

## BROOKSHIRE MUNICIPAL WATER DISTRICT

### MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

November 18, 2024

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 18<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; Rhonda Gideon of Assessments of the Southwest, Inc. ("Tax Assessor/Collector"); James Weishuhn of Weishuhn Engineering, Inc. ("Engineer" or "Weishuhn"); Sylvia Patton of Brookwood Community ("Brookwood"); 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 6:02 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 October 21, 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 regular meeting of October 21, 2024, as presented.

#### 3. Tax Assessor/Collector's Report

Ms. Gideon then reviewed the Tax Assessor/Collector's Report for the month of October 2024. The Board then requested that Mrs. Pierre contact Linebarger Goggan, Blair & Sampson, LLP, the District's Delinquent Tax Attorney, to request that a report be prepared for the 2024 delinquent taxes.

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

#### **4. Capacity Reports**

Mr. Weishuhn then discussed the revised Capacity Report for Brookwood Community Project – The Feigin Home ("Feigin Home"). Mr. Weishuhn reminded the Board 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. Mr. Weishuhn reported that Feigin Home will owe an Impact Fee of \$26,755.28.

Mr. Weishuhn then discussed the revised Capacity Report for Brookwood Community Project – The Philips Home ("Philips Home"). Mr. Weishuhn reminded the Board 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. Mr. Weishuhn reported that Philips Home will owe an Impact Fee of \$26,755.28.

Mr. Weishuhn explained that the Brookwood Campus had historically been served by one (1) master meter and that he recommended that this be continued for the Feigin Home and Philips Home properties. A discussion ensued regarding the water rate classification under the District's Rate Order for the Feigin Home and Philips Home properties. Mr. Weishuhn explained that the Feigin Home and Philips Home would be charged under the same rate classification as the other Brookwood Campus buildings. Mr. Weishuhn further stated that they have not yet determined if a rebate charge is owed for the Feigin Home and Philips Home properties.

Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved the revised Capacity Reports for Feigin Home and Philips Home, including waiver of the requirement for individual water meters for each of the buildings, subject to the rebate charge being calculated.

Ms. Patton and Ms. Gideon exited the meeting at this time.

#### **5. General Manager's Report**

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

Mrs. Pierre next discussed with the Board the Alexander Plaza driveway repair at 11<sup>th</sup> Street near Farm-to-Market 359 South. Mrs. Pierre reminded the Board that a repair was done

several months ago due to a sewer line blockage. Mrs. Pierre reported that Municipal Operations and Consulting, Inc. ("MOC") made such repairs in a driveway utility easement. Mrs. Pierre further reported that once MOC removed the portion of the driveway for repair, rebar was placed; however, a vehicle drove into the hole where the repair was being made. Mrs. Pierre stated that MOC has since filled such hole.

Mr. Weishuhn then discussed the right-of-way permits. Mr. Weishuhn explained that permits are being requested from the Texas Department of Transportation on behalf of Blackline Engineering ("Blackline"). Mr. Weishuhn stated that Blackline is paying for the application fee, but Mr. Weishuhn has prepared the application.

Mr. Weishuhn exited the meeting at this time.

Mrs. Pierre then gave 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 she was scheduling an interview with one (1) student and that another student was interviewed but took a position elsewhere. Mrs. Pierre stated that she does expect to receive additional applications.

Next, Mrs. Pierre reported to the Board that she could not revise the District staff work schedule to reflect a rotating lunch hour due to the limited number of staff working in the District Office at this time. It was the consensus of the Board to further discuss this item at the December 16, 2024 Board meeting.

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

## **6. Administrative/Personnel Matters**

Mrs. Pierre then discussed with the Board the District's 2024 holiday schedule. Mrs. Pierre requested that the Board consider including December 27, 2024, as a holiday.

Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with three (3) Directors voting aye with Director Barley and Director Jackson voting no, the Board approved the 2024 holiday schedule to include December 27<sup>th</sup> as an additional day off for the 2024 year only.

Mrs. Pierre then reported that a District employee resigned from their position with the District.

A brief discussion ensued; it was the consensus of the Board that Mrs. Pierre reach out to MOC to request training for the District field staff.

7. **Attorney's Report**

Mrs. King presented to the Board the amended Ethics Policy and explained that it was amended to include the Covered Application Policy. The Board requested that Mrs. Pierre verify that none of the prohibited applications were on any District devices. It was the consensus of the Board that the Covered Application Policy be included in the District Personnel Policy as well.

The Board then discussed further amending the Ethics Policy to authorize Directors to receive fees of office for attending community functions and events. The Board then discussed amending the Ethics Policy to authorize Directors to be reimbursed up to \$75.00 per day for meal expenses while attending District approved conferences, subject to receipts being provided to the District's Bookkeeper.

Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board authorized the Ethics Policy be amended to: 1) include the Covered Application Policy; 2) include community functions as authorized events that Directors could receive fees of office for; and 3) approve meal reimbursement up to \$75.00 per day, subject to receipts being provided to the District's Bookkeeper.

8. **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.

9. **Adjournment**

There being no further business to come before the Board, the Board meeting was adjourned at 7:03 p.m.

PASSED, APPROVED and ADOPTED this the 16<sup>th</sup> day of December, 2024.



(DISTRICT SEAL)

  
Secretary, Board of Directors