

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

**July 21, 2025**

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 21<sup>st</sup> day of July, 2025, 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, Melanie Garrett of Assessments of the Southwest, Inc. ("Tax Assessor/Collector" or "ASW"); Colby Anthony of TexPool; Ms. Rosa, of UHY Advisors ("UHY") (via telephone); Elliot M. Barner, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); and Vincent and Charlie Giammalva, members of the public.

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 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. Mr. Vincent Giammalva introduced himself to the Board and explained that the District's engineer is completing a capacity report for service to property owned by his company. Mr. Giammalva went on to provide a description and location of the property being developed and such property's intended light industrial use.

There being no further public comments, the President directed the Board to proceed with the agenda.

**2. TexPool Local Government Investment Pool**

Mr. Colby Anthony introduced himself to the Board and presented information related to TexPool portfolios available to the District. Mr. Anthony also reviewed certain informational documents, including the most recent Newsletter and discussed updates from the Texas Public Funds Investment Act affecting the investment pool for the District. Mr. Anthony noted that TexPool's fees are lower than all other pools and that those fees are deducted before any member of the Pool receives their distributions.

**3. Approve Minutes of Prior Meeting**

The Board then considered approval of the minutes from June 16, 2025 regular meeting and June 24, 2025 special meeting. Mr. Barner explained that the June 16 regular meeting minutes were only just provided to BMWD Staff and that he has further revisions to the June 24 special meeting minutes, as Mr. Barner had some questions that Mrs. Pierre answered for him prior to the meeting so that he could complete such minutes.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the June 16, 2025 regular meeting minutes and postponed approval of the June 24, 2025 special meeting minutes.

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

Ms. Garrett then reviewed the Tax Assessor/Collector's Report for the month of June 2025, a copy of which is available upon request.

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

**5. Texas Water Development Board ("TWDB") CFO-to-Go Report**

Director Green reported to the Board that UHY has completed an assessment of the District's financial processes, policies, and procedures and proposed certain changes in financial reporting. Ms. Rosa with UHY introduced herself via telephone to the Board and presented a report recommending the implementation of comprehensive policies and procedures, including a financial review, and steps for addressing these recommendations to enhance reporting procedures. An extensive discussion ensued.

Director Green asked if they could provide guidance documents as part of Phase 2 to develop policies to implement UHY's recommendations. A discussion ensued.

Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved the UHY assessment and moving forward with Phase 2, as presented.

**6. General Manager's Report**

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

**7. Administrative/Personnel matters**

The Board reviewed a proposal for cleaning services for the District's office. A brief discussion ensued.

Upon a **motion** by Director Williams, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved such cleaning proposal, as presented.

**8. Texas Municipal League ("TML") 113<sup>th</sup> Annual Conference**

The Board discussed the attendance at the TML 113<sup>th</sup> Annual conference to be held in Fort Worth, Texas on October 29-31, 2025.

Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved attendance to the Annual TML conference to be held in Fort Worth, Texas on October 29-31, 2025, as presented.

**9. Determine development status of District under Texas Water Code Section 49.23603 for 2025 tax year**

Mr. Barner explained that the Board will need to determine whether the District is considered to be a "developing" or "developed" district, as defined in Texas Water Code Section 49.23603, for purposes of calculating the District's 2025 tax rate. Mr. Barner went on to explain that the District in the opinion of RAB and the Financial Advisor, continues to be a developing district; therefore, the District may adopt a 2025 tax rate in an amount that does not exceed 1.08 times the amount of tax imposed by the District in the 2024 tax year.

Upon a motion by Director Williams, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board voted to declare the District a developing District for purposes of calculating the District's 2025 tax rate setting procedures.

**Executive Session**

Pursuant to Section 551.071 of the Texas Government Code, Subchapter D, of the Open Meetings Act, Director Green then called the executive session to order at 7:26 p.m. to discuss matters of attorney-client privilege and personnel.

Present for all portions of the Executive Session were the Board of Directors and Mr. Barner.

**Reconvened In Open Session**

As of 7:41 p.m., the President declared the Executive Session was ended and open session was resumed.

A discussion then ensued regarding provision of information related to certain agenda items and the timing for providing such information prior to each meeting.

**10. Adjournment**

There being no further business to come before the Board, the Board meeting was adjourned at 7:45 p.m.

PASSED, APPROVED and ADOPTED this the 18<sup>th</sup> day of August, 2025.

\_\_\_\_\_  
President, Board of Director

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors

(DISTRICT SEAL)

