

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

November 17, 2025

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 17th day of November, 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. Also attending were Willis Holmes, Field Staff Supervisor for the District; Linda Vela, an employee of the District; and Abigail C. Barnett, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB").

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 6:01 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 October 20, 2025 Regular Meeting

The Board then considered approval of the minutes from the October 20, 2025 regular meeting. Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board approved the minutes from the October 20, 2025 regular meeting, as presented.

3. Tax Assessor-Collector's Report

In response to a question regarding the lack of a report from the Waller County Tax Assessor-Collector, Ms. Vela stated that such report had not been provided yet.

4. General Manager's Report

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

Ms. Vela reported to the Board there were no current requests or updates to report regarding high water usage at this time.

Ms. Vela discussed with the Board providing holiday gift cards to District staff for Thanksgiving. In response to a question, Ms. Barnett explained that compensation paid to District employees is taxed by the Federal Government and that if a gift card was provided, the District would have to figure out how to "gross-up" the compensation in order to ensure that compensation was paid. Ms. Barnett noted that gift cards are essentially cash and the District cannot give public funds to anyone for nothing in return. Ms. Barnett stated that she would follow up after speaking with Mr. Barner to confirm.

Ms. Vela reviewed the Water Leak Repair List ("List") with the Board stating field personnel were working on the List. A brief discussion ensued.

Upon a **motion** by Director Connor, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board approved the General Manager's Report, including authorize additional compensation in the form of a \$25.00 gift card to District staff, or additional compensation in the form of \$25.00 after taxes to District staff, at the discretion of RAB and the General Manager.

5. Administrative/Personnel matters

The Board discussed certain employees submitting applications to obtain a Texas Commission on Environmental Quality ("TCEQ") license and the class required prior to submission of their application to TCEQ.

Ms. Vela updated the Board regarding the upcoming Emergency Response Plan ("ERP") Pro 10 Migration. Ms. Vela stated that the training scheduled for the second week in January 2026 will occur on four (4) mornings of the second week of January, requiring the District office to be closed to customers during this time.

6. Attorney's Report

Ms. Barnett first asked the Board and Ms. Vela if they could confirm that the initial offer letter prepared by Mr. Barner and provided to the District for placement on District letterhead and execution by the General Manager, which is for a tract of land in the District, had been sent to the property owner. A brief discussion ensued and the Board said they would follow up with Mrs. Pierre when she returns to the office.

Ms. Barnett next updated the Board on the status of the District's Replacement Water Well Project. Ms. Barnett stated that RAB is awaiting the final contract, bonds and insurance from the District's Engineer to review.

Ms. Barnett then updated the Board on the Brookwood Community disputing charges for service. Ms. Barnett stated that RAB is awaiting correspondence from the attorney for the Brookwood Community related to their charges for service.

Ms. Barnett noted lastly that Mr. Barner drafted a letter to the City of Brookshire (the "City") on behalf of the District, requesting that the City suspend Ezee Fiber/Comcast's permit for working in the right-of-way ("ROW") along U.S. 90 due to the ungodly amount of times Ezee Fiber has damaged District-owned water lines also located in the ROW. Ms. Barnett noted that it will be out to this week.

7. Adjournment

There being no further business to come before the Board, the Board meeting was adjourned at 6:25 p.m.

PASSED, APPROVED and ADOPTED this the 15th day of December 2025.



President, Board of Directors

ATTEST:



Secretary, Board of Directors

(DISTRICT SEAL)

