

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

**December 16, 2024**

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 16<sup>th</sup> day of December, 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; Rhonda Gideon of Assessments of the Southwest, Inc. ("Tax Assessor/Collector"); Damon Edwards, Chris Moore, and Michelle Hammond of Linebarger Goggan Blair & Sampson, LLP ("Linebarger"); 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 6:00 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. Approve Minutes of Prior Meeting**

The Board then considered approval of the minutes from the regular meeting of November 18, 2024. Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved the minutes from the regular meeting of November 18, 2024, as presented.

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

Ms. Gideon then reviewed the Tax Assessor/Collector's Report for the month of November 2024.

Mr. Edwards reported that the District's delinquent tax collection rate for 2023 was lower than in previous years due to the transition in the District's Tax Assessor/Collectors. Mr. Edwards stated that, due to the transition, Linebarger did not receive all of the necessary information it required in order to send correspondence to the District's delinquent taxpayers. Mr. Edwards informed the Board that this has been resolved and that Linebarger will now begin sending out correspondence to the District's 2023 delinquent taxpayers.

Mr. Holmes entered the meeting at this time.

Mr. Edwards, Mr. Moore and Ms. Hammond exited the meeting at this time.

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

#### **4. 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 provided an update on the status of the Student Work Study Program with Royal Independent School District ("Royal ISD"). Mrs. Pierre reminded the Board that this was included in the fiscal year ending August 31, 2025 budget. Mrs. Pierre reported that she received an email from Mr. Jones, the coordinator of the Student Work Study Program with Royal ISD, informing her that the two (2) candidates who had previously applied to the District were not available to work for the District at this time. Mrs. Pierre stated that she will inform the Board if they receive any additional applications for the Student Work Study Program.

Mrs. Pierre then reviewed the Water Leak Repair List (the "Repair List") with the Board. Director Green requested that the Repair List be organized by date. Director Green also requested that the date the work order begins and when it is completed be included on the Repair List. Director Connor requested that a description of the work also be included on the Repair List. It was the consensus of the Board that MOC also provide the Board with a list of all repairs they have completed in the District and the cost of those repairs. The Board also requested that the Repair List be included in Mrs. Pierre's General Manager's Report going forward.

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

#### **5. Association of Water Board Directors ("AWBD") Mid-Winter Conference**

Mrs. King reminded the Board that they previously authorized Mrs. Pierre and Mr. Holmes to attend the AWBD Mid-Winter Conference. Director Jackson expressed concern of not having enough staff at the District office while Mrs. Pierre and Mr. Holmes attend such conference. It was noted that Mrs. Pierre and Mr. Holmes have already registered for such conference.

Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board authorized Mrs. Pierre and Mr. Holmes to leave the District office at 2:00 p.m. on Friday, January 24, 2025, to attend the AWBD Mid-Winter Conference.

**6. Interlocal Agreement with the City of Brookshire (the "City")**

In response to a question, Mrs. King stated that Mr. Elliot Barner of RAB will be discussing the Interlocal Agreement with the City's Attorney.

**7. Administrative/Personnel Matters**

Mrs. Pierre stated that she would like to schedule a staff Christmas luncheon on December 23, 2024, at 12:00 p.m.

Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board authorized Mrs. Pierre to purchase lunch for the District staff Christmas luncheon in an amount not to exceed \$500.00.

Mrs. Pierre then requested approval from the Board to provide additional compensation for all District staff. A brief discussion ensued.

Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved additional compensation to all District staff in the amount of \$50.00.

Mrs. Pierre reported that the Texas Commission on Environmental Quality ("TCEQ") placed Mr. Holmes' Water and Wastewater C licenses on hold and noted that he is working to resolve this matter. A discussion ensued regarding the requirements for obtaining various TCEQ licenses. Mrs. Pierre stated that she will correspond with the TCEQ regarding the requirements to obtain the various TCEQ licenses.

Mrs. Pierre further reported that she has mailed invoices to the developers in the District that owe the District a remaining balance.

**8. Director's Report**

Director Jackson stated that Directors Connor and Green did a great job decorating the Christmas tree.

Director Connor informed the Board that the Singing with Seniors event is being held in the community on December 23, 2024, at 10:00 a.m. Director Connor further stated that cookies and hot cocoa will be provided.

Director Jackson stated that the truck was nicely decorated for use in the holiday parade.

9. **Attorney's Report**

Mrs. King then reported that RAB will file the required annual eminent domain report on behalf of the District pursuant to Texas Government Code, Section 2206.151-157, as amended. Mrs. King explained that the report includes information related to the District's authority to exercise its power of eminent domain and must be filed by no later than February 1<sup>st</sup> of each year.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board voted unanimously to authorize RAB to file the required annual eminent domain report pursuant to Texas Government Code, Section 2206.151-157, as amended.

Mrs. King then reminded the Board that the application for the road powers for Defined Area No.1 was submitted to the TCEQ and that such application has been deemed administratively complete. Mrs. King further reminded the Board that the TCEQ has 180 days to review such application.

10. **2025 Annual Agenda**

Mrs. King reviewed with the Board the 2025 Annual Agenda.

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. The Board requested that Mrs. Pierre correspond with Waller County regarding the invoice for the Election.

Ms. Gideon and Mr. Holmes exited the meeting at this time.

12. **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 7:18 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 7:54 p.m.


13. **Adjournment**

There being no further business to come before the Board, the Board meeting was adjourned at 7:55 p.m.

PASSED, APPROVED and ADOPTED this the 28<sup>th</sup> day of January, 2025.



(DISTRICT SEAL)

  
Secretary, Board of Directors