

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

April 15, 2024

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 15th day of April, 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:

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 Tonya Pierre, General Manager for the District; Willis Holmes, field staff person of the District; Meredith C. King, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); and Nakeshia Barley, member of the public.

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 6:11 p.m. and declared it open for such business as may regularly come before it.

Director Green entered the meeting at this time.

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 Meetings

The Board tabled approval of the minutes from the special meetings of January 25, 2024 and March 27, 2024, and the regular meeting of March 18, 2024, until the Board has the opportunity to review drafts of such minutes. Director Green requested that Mrs. Pierre prepare the minutes from the special meeting of March 27, 2024.

3. Engage P. Vela for Repairs to District Equipment

Mrs. Pierre then presented to the Board a proposal from P. Vela in the amount of \$1,365.00 for the repair of one (1) of the District's backhoes. Mrs. Pierre explained that Mr. Vela is the husband of Ms. Linda Vela, an employee of the District. Ms. King explained that, like any contractor hired by the District, Mr. Vela would need to enter into a contract with the District, submit a Form 1295 Certificate of Interested Parties and obtain insurance. The Board concurred

that Mr. Vela must prepare a contract for the services provided to the District; however, the Board stated that it does not believe that it is necessary for Mr. Vela to obtain insurance. Ms. King explained that if the Board does not require Mr. Vela to obtain the insurance for such repair work, the contract between the District and Mr. Vela must state that Mr. Vela will hold the District harmless from responsibility in the event that he is injured as a result of the work he performs for the District and must further state that Mr. Vela is responsible if the equipment is lost or stolen.

Upon a **motion** by Director Connor, seconded by Director Jackson , after full discussion and all Directors present voting aye, the Board: 1) accepted the proposal from P. Vela in the amount of \$1,365.00, subject to Mr. Vela providing a contract for Director Green to review; and 2) authorized Mrs. Pierre to execute the contract on behalf of the District.

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 then discussed with the Board the potential for the District to sell soil from the site of the District's wastewater treatment plant. Mrs. Pierre reminded the Board that the District previously allowed the local police department to use such site as a shooting range, which may have resulted in lead contamination. Mrs. Pierre stated that she will provide the Board with an estimate of the value of such soil dirt at the next Board meeting. Ms. King stated that, because the soil could contain lead contamination, that the Board table further discussion on this matter until the next Board meeting. The Board then requested that an item be added to the May 20, 2024 agenda to further discuss such item.

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

5. Administrative/Personnel Matters

Mrs. Pierre stated that she will post notice of the District's available field technician position on various websites including LinkedIn, Texas Municipal League and the Association of Water Board Directors.

6. Directors' Reports

Director Williams stated that while she was at the City of Brookshire (the "City") to pay her tax bill, she had inquired with the City regarding the reason why she has not received a solid waste collection bill from the City. Director Williams further stated that the City informed her that it did not have information necessary to bill residents of the City for solid waste collection services.

Ms. Barley then stated that the City had informed her, when she went to pay her solid waste collection bill, that the City had reached out to the District requesting this information. Mrs. Pierre stated that the District never received such a request from the City. The Board then informed Ms. Barley that information related to customers' bills is confidential, but that there is an exception

in the Texas Public Information Act where such information could be shared with another governmental entity should they request it in writing.

7. **Attorney's Report, Including Update on the City's Breach of Agreements with the District**

Ms. King stated that the Texas Comptroller informed Mrs. Pierre that they will be refunding the payment issued by the District for the sales tax associated with the City's solid waste collection services. Ms. King further stated that RAB will prepare a letter to the City regarding the amount of sales tax collected from customers and paid to the City.

8. **Election Report**

Ms. King next reminded the Board that a directors election is scheduled to be held on Saturday, May 4, 2024 ("Directors Election"), and that such election will be for Position Nos. 4 and 5, held by Directors Connor and Williams, respectively, and for Position No. 3, which is vacant. Ms. King further reminded the Board that Director Connor, who holds Position 4, and Director Williams, who holds Position 5, submitted applications for their respective positions and are running unopposed. Ms. King stated that the early voting period begins on Monday, April 22, 2024, and ends Tuesday, April 30, 2024.

Ms. King then reminded the Board that a special election is also scheduled to be held on Saturday, May 4, 2024 (the "Defined Area Election"). Ms. King stated that RAB is coordinating with Waller County, and Riverway Properties, the developer of the land to be designated as the Defined Area, regarding the Defined Area Election.

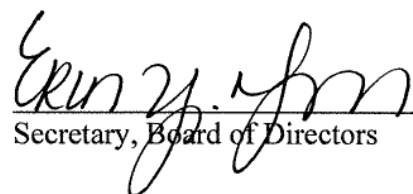
9. **Adjournment**

There being no further business to come before the Board, the Board meeting was adjourned at 7:01 p.m.

PASSED, APPROVED and ADOPTED this the 20th day of May, 2024.



(DISTRICT SEAL)


Secretary, Board of Directors