

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

October 16, 2023

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 16th day of October, 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 Shirley Williams, thus constituting a quorum. Also attending were Tonya Pierre, General Manager of the District; Elliot M. Barner (via telephone) and Meredith King, attorneys, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); Willis Holmes, employee of the District; and Yarima Sierra, Mark Mendez, Mark Hildenbrand, and Jeremiah Hill, members 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 6:03 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.

Mr. Mendez introduced himself to the Board and explained that the water usage reflected in his bill increased by approximately 2,000 to 3,000 gallons from his typical monthly water usage. Mr. Mendez stated his opinion that his electronic water meter is not functioning properly. Mr. Mendez further stated that his meter was re-read by the District. Mr. Mendez went on to state that he searched for a leak on his property but found none. The Board recommended that Mr. Mendez coordinate with Mrs. Pierre regarding his account to discuss options for evaluating the water meter's accuracy and for payment plan options.

There being no further 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 September 18, 2023. Upon a **motion** by Director Connor, seconded by Director Jackson, after full

discussion and with all Directors present voting aye, the Board approved the minutes from the regular meeting of September 18, 2023, as presented.

3. General Manager's Report

Mrs. Pierre then stated that the General Manager's Report was previously provided to the Board for review, a copy of which is available upon request.

Ms. Sierra next introduced herself to the Board and explained that her current water bill is \$366.66; however, her average water bill is approximately only \$100.00. Ms. Sierra stated her opinion that her water meter is not functioning properly. Ms. Sierra reported that she paid \$100.00 toward the balance of such water bill and is requesting that the Board grant her an extension of time to pay the outstanding balance. Ms. Sierra stated that she spoke to Mrs. Pierre regarding her account and that the District re-read the meter and inspected her property for leaks but found none. Director Green explained that the water meter was re-read and all readings were the same; therefore, the water usage reflected in Ms. Sierra's bill is accurate. Director Connor noted that Ms. Sierra's meter was re-read multiple times by the District. Director Connor explained that the District can offer Ms. Sierra a payment plan; however, it cannot adjust her water bill because there have been no leaks detected on her property during the period where her water usage was higher than such usage is normally. Director Green stated that the District will have Accurate Meter & Supply ("Accurate") test Ms. Sierra's water meter and added that the District will waive the meter testing fee even if the meter turns out to have been accurate.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board authorized Accurate to test Ms. Sierra's water meter and approved waiving the fee due from Ms. Sierra for having such meter tested. The Board informed Ms. Sierra that if Accurate determines that her meter is functioning property, she will be responsible for paying the outstanding balance on her water bill.

4. Update on Applications for Appointment of a New Director to Fill Vacancy

Mrs. Pierre next reminded the Board that an Application for Appointment to the Board is posted on the District's website. Mrs. Pierre then updated the Board regarding the receipt of such applications and stated that none have been received.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved extending the deadline by which to file an Application for Appointment to the Board until October 30, 2023.

5. Directors' Reports

Director Green reported that the water conservation education event held today at the District's office was well attended by the District's customers.

6. Annual Review of Post-Issuance Tax-Exempt Debt Compliance Policies

Ms. King briefly reviewed with the Board the District's Post-Issuance Compliance Policies for tax-exempt debt. Ms. King informed the Board that RAB recommends no changes to such

policies at this time. Ms. King stated that reports were received from Arbitrage Compliance Specialists, Inc. and RAB will review them with the Board at the next Board meeting.

7. **Executive Session**

Pursuant to Chapter 551 of the Texas Government Code, specifically Section 551.071 relating to matters of attorney/client privilege, the President called the Executive Session to order at 6:46 p.m. Present for the executive session were all members of the Board present, Mrs. Pierre, Ms. King, and Mr. Barner.

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

Mr. Barner exited the meeting at this time.

The President then reconvened the meeting in open session at 7:17 p.m.

Mr. Hill re-entered the meeting at this time.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board authorized the District's General Manager to discontinue billing customers and collecting payment on behalf of the City of Brookshire's (the "City") contract for solid waste collection services, effective November 17, 2023.

Mr. Hill stated to the Board that the City recently hired a new solid waste collection provider that will be billing customers for such service on behalf of the City.

Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board: 1) approved the termination of the Interlocal Agreement for Tax Assessor and Collector Services with the City; and 2) approved an Agreement for Services of Tax Assessor/Collector with Assessments of the Southwest, Inc.


8. **Adjournment**

There being no further business to come before the Board, the Board meeting was adjourned at 7:20 p.m.

PASSED, APPROVED and ADOPTED this the 20th day of November, 2023.



(DISTRICT SEAL)


Secretary, Board of Directors