

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

**January 19, 2021**

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 19<sup>th</sup> day of January, 2021, at 6:00 p.m., in the meeting room of the District, 4004 6<sup>th</sup> Street, Brookshire, Texas and via telephone conference call pursuant to Texas Government Code, Section 551.125, as amended, and as modified by the temporary suspension of various provisions thereof effective March 16, 2020, by the Governor of Texas (the "Governor") in accordance with the Texas Disaster Act of 1975, all as related to the Governor's proclamation on March 13, 2020, certifying that the COVID-19 pandemic ("COVID-19") poses an imminent threat of disaster and declaring a state of disaster for all counties in Texas; whereupon the roll was called of the members of the Board, to-wit:

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

All members of the Board were present, except for Director Glover, and with Director Green attending via telephone conference call, thus constituting a quorum. Also attending were Tonya Pierre ("General Manager"); Linda Guevara, employee of the District; Elliot Barner, attorney, of Radcliffe Bobbitt Adams Polley PLLC ("Attorney" or "RBAP"); and all persons on the attached Attendance Roster. Also attending via telephone conference call were John Taylor of Municipal Operations and Consulting, Inc. ("Operator" or "MOC"); Dr. Herman Clay, PhD ("Engineer"); and Kyle Todd of Toy Shedz.

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 6:03 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 Meetings.**

The Board then considered approval of the minutes of the regular meeting of December 21, 2020.

Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and all Directors present voting aye, the Board approved the minutes of the regular meeting of December 21, 2020.

3. **Engineer's Report.**

Dr. Clay presented the Engineer's Report, a copy of which is available upon request.

Regarding a request for service from Toy Shedz, Dr. Clay first stated that he has not yet received an application from the District for service to Toy Shedz.

Mrs. Pierre then explained that she and Director Whitaker further investigated Toy Shedz's property and believed that Toy Shedz would need an easement from an adjacent property owner in order for the District to provide water to Toy Shedz's. A discussion then ensued regarding the location of such property and the nearest location of a District-owned water line. In response to a question from Mr. Barner, a map of such property was reviewed. In response to a question from Mr. Todd, owner of Toy Shedz, Mr. Barner and the Board then explained that only a portion of such property is located inside the boundaries of the District and that should Mr. Todd want service to the out-of-district property, such property would need to be annexed. Mr. Todd reminded the Board that Toy Shedz is a boat and recreational vehicle ("RV") storage unit and that he did not require much water from the District.

In response to a question from Mr. Todd regarding the District's obligations to serve the portion of the Toy Shedz property that is within the District, Mr. Barner explained that District is not obligated to pay to extend the District's facilities in order to serve him and that it is the property owner's obligation to pay to extend any necessary facilities the District needs to connect his property.

Mr. Todd exited the meeting at this time.

Regarding the Brookwood Community Project, Dr. Clay reported that he expects to advertise for bids within the next month.

Dr. Clay then updated the Board regarding the Alley Force Main Project and stated that he has no new information to provide to the Board regarding such project.

Dr. Clay exited the meeting at this time.

4. **General Manager's Report.**

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

Upon a **motion** by Director Whitaker, seconded by Director Connor, after full discussion and all Directors present voting aye, the Board approved the General Manager's Report.

Next, Mrs. Pierre reported that MOC is scheduled to repair valves on certain fire hydrants within the District on January 29, 2021. Mrs. Pierre explained that such repairs will be performed overnight, beginning at 11:00 p.m., so as to minimize the disruption to customers whose water will be shut off during the course of such repairs. Director Green explained that MOC expects such repairs to cause a seven (7) hour interruption in service to all customers within the District. Extensive discussion then ensued regarding methods by which to inform the

public of the anticipated disruption in service, including hiring temporary workers to assist the field technicians with distribution of door tags, using MOC employees to assist with such distribution, or utilizing alternative methods of communication to disseminate such information to the local television, radio stations or in the local newspaper. It was the consensus of the Board to table further discussion regarding such matter until the special Board meeting on January 25, 2021, at which time the Operator and Mrs. Pierre would present the Board with cost estimates for the various proposed methods by which to notify customers about the anticipated disruption in service.

Mrs. Pierre then reported that the District Office recently experienced a wastewater backflow and explained that a segment of the wastewater line serving such office needed to be replaced. Mrs. Pierre noted that the cost of such repair is approximately \$4,000.

Mrs. Pierre then reported that pursuant to the Board's authorization at the January 4, 2021 regular meeting, she is coordinating with the Attorney to send letters to five (5) customers who are connected to the District's water lines without the District's authorization.

**5. Discuss Hiring Field Personnel.**

Director Whitaker explained that he understands that an individual recently applied for a Field Technician position through Link Staffing Services ("Link Staffing"), but was rejected by Link Staffing based upon certain answers provided in a questionnaire that is required to be completed by all applicants applying for a position through Link Staffing. A discussion then ensued regarding Link Staffing and whether such service should be utilized exclusively when hiring District employees. Mrs. Pierre explained that it is her understanding that Link Staffing was to be used in hiring all District employees because they performed the necessary testing and background checks required by the District. It was the consensus of the Board to table further discussion regarding such matter until the special Board meeting on January 25, 2021.

Mr. Taylor entered the meeting at this time.

**6. Discuss Working Under MOC for Training Purposes.**

Mr. Taylor stated that MOC is willing to assist with the training of the District's new field technicians. Mr. Taylor then noted that the Texas Commission on Environmental Quality ("TCEQ") does not require such technicians to have any field experience in order to obtain a Class D license. Mr. Taylor explained that the District's field technicians can register to take the TCEQ's licensing exam and are able to take such exam four (4) times in an effort to obtain a Class D license. Director Connor emphasized the need to ensure that potential employees have a desire to be licensed with the TCEQ and to perform field work. Mr. Barner then clarified why such licensing is necessary for the District's field technicians to obtain.

**7. Discuss Scheduling Budget Workshop.**

The Board then discussed conducting a budget workshop particularly for the benefit of the newly elected Directors. Mrs. Pierre recommended that the Board delay scheduling such workshop until after the District's Employee Personnel Manual is finalized.

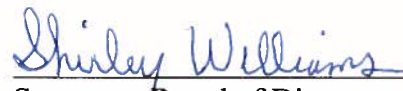
8. **Approve Training, Conferences, or Committee Meetings.**

Director Green requested that any Directors planning to attend an upcoming conference notify Mrs. Pierre of the same.

9. **Adjournment.**

There being no further business to come before the Board, the Board meeting was adjourned at 7:23 p.m.

PASSED, APPROVED and ADOPTED this the 16 day of FEBRUARY, 2021.

  
Secretary, Board of Directors

(DISTRICT SEAL)

