

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

March 20, 2023

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 20th day of March, 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, thus constituting a quorum. Also attending were Tonya Pierre, General Manager of the District; Linda Guevara, employee of the District; John Taylor of Municipal Operations and Consulting, Inc. ("Operator" or "MOC") via telephone conference call; Elliot M. Barner, attorney, of Radcliffe Bobbitt Adams Polley PLLC ("Attorney" or "RBAP"); and Brenda Grant, member of the public.

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. Approve Minutes of Prior Meeting.

The Board then considered approval of the minutes from the regular meeting of February 21, 2023. Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved the minutes from the regular meeting of February 21, 2023, as presented.

3. Twin Lakes, LLC ("Twin Lakes") Development on Texas Farm-to-Market 362.

Mr. Barner reminded the Board that Twin Lakes previously requested the District's preliminary approval of the plat, as required by the City of Brookshire, for a 104-acre tract of land to be developed by Twin Lakes. Mr. Barner further reminded the Board that Twin Lakes intends to install a detention pond on such property in order to comply with Waller County's drainage requirements and to account for planned future development on the site. Mr. Barner went on to remind the Board that the District has a ten-inch (10") water line located within the proposed

detention pond, which will be relocated and upsized to a twelve-inch (12") water line along the perimeter of Twin Lakes' property. Mr. Barner then presented two (2) Water Line Easements and two (2) Sanitary Sewer Easements for the utilities to be installed on Twin Lakes' property. Mr. Barner explained that the legal property description provided by Twin Lakes for two (2) such easements is incorrect and added that Twin Lakes is in the process of correcting such description.

Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved the Water Line Easements and Sanitary Sewer Easements for Twin Lakes, with corrections and subject to finalization by RBAP.

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 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.

Mrs. Pierre then reviewed with the Board a request from Ms. Grant regarding the high water usage reflected on her water bill during the past month. Mrs. Pierre explained that Ms. Grant is requesting that the District adjust the amount of her water bill due to a leak that occurred on her property. Mrs. Pierre and Mr. Barner then reviewed with the Board the District's leak adjustment policy, which provides for an adjustment to the water bill for customers requesting an adjustment so that such customers are billed at the lowest usage tier provided that such customers present proof that a leak occurred and was repaired. It was the consensus of the Board to offer Ms. Grant a 12-month payment plan for her outstanding balance provided that she does not become delinquent on her current water bills during such 12-month period. The Board then informed Ms. Grant about the Texas Comptroller's Texas Homeowner Assistance program, which provides qualified homeowners with financial assistance toward payment of their utility bills. Mrs. Pierre stated that if all or a portion of Ms. Grant's outstanding water bill is paid through such program, the District will recalculate the outstanding balance owed to the District by Ms. Grant pursuant to the District's leak adjustment policy.

Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board: 1) approved a 12-month payment plan for Ms. Grant, subject to Ms. Grant not becoming delinquent on her current water bills during such 12-month period; and 2) authorizing Ms. Grant to delay payment toward such outstanding balance until a determination of eligibility is made by the Texas Homeowner Assistance program.

Next, Mrs. Pierre reported that Incode Technologies, the company that processes customers' electronic payments to the District, informed her that it will no longer use the equipment currently utilized by the District to accept such payments. Mrs. Pierre then presented a written proposal from Tyler Technologies in the amount of \$1,418.00 for the purchase of payment processing equipment, which includes an annual licensing fee of \$360.00.

Director Connor then requested that the District's field staff drive through the District at least once per week in an effort to expediently locate any obvious leaks.

Mrs. Pierre next reported that the Texas Commission on Environmental Quality (the "TCEQ") performed a compliance inspection on March 7, 2023, and observed leaks in two (2) of the District's water lines, one (1) at the corner of South Street and Velasco Street, a second (2nd) leak at the corner of Franklin Street and Fifth Street. Mrs. Pierre further reported that the TCEQ cited the District for failure to maintain their water distribution lines. Mrs. Pierre went on to report that such lines were repaired and documentation was provided to the TCEQ. Mrs. Pierre then reported that on March 17, 2023, the TCEQ performed a separate compliance inspection and noted that an excursion of wastewater discharge occurred recently at the manhole located at 34811 Lake Point Drive. Mrs. Pierre further reported that during such inspection, the TCEQ also noted that the audiovisual alarm system failed to work at the District's lift station on Bains Road. Mrs. Pierre stated that following such inspection, the TCEQ required the District to disinfect the area around the manhole and to repair the alarm system at the lift station. Mrs. Pierre further stated that such actions were completed the following day and documentation of the same was provided to the TCEQ.

Mr. Taylor entered the meeting at this time via telephone.

5. Discuss Repairs for Water Well No. 3.

Mr. Taylor reminded the Board that he previously recommended pulling and inspecting the well at Water Plant No. 3 as such well is not operating properly. Mr. Taylor reported that Weisinger Incorporated ("Weisinger") televised the interior of the well to determine the necessary repairs. Mr. Taylor then presented to the Board a proposal from Weisinger in the amount of \$131,198.00 for the cleaning and repair of such well. Mr. Taylor explained that it will likely take five (5) to six (6) weeks for the delivery of the necessary replacement parts. Mr. Barner noted that the cost to repair such well requires the District to advertise such project in order to comply with the procurement requirements for water districts found in the Texas Water Code. The Board requested that Messrs. Barner and Taylor coordinate to further discuss the cost related to the repair of the well at Water Plant No. 3.

Mr. Taylor exited the meeting at this time.

6. Executive Session.

Pursuant to Chapter 551 of the Texas Government Code, specifically Section 551.074 relating to personnel matters, the President called the Executive Session to order at 6:45 p.m. Present for the executive session were all members of the Board present, Mrs. Pierre, and Mr. Barner.

The President then reconvened the meeting in open session at 7:30 p.m.

7. Update on Applications for 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 March 20th. 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 April 17th.

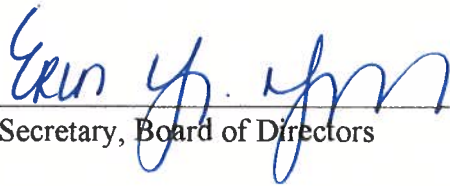
8. Adjournment.

There being no further business to come before the Board, the Board meeting was adjourned at 7:31 p.m.

PASSED, APPROVED and ADOPTED this the 17th day of April, 2023.



(DISTRICT SEAL)


Secretary, Board of Directors