

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

**August 6, 2024**

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in special session on the 6<sup>th</sup> day of August, 2024, at 5:30 p.m., in the meeting room of the District, 4004 6<sup>th</sup> 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
NaKeshia Barley	Assistant Secretary

All members of the Board were present, thus constituting a quorum. Also in attendance were Tonya Pierre, General Manager of the District; Linda Vela, Administrative Assistant for the District; Willis Holmes, District Field Staff Supervisor; James Weishuhn of Weishuhn Engineering, Inc. ("Engineer" or "Weishuhn"); John Taylor of Municipal Operations & Consulting, Inc. ("Operator" or "MOC"); Steve Haskins of Protocol Bookkeeping, Inc. ("Bookkeeper" or "Protocol") and Elliot M. Barner, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"), via telephone.

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 5:30 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. Review Budget for Fiscal Year Ending ("FYE") August 31, 2025 (the "FYE 2025 Budget").**

Mr. Haskins then presented and reviewed with the Board the FYE 2025 Budget and responded to questions from the Board.

Extensive discussion then ensued regarding various line items contained in such budget, specifically personnel related expenses and the amount of expenses anticipated to be incurred by the District during the FYE August 31, 2025.

Mr. Weishuhn explained that he researched anticipated costs for repairs to lift stations, except for 359 North, which is fairly new. Mr. Weishuhn then stated that there were three (3) lift stations that required urgent maintenance due to control and pump issues, especially the McKinney Street Lift Station.

The Board then further reviewed certain line-items. Director Connor requested a detailed breakdown of employee salaries that make up the line-item for such expense.

Next, a discussion about monthly reporting on each item was explored.

Upon a motion by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved budgeting three percent (3%) cost of living increases for personnel; five percent (5%) for merit-based increases (to be approved at the option of the Board); and requiring Board approval for any use of Links Staffing.

There being no further business to come before the Board, the Board meeting was adjourned at 7:01 p.m.

PASSED, APPROVED and ADOPTED this the 3<sup>rd</sup> day of September, 2024.

(DISTRICT SEAL)



*Eun Y. Jhn*  
Secretary, Board of Directors