

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

April 18, 2022

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 18th day of April, 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:

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| Stephanie Green | President |
| LaKethia Connor | Vice President |
| Shirley Williams | Secretary |
| Havanaugh Glover | Assistant Secretary |
| Michael Whitaker, Jr. | Investment Officer |

All members of the Board were present, except Director Glover, thus constituting a quorum. Also attending were Tonya Pierre ("General Manager"); Linda Guevara, employee of the District; Elliot M. Barner, attorney, of Radcliffe Bobbitt Adams Polley PLLC ("Attorney" or "RBAP"); and Mr. and Mrs. Richard Gregory, members of the public.

The President, after finding that the 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 6:04 p.m. and declared it open for such business as may regularly come before it.

1. Public Comment.

The President then 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 special meeting of March 14, 2022, and the regular meeting of March 29, 2022. Upon a **motion** by Director Connor, seconded by Director Whitaker, after full discussion and with all Directors present voting aye, the Board approved the minutes from the special meeting of March 14, 2022, and the regular meeting of March 29, 2022, as presented.

3. General Manager's Report.

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

Director Green then asked if the Board had any questions regarding the General Manager's Report. Discussion ensued regarding recent repairs to District fire hydrants which required the District's Operator ("MOC") to turn off the water to the entire District during such repairs. In

response to a question about the process by which a recent boil water notification was communicated to the public and subsequently rescinded, discussion ensued regarding various comments received by the District from local businesses such as the grocery stores, daycares and restaurants, related to the interruption of water service. The Board emphasized the need for the District to closely coordinate with such businesses that may require more advanced notification of the issuance and rescission of such notices in order to reopen such businesses more quickly following the restoration of service.

Mrs. Pierre then reported that the senior class at Royal High School recently toured the District's wastewater treatment plant as part of a requirement to receive class credit.

Mrs. Pierre next discussed with the Board water used by developers during construction projects and customer service inspections. Director Green reported that a member of the public recently requested options for accessing water during construction and claimed that the District failed to provide him with any such options. Director Green reminded the Board that the District provides temporary water service for construction purposes pursuant to the terms of the District's Rate Order and stated that the Board will discuss additional options for such service at the special Board meeting to be held on April 26, 2022. In response to a question concerning comments made at a recent meeting of the City Council of Brookshire (the "City") regarding the City limiting the District's authority to provide water and wastewater service within the District, Mr. Barner clarified that the City does not have oversight authority regarding the District's ability to perform such services.

Mrs. Pierre then introduced Mr. Gregory, who requested authorization from the Board to utilize only one (1) water meter during the construction of his new home, as his current home will be disconnected from the meter once construction of the new home is complete and he is moved into the new home. Mr. Gregory explained that when his current home was designed, the Board approved the installation of one (1) meter on such property. Mr. Gregory further explained that he understands that the District's policies have changed to require a separate meter per structure. Mr. Gregory reiterated that he will abandon the water and wastewater lines providing service to his current home upon completion of the new home. Mr. Gregory stated that he still needs service at the current home while the new home is being constructed. In response to a question from Director Green, Mrs. Pierre confirmed that Mr. Gregory's current home has water and wastewater service. Mr. Gregory explained that the company who owns the mortgage on his new home is requiring him to connect water and wastewater to his new home before he can close on such home.

Upon a **motion** by Director Whitaker, seconded by Director Conner, after full discussion and with all Directors present voting aye, the Board voted to: 1) approve the General Manager's Report; and 2) allow Mr. Gregory's current home to remain connected to the District's water and wastewater systems during construction of his new home, provided that once construction of such new home is complete, the District will inspect the abandonment of the service lines to the old home and such service lines will be capped.

4. Authorize Administrative Assistant to View All Financial Accounts.

Mrs. Pierre next explained that Ms. Guevara, the Administrative Assistant at the District's office, does not have authorization to view certain financial accounts held by the District.

Mrs. Pierre then requested that the Board authorize Ms. Guevara to view all such accounts in order to assist Mrs. Pierre and the District's Bookkeeper in monitoring such accounts.

Upon a **motion** by Director Connor, seconded by Director Whitaker, after full discussion and with all Directors present voting aye, the Board authorized Ms. Guevara to view the District's financial accounts.

5. Attorney's Report.

Mr. Barner then reported that RBAP provided the Board and the developer, Riverway Properties ("Riverway"), with a draft of the development and financing agreement between the District and Riverway for the Riverwood Farms development.

6. Directors' Reports.

Director Whitaker reported that since the previous Board meeting, two (2) isolation valves were discovered in the District's water lines which isolate water line segments between Franklin and 7th Streets and Otto and 6th Streets. Director Whitaker further reported that MOC needs to inspect such valves to determine if they are operational, which may require another interruption to customers' water service.

Director Williams next reported a leak in a District water line near 4th Street and Kenney Street. Mrs. Pierre reported that MOC is investigating such leak to determine its source or cause. Mrs. Pierre stated that Texas Pride Utilities, LLC ("Texas Pride") was recently working in such area and added that Weishuhn Engineering is investigating whether Texas Pride may have damaged a District water line during their work on the Water Line Project.

Director Connor then reported that Mt. Zion Missionary Baptist Church informed her that T Construction, LLC ("T Construction") has parked their heavy machinery on such church's property without permission and damaged the parking lot. Mrs. Pierre explained that T Construction is working on the Brookwood Community Project and stated that she will discuss such matter with the District's Engineer and T Construction.

7. Election Report.

Mr. Barner then reminded the Board that a directors election is scheduled to be held on Saturday, May 7, 2022 (the "Election"), and that such election will be for the Position 1, currently held by Director Glover, since such position's term of office is due to expire and the District had two (2) applications for place on ballot for such position. Mr. Barner further reminded the Board that Director Green, who holds Position 2, submitted an application for such position, and is running unopposed. Mr. Barner then stated that the early voting period begins on Monday, April 25, 2022.

Mr. Barner next reminded the Board that the Election will be held jointly with Waller County (the "County"). Mr. Barner then stated that the County does not require the District to submit a deposit for the cost to conduct such joint election.

8. Adjournment.

There being no further business to come before the Board, the Board meeting was adjourned at 6:41 p.m.

PASSED, APPROVED and ADOPTED this the 16 day of MAY 2022.

Shirley Williams
Secretary / Board of Directors

(DISTRICT SEAL)

