

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

**November 4, 2024**

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 4<sup>th</sup> day of November, 2024, at 6:00 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. Attending were Tonya Pierre, General Manager of the District; John Taylor of Municipal Operations and Consulting, Inc. ("Operator" or "MOC"); Steve Haskins of Protocol Bookkeeping, Inc. ("Bookkeeper"); James Weishuhn of Weishuhn Engineering, Inc. ("Engineer" or "Weishuhn"); and Elliot M. Barner 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 6:05 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 special meeting of September 24, 2024 and the regular meeting of October 7, 2024. Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved the minutes from the special meeting of September 24, 2024 and the regular meeting of October 7, 2024, as presented.

**3. Bookkeeper's Report**

Mr. Haskins then presented the Bookkeeper's Report, a copy of which is available upon request.

Mr. Haskins reviewed the District's budget for the Fiscal Year Ending August 31, 2024, and the year-to-date expenses incurred by the District.

**4. Discuss Positive Pay**

Mr. Haskins went on to report on the Positive Pay program offered for checking accounts. Mr. Haskins recommended that the Board consider enrolling in such a program in an effort to reduce any fraudulent attempts to withdraw funds from the District's accounts.

Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved: 1) the Bookkeeper's Report, as presented; and 2) enrolling the District's accounts in the Positive Pay program, subject to the General Manager's review.

**5. Engineer's Report**

Mr. Weishuhn first updated the Board on the Asset Management Plan.

Mr. Weishuhn then presented a Capacity Report for Brookwood Community Project – The Feigin Home ("Feigin Home"). Mr. Weishuhn explained that Feigin Home will consist of a 14-bed, 13,000 square foot, residential home. Mr. Weishuhn further explained that Feigin Home will be used as a residential building at the Brookwood Campus. The applicant proposes extending the existing service at the Brookwood Campus to Feigin Home. Mr. Weishuhn further reported that the District's Rate Order requires a separate water meter for each building, unless otherwise agreed to by the Board. Mr. Weishuhn reported that Feigin Home will owe an Impact Fee in the amount of \$26,755.28.

Mr. Weishuhn then presented a Capacity Report for Brookwood Community Project – The Philips Home ("Philips Home"). Mr. Weishuhn explained that Philips Home will consist of a 14-bed, 13,000 square foot, residential home. Mr. Weishuhn further explained that Philips Home will be used as a residential building at the Brookwood Campus. The applicant proposes extending the existing service at the Brookwood Campus to Philips Home. Mr. Weishuhn further reported that the District's Rate Order requires a separate water meter for each building, unless otherwise agreed to by the Board. Mr. Weishuhn reported that Philips Home will owe an Impact Fee in the amount of \$26,755.28.

Mr. Weishuhn then presented a Capacity Report for Joel Fuentes. Mr. Weishuhn explained that Mr. Fuentes will use 2,412 square feet for a retail furniture store. Mr. Weishuhn further stated that Mr. Fuentes proposes to utilize the existing water meter and wastewater line. Mr. Weishuhn reported that Mr. Fuentes will owe an Impact Fee in the amount of \$6,506.85.

Mr. Weishuhn then presented a Capacity Report for Denice Odie. Mr. Weishuhn explained that Ms. Odie will use 1,500 square feet for a daycare facility. Mr. Weishuhn further explained that Ms. Odie proposes to utilize the existing water meter and wastewater line. Mr. Weishuhn reported that Ms. Odie will owe an Impact Fee in the amount of \$4,587.45.

Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board: 1) approved the Engineer's Report, as presented, including the Capacity Reports for Joel Fuentes and Denice Odie.

Mr. Weishuhn reminded the Board that AUC Group, LLC ("AUC") had been awarded the Clarifier Rehabilitation Project in a prior meeting. Mr. Weishuhn reported that Weishuhn received the executed contract, certificate of liability insurance and maintenance, performance and payment bonds from AUC. Mr. Barner reminded the Board that bonds and insurance issued for such project on behalf of AUC have been reviewed and are in compliance with the contract.

Mr. Weishuhn then reported that there is a manhole adjacent to Farm-to-Market ("FM") 359 located at Jessica's Express. Mr. Barner explained that such manhole is a hazard due to subsequent modifications by the Texas Department of Transportation during its Interstate-10 expansion project and that it is constantly breaking because of heavy trucks. In response to a question, Mrs. Pierre explained that she is in the process of identifying vendors to repair such manhole.

#### 6. **Operator's Report**

Mr. Taylor presented the Operator's Report, a copy of which is available upon request. Mr. Taylor reported that a total of 21,687,000 gallons of water was pumped from the District's wells from August 16, 2024 through September 15, 2024.

Mr. Taylor then reported that the District's Wastewater Treatment Plant ("WWTP") operated at 36% capacity during the month of September. Mr. Taylor further reported that 10,606,000 gallons of influent was treated last month at the WWTP. Mr. Taylor went on to report that last month, the District's average daily discharge from the WWTP was 353,533 gallons per day ("gpd") and the peak daily flow was 626,800 gpd.

Mr. Taylor then reminded the Board that pursuant to the U.S. Environmental Protection Agency's updated Lead and Copper Rule, the District must prepare an inventory of all water lines containing lead within the District, both public and privately owned, by October 2024. Mr. Taylor stated that MOC is coordinating with Mrs. Pierre and the District's field staff to perform such inventory.

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

#### 7. **Sanitary Sewer Overflow Initiative Program**

Mr. Taylor reminded the Board that the reporting requirements have been met for this year and that he recommends removing this item from the agenda for the time being.

#### 8. **Administration/Personnel Report**

Mrs. Pierre reported to the Board that a server migration is scheduled for November 7, 2024. Mrs. Pierre further reported that the office will be open but with limited access to Incode on that day.

9. Adjournment

There being no further business to come before the Board, the Board meeting was adjourned at 7:12 p.m.

PASSED, APPROVED and ADOPTED this the 2<sup>nd</sup> day of December, 2024.



(DISTRICT SEAL)

  
Secretary, Board of Directors