

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

July 7, 2025

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on July 7, 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, 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"); Sam Johnson of Coats Rose, P.C., attorney for D.R. Horton; and Al Ghafil of D.R. Horton.

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. Minutes of Prior Meeting

The Board then considered approval of the minutes of the June 2, 2025 regular meeting.

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 of the June 2, 2025 regular meeting, as presented.

3. Waller County Tax Assessor-Collector's Interlocal Agreement

The Board discussed entering into an Interlocal Agreement with Waller County for tax assessment and collection services, a copy of which is available upon request. A 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 entering into an Interlocal Agreement with Waller County, subject to RAB review.

4. Bookkeeper's Report

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

Mr. Haskins updated the District's budget for the fiscal year ending ("FYE") August 31, 2025, and the year-to-date expenses incurred by the District.

Mr. Haskins next presented the Quarterly Investment Report for the third (3rd) quarter of the FYE August 31, 2025.

Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved the Bookkeeper's Report, including the Quarterly Investment Report for the third (3rd) quarter of the FYE August 31, 2025, as presented.

5. IDV Development Project

Mr. Barner reminded the Board that the draft of the Facilities and Operating Costs Reimbursement Agreement ("Reimbursement Agreement") with D.R. Horton-Texas, Ltd., ("DRH"), which outlines the terms for the development of water, wastewater and road facilities needed to serve a 66 single-family home residential subdivision, including designation of the approximate 15.5 acres on which such subdivision shall be developed as a defined area within the District, had been previously approved in a special meeting, subject to review by the District's Engineer. A brief discussion ensued regarding status of obtaining fully executed copies of such agreement.

6. Engineer's Report

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

Mr. Weishuhn then presented a revised Capacity Report for Tellhaus Roofing ("Tellhaus"). Mr. Weishuhn explained that Tellhaus will consist of a 2,100 square foot business inside of an existing strip mall. Mr. Weishuhn reported that the revised report reflects there will not be any Impact Fees due to the equivalent service unit ("ESU") for the proposed facility are less than ESU's for the previous facility at this location, provided it is operated based on the revised information provided.

Mr. Weishuhn then presented a Capacity Report for GQ Investment Group LLC ("GQ"). Mr. Weishuhn explained that GQ proposes water and wastewater service to a truck and trailer sales business on the property located at 4669 5th Street, Brookshire, Texas. Extensive discussion ensued regarding the capacity of water and wastewater required to serve such development and options for providing such service. Mr. Weishuhn reported that GQ will owe an Impact Fee in the amount of \$2,168.69 for the water supply and wastewater discharge, in addition to the District's usual charges and deposits.

Mr. Weishuhn updated the Board regarding the Capacity Report for Phase II of Riverwood Farms, which is for approximately 378 single-family homes, located outside the District's service area between Royal Road and west of FM 362. A discussion ensued regarding such phase and the requisite capacity.

Upon a **motion** by Director Barley, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the Engineer's Report, including the revised Capacity Report for Tellhaus.

7. 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 21,064,000 gallons of water were pumped from the District's water wells from April 16, 2025 through May 15, 2025.

Mr. Taylor then reported that the District's WWTP operated at 50% of its permitted capacity during the period of April 26, 2025 to May 25, 2025. Mr. Taylor noted that a total of 1,507,000 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 486,129 gallons per day ("gpd") and the peak daily flow was 189,900 gpd.

Mr. Taylor next updated the Board regarding the status of street repairs and fire hydrant repairs within the District.

Mr. Taylor next updated the Board regarding the proposal from JAK Environmental, LLC ("JAK") relating to power washing the Water Tower on Velasco and Cooper Road in the amount of \$13,800.00. A discussion ensued.

Upon a **motion** by Director Barley, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the Operator's Report, including the proposal of JAK in the amount of \$13,800.00, as presented.

8. **Administration/Personnel Report**

Mrs. Pierre presented to the Board information relating to field staff attending the Public Drinking Water Conference scheduled for August 5-6, 2025, in Austin, Texas. A discussion ensued.

The Board discussed scheduling a workshop to review the draft budget for the fiscal year ending August 31, 2025. Mr. Barner recommended that Mrs. Pierre coordinate with the Board and Bookkeeper to determine when regarding potential dates on which to schedule such workshop.

Mrs. Pierre presented to the Board information relating to field staff attending the Texas Rural Water Association 2025 Training and Technical Conference scheduled for July 16-17, 2025, in Galveston, Texas. A 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 field staff attending: 1) Public Drinking Water Conference scheduled for August 5-6, 2025, in Austin, Texas; and 2) Texas Rural Water Association 2025 Training and Technical Conference scheduled for July 16-17, 2025, in Galveston, Texas, as presented.

9. **Adjournment**

There being no further business to come before the Board, and upon a **motion** by Director Barley, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved the Board meeting was adjourned at 8:30 p.m.

PASSED, APPROVED and ADOPTED this the 11th day of August, 2025.



President, Board of Directors

ATTEST:



Secretary, Board of Directors

(DISTRICT SEAL)

