

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

January 17, 2023

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 17th day of January, 2023, 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
<i>Vacant</i>	Director

All members of the Board were present, except Director Green, thus constituting a quorum. Also attending were Tonya Pierre, General Manager of the District; Linda Guevara, employee of the District; Elliot M. Barner, attorney, of Radcliffe Bobbitt Adams Polley PLLC ("Attorney" or "RBAP"); and all persons on the attached attendance roster.

The Vice 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 Vice President first opened the meeting to public comment. There being no public comments, the Vice President directed the Board to proceed with the agenda.

2. Approve Minutes of Prior Meeting.

The Board then considered approval of the minutes from the regular meeting of December 19, 2022. Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved the minutes from the regular meeting of December 19, 2022, as presented.

3. Emergency Response Procedures.

Mrs. Pierre reviewed with the Board the District's emergency response procedures in place for winter storm and hurricane events, including the preparation for such events by the District's field staff and the District's Operator.

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

Mrs. Pierre next reviewed with the Board the General Manager's Report, a copy of which is available upon request. Mrs. Pierre further reviewed with the Board requests from customers regarding high water usage during the past month. Mrs. Pierre then briefly discussed the summary of the District's finances for the past month and the status of various active residential and commercial developments within the District.

5. **Review Administration/Personnel Matters.**

In response to a question from Director Connor, Mrs. Pierre stated that two (2) temporary employees currently work in the District's office.

6. **Discuss Appointment of a New Director to Fill Vacancy.**

Mrs. Pierre next reminded the Board that the deadline by which to submit an Application for Appointment to the Board was January 11th. Mrs. Pierre then updated the Board regarding the receipt of such applications. It was the consensus of the Board to extend the deadline by which to submit applications to January 31st.

7. **Authorize Filing of Financial and Tax-Related Information with the Texas Comptroller ("Comptroller") pursuant to Texas Local Government Code, Sections 203.062 and 403.0241 for the Special Purpose District Public Information Database ("SPDPID").**

Mr. Barner reported that Texas Local Government Code, Sections 203.062 and 403.0241, requires the annual filing of certain financial and tax-related information by all special purpose districts in the Comptroller's SPDPID. Mr. Barner noted that such information must be filed with the Comptroller annually by April 1st or a fine will be incurred. Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board authorized the Attorney to file the required financial and tax-related information with the Comptroller by April 1, 2023.

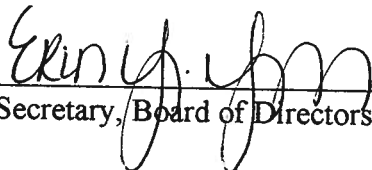
8. **Adjournment.**

There being no further business to come before the Board, the Board meeting was adjourned at 6:19 p.m.

PASSED, APPROVED and ADOPTED this the 21 day of February, 2023.



(DISTRICT SEAL)


Secretary, Board of Directors