

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

May 5, 2025

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 5th day of May, 2025, 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
NaKeshia Barley	Assistant Secretary

All members of the Board were present, except for Director Williams, thus constituting a quorum. Attending were Tonya Pierre, General Manager of the District; Willis Holmes, Field Staff Supervisor for the District; John Taylor of Municipal Operations and Consulting, Inc. ("Operator" or "MOC"); Steve Haskins of Protocol Bookkeeping, Inc. ("Bookkeeper"); James Weishuhn of Weishuhn Engineering, Inc. ("Engineer" or "Weishuhn"); Elliot M. Barner of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); Samuel Johnson of Coats Rose, P.C.; Reginald Smith of LJA Engineering, Inc.; and all members of the public listed on the attendance roster.

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 6:06 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 further public comments, the President directed the Board to proceed with the agenda.

2. Minutes of Prior Meeting

The Board then considered approval of the minutes of the April 7, 2025 regular Board meeting.

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 of the April 7, 2025 regular Board meeting, as presented.

3. Bookkeeper's Report

Mr. Haskins then presented the Bookkeeper's Report, a copy of which is available upon request.

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

4. Operator's Report

Mr. Taylor presented the Operator's Report, a copy of which is available upon request. Mr. Taylor reported that a total of 18,516,000 gallons of water were pumped from the District's water wells from February 16, 2025 through March 15, 2025.

Mr. Taylor then reported that the District's wastewater treatment plant (the "WWTP") operated at 49% of its permitted capacity during the period of February 28, 2025 to March 25, 2025. Mr. Taylor noted that a total of 1,486,300 gallons of influent was treated last month at the WWTP. Mr. Taylor went on to report that last month, the District's average daily discharge of effluent from the WWTP was 480,09700 gallons per day ("gpd") and the peak daily flow was 164,200 gpd.

Upon a **motion** by Director Barley, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved the Operator's Report, including: 1) rehabilitation of an aeration basin at the WWTP, as follows: a) Hydroclear's proposal for cleaning of such basin in the amount of \$52,455.00; and b) Rage's proposal for repairing such basin in the amount of \$31,557.00, provided that such repairs may be performed for less than the amount of EFS' proposal; 2) installation of handrailing and ladder at the lift station located at the WWTP; 3) NTS' proposal for a rebuilt pump for such station; and 4) handrailing at Lift Station No. 11 in the amount of \$7,862.00.

5. Water Tower on Velasco Street

The Board and Mr. Taylor next discussed authorizing MOC to seek bids to power wash the Water Tower on Velasco. It was the consensus of the Board that MOC seek proposals for such washing.

6. Amendment to MOC Agreement

Mr. Taylor presented to and reviewed with the Board a proposed amendment to the District's agreement with MOC for operations service, particularly the proposed rates for certain services provided by MOC. A brief discussion ensued.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the proposed amendment to MOC's agreement with the District for operations services, subject to MOC providing a Form 1295 Certificate of Interested Parties and receipt of the requisite sworn verifications for contracts with governmental entities.

7. Engineer's Report

Mr. Weishuhn reviewed with the Board his recommendations for the rehabilitation of one (1) of the District's lift stations.

Mr. Weishuhn went on to present information related to a new water well to be constructed within the District and various factors that may affect the location of such well. Messrs. Weishuhn and Barner went on to discuss the requisite sanitary control requirements for areas within 150 feet (150') of a water well location. Mr. Barner explained that the District had adopted an order on such requirements.

Mr. Weishuhn then reviewed with the Board the Riverway Farms Subdivision Development Project ("Riverway Farms") and the design of the lift station and wastewater force main improvements necessary to serve such development.

Upon a **motion** by Director Barley, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board authorized the Operator and Engineer to proceed with the necessary coordination for the recommended lift station rehabilitation; and 2) accepted the plans designed for the above-mentioned improvements for Riverway Farms.

8. 2024 Drinking Water Quality Report

Mr. Taylor next presented the 2024 Drinking Water Quality Report, formerly the Consumer Confidence Report (the "CCR"), a copy of which is available upon request. Mr. Barner explained the process for distributing the CCR to customers pursuant to the requirements of the EPA and the TCEQ. Mr. Barner stated that a direct URL link to the CCR must be directly provided to customers prior to July 1, 2025. Mr. Barner noted that the District typically includes such link in the customers' water bills in order to comply with such requirements.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board authorized preparation and distribution of the CCR, subject to the General Manager and Attorney's review of the same.

9. Administration/Personnel

Mrs. Pierre then presented information related to the TCEQ Approved Confined Space Safety Awareness Training. A discussion ensued regarding such training and the most cost-effective course providing such training.

Mrs. Pierre then reminded the Board that it is time for the District to begin preparation of the District's budget for the fiscal year ending on June 30, 2025 ("FYE 2025 Budget") and requested that the Directors provide their availability for a workshop on such budget. A brief discussion ensued.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board: 1) scheduled a special meeting workshop for review of the District's FYE 2025 Budget on Thursday, May 22, 2025, at 5:30 p.m.; and 2) authorized the District's personnel to attend a training course related to confined space safety, subject to the General Manager's selection of the most cost-effective provider of such training.

10. Attorney's Report

Mr. Barner and the Board next discussed the proposed Interlocal Agreement with the City for the Use of Equipment and Personnel, which had been previously presented to the Board. It was the consensus of the Board that Mr. Barner and the General Manager discuss the scope of such agreement further in order to revise such agreement.

Regarding the IDV Development Project, Messrs. Barner, Weishuhn and Johnson presented to and discussed with the Board the revised Capacity Report.

11. Executive Session

Pursuant to Section 551.071 of the Texas Government Code, Subchapter D, of the Open Meetings Act, the President then called the executive session to order at 7:39 p.m. to discuss matters of attorney-client privilege. Present for all portions of the Executive Session were the Board of Directors and Mr. Barner.

The President then reconvened the meeting in open session at 8:15 p.m.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the revised Capacity Report for the IDV Development Project.

12. Election Report

Mr. Barner discussed the canvassing meeting for the District's May 3, 2025 Bond Authority Election (the "Election"). Mr. Barner explained that while Texas election laws state that canvassing the returns of the Election must occur after the third (3rd) day but no later than the eleventh (11th) day after the Election, RAB recommends that the District conduct such canvassing on the last day permitted by such laws. A discussion ensued and it was confirmed that such day would be May 14, 2025. Mr. Barner added that RAB's recommendation contemplates that Waller County Elections will provide the official results of the Election to the District after the ninth (9th) or tenth (10th) day after the Election.

Mr. Barner then stated that the County has still not yet provided an invoice to the District for the remaining cost of conducting the May 4, 2024 election.

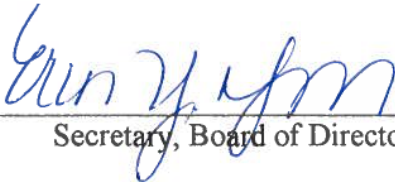
Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board voted to authorize the canvassing of the Bond Authority Election on May 14, 2025, at 5:30 p.m.

13. **Adjournment**

There being no further business to come before the Board, the Board meeting was adjourned at 8:19 p.m.

PASSED, APPROVED and ADOPTED this the 2nd day of June, 2025.

ATTEST:


Secretary, Board of Directors


President, Board of Directors

(DISTRICT SEAL)

