount.

Mrs. Pierre next reported that Mr. Willis Holmes, a member of the District's field staff, will keep a District vehicle at his home while he is working for the District on an on-call basis. Discussion then ensued regarding the status of Mr. Holmes obtaining his customer service inspection license and backflow inspection license.

6. **Adjournment.**

There being no further business to come before the Board, the Board meeting was adjourned at 7:10 p.m.

PASSED, APPROVED and ADOPTED this the 21st day of November, 2022.

(DISTRICT SEAL)



Eren Y. ym
Secretary, Board of Directors