

BROOKSHIRE MUNICIPAL WATER DISTRICT

MINUTES OF BOARD OF DIRECTORS SPECIAL MEETING

January 25, 2021

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in special session on the 25th day of January, 2021, at 5:00 p.m., in the meeting room of the District, 4004 6th 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, thus constituting a quorum. Also attending were Tonya Pierre ("General Manager"); Linda Guevara, employee of the District; and Monica A. Garza, attorney, of Radcliffe Bobbitt Adams Polley PLLC ("Attorney" or "RBAP").

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 5:03 p.m. and declared it open for such business as may regularly come before it.

1. Review and Discuss Employee Personnel Manual.

Discussion ensued regarding Section IX.5 of the Personnel Manual regarding incentives for employees who obtain a Class D operator's license.

Next, discussion ensued regarding pay rates for District employees who obtain various classes of operator's licenses and the additional compensation offered by the District to employees possessing such licenses.

Discussion then ensued regarding the process for hiring District employees. Mrs. Pierre explained that she currently utilizes Link Staffing Services ("Link Staffing") when hiring employees because Link Staffing administers aptitude tests and conducts criminal background checks on all applicants. Mrs. Pierre stated that she will provide the Board with a cost estimate for the District to administer its own aptitude tests and to perform background checks on applicants. Mrs. Pierre requested that the Attorney determine the process by which to conduct such background checks and prepare a release form for applicants to sign giving permission to the District to perform such background check. It was the consensus of the Board that per the

General Manager's job description in the Personnel Manual, Ms. Pierre is authorized to hire District employees directly or to utilize Link Staffing.

Upon a **motion** by Director Whitaker, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board: 1) approved revisions to Section IX.5 of the Personnel Manual to allow employees who obtain a Class D Certificate to receive an additional hourly rate of pay in the amount of \$1.00 as long as such employee remains a District employee for one (1) year from the time the Class D Certificate is obtained; 2) authorized revising the District's Personnel Manual to require that, if the District pays for the Class D licensing of a new field technician, such technician must remain employed by the District for at least one (1) year from the date on which they were hired; and 3) approved additional compensation in the amount of \$1.00 per hour to those field technicians who possess a Class D operator's license.

2. Discuss Hiring Field Personnel.

No further discussion on Mrs. Pierre's authority to hire District employees and/or field personnel occurred at this time.

3. Approve Repairs for the Water Line Scheduled for January 29, 2021.

Next, Mrs. Pierre reminded the Board that Municipal Operations and Consulting, Inc. (the "Operator" or "MOC") is scheduled to repair valves on certain fire hydrants within the District on January 29, 2021, and noted that such repairs are expected to cause an interruption in service to all District customers. Mrs. Pierre presented two (2) quotes for the rental of all-terrain vehicles, one (1) quote for a seven (7)-day rental and one (1) quote for a three (3)-day rental, for the District's use in distributing the required boil water notices to all affected customers.

Director Green exited the meeting at this time.

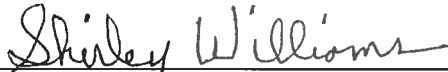
Discussion then ensued regarding hiring contract employees to assist MOC in distributing the boil water notices throughout the District and the rate at which such employees will be compensated. Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board: 1) approved hiring contract workers to assist MOC in distributing boil water notices at a rate equal to that of the District's full-time field technicians; and 2) approved the quote in the amount of \$1,747.00 for the seven (7)-day rental of all-terrain vehicles for the District's use in distributing the required boil water notices.

Mrs. Pierre requested clarification from the Board that she should delay hiring any new District employees until after she provides the Board with the estimated costs for the District's administration of aptitude tests and performance of background checks on applicants.

4. **Adjournment.**

There being no further business to come before the Board, the Board meeting was adjourned at 6:30 p.m.

PASSED, APPROVED and ADOPTED this the 1 day of MARCH, 2021.


Secretary, Board of Directors

(DISTRICT SEAL)

