

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

June 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 June, 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; Dr. Herman Clay, PhD, of Clay & Leyendecker, Inc. ("Engineer"), via telephone conference; Jennifer K. Wienecke, CPA, of Knox Cox & Co., L.L.P. ("Auditor"); Meredith C. King, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); and all persons on the attached attendance roster.

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 May 15, 2023. Upon a **motion** by Director Williams, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the minutes from the regular meeting of May 15, 2023, as presented.

3. Discuss Engagement of Auditor for Fiscal Year Ending ("FYE") August 31, 2023, Including Authorize Requesting Proposals for Same.

Ms. Wienecke then presented the engagement letter from the Auditor, a copy of which is available upon request. Ms. Wienecke reminded the Board that the total fee charged to the District for the previous year's audit was between \$13,500 and \$15,250.00. Ms. Wienecke stated that the Auditor's fee to complete the FYE August 31, 2023 audit shall not exceed \$15,750.00.

Ms. Wienecke further stated that the District will not require the preparation of a single audit for the FYE August 31, 2023.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board voted to engage the Auditor to prepare the District's annual audit for the FYE August 31, 2023.

4. Approve Change Order No. 4 for 11th Street Contract "C".

Dr. Clay then reminded the Board that the Brookwood Community Project consists of two (2) separate construction contracts, one (1) of which is a contract with Tidal Construction, Inc. ("Tidal") for the Eleventh Street Lift Station Improvement Project. Dr. Clay next presented Tidal's Change Order No. 4 in the amount of \$5,650.00 for the replacement of the existing meter box, pole, base, wiring, fuses and underground conduit. Mrs. Pierre explained that such structure is damaged and that replacement of the same will be funded through the capital projects funds rather than the general operating account. Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved Tidal's Change Order No. 4 in the amount of \$5,650.00.

5. General Manager's Report.

Mrs. Pierre then reported that the District received an inquiry regarding service to a proposed single-family residential development to consist of six (6) to seven (7) lots. Discussion ensued regarding the party responsible for construction of a water main line to serve such development. Mrs. Pierre stated that she and Dr. Clay will review the District's Rate Order related to new development within the District. Dr. Clay clarified that the developer is responsible for payment to the District of the impact fee for such development.

Dr. Clay exited the meeting at this time.

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 reported that a Boil Water Notice was issued last week for the Briarbrook subdivision.

Mrs. Pierre next reminded the Board that Mr. Vinod Kikani, the developer of a 104-acre tract of land to be developed by Twin Lakes, LLC ("Twin Lakes"), previously requested that the District abandon a ten-inch (10") water line that runs through the center of such tract. Mrs. Pierre further reminded the Board that Twin Lakes relocated the water line and upsized to a twelve-inch (12") water line along the perimeter of Twin Lakes' property. Mrs. Pierre explained that MOC installed the tap for such line, but after the installation was complete, the valve broke before the connection could be made. Mrs. Pierre reported that the District had to issue a Boil Water Notice in order to repair such valve. Mrs. Pierre further reported that the water line then broke and a second (2nd) Boil Water Notice was issued for such area. Mrs. Pierre went on to report that the newly repaired valve on such water line is now leaking, and the District will likely need to shut

off the water to such neighborhood again in order to repair the line. Mrs. Pierre stated that such repair is scheduled for Wednesday, June 21, 2023. The Board requested that Mrs. Pierre provide the affected customers with advanced notice that the District will be repairing such line, and that customers may experience a service interruption. In response to a question from Director Connor regarding whether Twin Lakes or MOC was responsible for damaging Twin Lakes' water line and valve, Mrs. Pierre stated she was uncertain if either party caused such damage.

6. Administrative/Personnel Matters.

A discussion then ensued regarding rescheduling the date of the next regular Board meeting. Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved rescheduling the July 3, 2023 Board meeting to July 6, 2023, at 6:00 p.m.

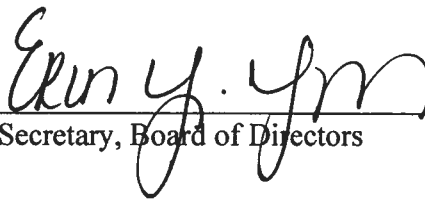
7. Adjournment.

There being no further business to come before the Board, the Board meeting was adjourned at 6:54 p.m.

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



(DISTRICT SEAL)


Secretary, Board of Directors