

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

October 21, 2024

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 21st day of October, 2024, 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
NaKeshia Barley	Assistant Secretary

All members of the Board were present, thus constituting a quorum. Attending were Tonya Pierre, General Manager of the District; Willis Holmes, District Field Staff Supervisor; Rhonda Gideon of Assessments of the Southwest ("Tax Assessor/Collector"); and Meredith King, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB").

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 September 16, 2024. 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 16, 2024, as presented.

3. Tax Assessor/Collector's Report

Ms. Gideon then reviewed the Tax Assessor/Collector's Report for the month of September 2024. Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved the Tax Assessor/Collector's Report, as presented.

4. General Manager's Report

Mrs. Pierre next presented to the Board the General Manager's Report, a copy of which is available upon request.

Ms. Gideon exited the meeting at this time.

The Board then discussed alternative methods of payment for District customers to pay their water or wastewater bill. The Board further discussed only accepting cash payments from District customers until 4:00 p.m. A discussion then ensued regarding changing the District office hours in order for District customers to have more opportunities to pay their water or wastewater bill. The Board then requested that Mrs. Pierre prepare a proposed schedule for the District staff to rotate their lunch hour in order for the District office to stay open during that time. The Board requested that Mrs. Pierre present the proposed schedule to the Board at the November 18, 2024 Board meeting.

A discussion then ensued regarding offering an incentive for District customers to receive their water or wastewater bills online instead of receiving them on paper. The Board determined that they would not offer such incentive at this time.

Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with four (4) Directors voting aye and Director Connor voting no, the Board: 1) authorized District employees to stop accepting cash payments at 4:00 p.m.; and 2) authorized Mrs. Pierre to prepare a schedule for the District staff to rotate their lunch hour in order to keep the District office open during that time.

5. 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 6:38 p.m. Present for the executive session were all members of the Board present, Mrs. Pierre, and Mrs. King.

The President then reconvened the meeting in open session at 6:43 p.m.

6. General Manager's Report (Cont.)

Mrs. Pierre then requested approval from the Board for additional compensation for District staff. A brief discussion ensued.

Upon a **motion** by Director Williams, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved additional compensation to the District staff in the amount of a \$25.00 grocery store gift card.

Mrs. Pierre next reviewed with the Board the PowerPoint presentation from the Customer Service 101 Training that was provided by Municipal Operations and Consulting, Inc. ("MOC"). Mrs. Pierre stated that she would like the presenter, Ms. Ereka Ahmad, to come back to discuss

time management with the District employees. In response to a question from the Board, Mrs. Pierre stated that she would reach out to MOC to determine the cost of a second training.

Mrs. Pierre provided an update on the status of the Student Work Study Program with Royal Independent School District ("Royal ISD"). Mrs. Pierre reminded the Board that this was included in the fiscal year ending August 31, 2025 budget. Mrs. Pierre reported that students will complete District employment applications and then the Board will select two (2) students to work during the hours of 2:00 p.m. to 5:00 p.m. or 6:00 p.m. Mrs. Pierre stated that one (1) student would work inside the office and one (1) student would work in the field.

Next, Mrs. Pierre informed the Board that the District previously conducted smoke testing on its wastewater lines in order to address certain deficiencies in its wastewater collection system, and it was determined that damaged cleanout caps are the primary source of infiltration into such system. Mrs. Pierre then stated that the customers identified with damaged cleanout caps have received door tags and will receive letters if customers do not fix the cleanout caps. Mrs. Pierre reported that no letters have been sent to customers.

Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved the General Manager's Report, as presented.

7. Director's Report

Director Williams then discussed with the Board the City of Brookshire's (the "City") mitigation plan which will include widening certain ditches in the District. Director Williams stated that she plans to attend the next City council meeting to find out more information regarding the mitigation plan.

Director Williams further stated that she will be meeting with Mr. Steve Haskins, the District's Bookkeeper, and Mrs. Pierre regarding the investment pool for the District.

Director Green reported that she attended the recent Texas Municipal League conference and thought it was an informative event.

Director Jackson inquired if the Board will be hosting Trunk-or-Treat. Mrs. Pierre stated that bags will be handed out at the District office from 6:00 p.m. to 8:00 p.m. on Halloween, Thursday, October 31st.

8. Capacity Report for Cute & Sassy Grooming Salon

The Board then reviewed a revised Capacity Report for Cute & Sassy Grooming Salon ("Cute & Sassy"). Mrs. Pierre informed the Board that the owner of Cute & Sassy provided documentation to reflect water usage in the amount of 4,000 gallons in one (1) month. Mrs. Pierre reported that Cute & Sassy will owe an Impact Fee of \$4,351.90. A discussion ensued regarding the amount of water being used.

Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board approved the revised Capacity Report for Cute & Sassy, as presented.

9. Attorney's Report

Mrs. King informed the Board that the application for the road powers for Defined Area No.1 was submitted to the Texas Commission on Environmental Quality and that such application has been deemed administratively complete.

10. Election Report

Next, Mrs. King reminded the Board that a general election and special election were held on Saturday, May 4, 2024 (the "Election"). Mrs. King then stated that Waller County has not yet provided an invoice to the District for the cost of conducting the Election.

11. Adjournment

There being no further business to come before the Board, the Board meeting was adjourned at 7:30 p.m.

PASSED, APPROVED and ADOPTED this the 18th day of November, 2024.

(DISTRICT SEAL)




Secretary, Board of Directors