

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

June 17, 2024

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 17th day of June, 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	Director

All members of the Board were present, thus constituting a quorum. Also attending were Tonya Pierre, General Manager for the District; Willis Holmes, District Field Staff Supervisor; Meredith King, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); and all persons on the attached attendance roster.

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. Elect Officers

Discussion then ensued regarding electing a new slate of officers for the Board. Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board elected the following individuals to serve as duly constituted officers and members of the Board:

Stephanie Green	President
LaKethia Connor	Vice President
Erin Jackson	Secretary
NaKeshia Barley	Assistant Secretary
Shirley Williams	Investment Officer

3. Approve Minutes of Prior Meetings

The Board then considered approval of the minutes from the special meeting of May 15, 2024, and the regular meeting of May 20, 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 special meeting of May 15, 2024, and the regular meeting of May 20, 2024, as presented.

4. Adopt Order Declaring Surplus Property

Mrs. Pierre stated that the District possesses numerous items of old or damaged office equipment that has no value and requested authorization from the Board to dispose of the same. Ms. King then presented to the Board an Order Declaring Surplus Property and Declaring Same Valueless ("Order Declaring Surplus Property"). Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and all Directors present voting aye, the Board: 1) adopted the Order Declaring Surplus Property; and 2) authorized Mrs. Pierre to dispose of such property.

5. Discuss Disposal of Soil at Wastewater Treatment Plant ("WWTP")

Mrs. Pierre then discussed with the Board whether it desired to sell surplus soil from the site of the District's WWTP. Mrs. Pierre reminded the Board that the Brookshire Police Department used an unused portion of such site for conducting training. A brief discussion ensued. In response to a question, Ms. King recommended that the District perform soil sampling in the above-mentioned area to determine if there are any issues resulting from BPD's activities.

Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and all Directors present voting aye, the Board authorized Mrs. Pierre to obtain proposals for the testing of the soil at the WWTP.

6. 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 then reported that she is maintaining a calendar of District deadlines and reviewed such calendar with the Board for the months of July through December 2024.

Mrs. Pierre stated that she is researching training opportunities for the District's staff and noted that the Texas Rural Water Association is offering a relevant class that Mr. Holmes can enroll in.

Mrs. Pierre next reported that the District received 11 job applications within one (1) week of posting notice online of the District's available field technician position.

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

7. **Administrative/Personnel Matters**

Mrs. Pierre reported that the District's office staff is performing well at this time. A d brief discussion then ensued regarding the employee retention rates at the District as compared with other governmental entities.

Next, a discussion ensued regarding a workshop for reviewing the draft of the District's budget for the Fiscal Year Ending August 31, 2025. Mrs. Pierre stated that she will coordinate with the Board and consultants to schedule such meeting.

8. **Directors' Reports**

The Board reminded Mrs. Pierre that it previously authorized the issuance of District-owned electronic devices to the Directors for the purpose of conducting District business and added that certain Directors need to be provided with such devices.

Director Green then reported that she recently had a discussion with Christopher Townsend of Water District Management regarding a pilot program whereby high school students receive training in operator services. Director Green requested that an item be included on the agenda for the July 15, 2024 Board meeting so that Mr. Townsend may make a presentation to the Board regarding such program.

Mrs. Pierre next explained that the District's Tax Assessor/Collector requested to present their report at the second (2nd) meeting of each month due to the timing of when such report is available.

Director Green then requested authorization from the Board to attend a training class offered through the Texas Association of Assessing Officers.

The Board next instructed Mrs. Pierre to reach out to a particular company that offered to provide security cameras to the District and coordinate with them to perform an assessment of the District's security concerns and provide recommendations to the Board.

9. **Attorney's Report, Including Review Application for Road Powers for Defined Area No. 1**

Ms. King next discussed filing a petition with the Texas Commission on Environmental Quality (the "TCEQ") to obtain road powers for the development of certain roads owned by the developer of Defined Area No. 1. Ms. King then explained the purpose of such powers and requested authorization from the Board to submit such petition to the TCEQ. Ms. King clarified that reimbursement to such developer will not be paid by the District, but rather will be paid by the property owners located within Defined Area No. 1. Ms. King further clarified that being granted road powers by the TCEQ does not obligate the District to construct or maintain any of the roads within the District.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and all Directors present voting aye, the Board authorized filing a petition with the TCEQ to obtain road powers.

10. Election Report

Ms. King then reminded the Board that a general election and special election were held on Saturday, May 4, 2024. Ms. King stated that Waller County (the "County") has not yet provided RAB with the cost for the County's conducting of the joint Directors Election and Defined Area Election.

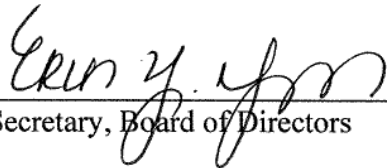
11. Adjournment

There being no further business to come before the Board, the Board meeting was adjourned at 7:02 p.m.

PASSED, APPROVED and ADOPTED this the 15th day of July, 2024.



(DISTRICT SEAL)


Secretary, Board of Directors