

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

July 15, 2024

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 15th day of July, 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, except Director Green, thus constituting a quorum. Attending were Tonya Pierre, General Manager of the District; Willis Holmes, District Field Staff Supervisor; Meredith King, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); Rhonda Gideon of Assessments of the Southwest; Christopher Townsend and David Rowe of Water District Management ("WDM"); and Michael Foley of Riverway Properties.

The Vice 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 Vice President first opened the meeting to public comment.

Mr. Foley expressed his condolences on Dr. Clay's passing. Mr. Foley then reported that he has design plans for the Lift Station that will serve Defined Area No. 1 and require the District Engineer's review. Director Connor explained that the District was in the process of engaging a new engineer for the District and that he should discuss review of such plans with Mrs. Pierre.

There being no further public comments, the Vice 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 meetings of June 3, 2024 and June 17, 2024. Upon a **motion** by Director Barley, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the minutes from the regular meetings of June 3, 2024 and June 17, 2024, as presented.

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

Ms. Gideon then reviewed the Tax Assessor-Collector's Report for the month of June 2024.

Upon a **motion** by Director Jackson, 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. **Presentation by WDM**

Mr. Townsend introduced himself and presented to the Board information related to a summer internship program provided by WDM that provides high school students with an opportunity to obtain experience in the operation of water districts. Mr. Townsend then answered questions from the Board regarding such program.

Messrs. Townsend and Roe 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 reported that she met with Mr. James Weishuhn, the District's Engineer, to establish a plan to review the current active developments within the District. It was the consensus of the Board to authorize RAB to assist Mrs. Pierre in the preparation of correspondence addressing the transition in District Engineers and for Mrs. Pierre to provide such correspondence to all active developers in the District.

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. **Determine development status of District under Texas Water Code Section 49.23603 for 2024 tax year**

Mrs. King explained that the Board will need to determine whether the District is considered to be a "developing" or "developed" district, as defined in Texas Water Code Section 49.23603, for purposes of calculating the District's 2024 tax rate. Mrs. King went on to explain that the District in the opinion of RAB and the Financial Advisor, continues to be a developing district; therefore, the District may adopt a 2024 tax rate in an amount that does not exceed 1.08 times the amount of tax imposed by the District in the 2023 tax year.

Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board voted to declare the District a developing District for purposes of calculating the District's 2024 tax rate setting procedures.

7. **Annual review of all consultants' contracts**

Mrs. King then explained that the District is required to review the District's contracts consultant contracts at least once per year. It was the consensus of the Board to include this item on the August 19, 2024 agenda for further discussion.

8. **Administration/ Personnel**

The Board then addressed Mr. Holmes regarding the Texas Rural Water Association conference he attempted to attend in Galveston during Hurricane Beryl. The Board emphasized the necessary precautions that should be taken when an extreme weather event is occurring and that it is unacceptable for any District staff members to attempt to attend a conference during a hurricane.

9. **Election Report**

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.

Mrs. King next reminded the Board that the Road Facilities Bond Election for Defined Area No. 1 is scheduled to be held on Tuesday, November 5, 2024 (the "Road Facilities Bond Election").

Mrs. King then discussed the appointment of the District's designated agent for the Road Facilities Bond Election and presented the Board with a Notice of Appointment of Designated Agent. Mrs. King reviewed various administrative election services that RAB provides to the District as its designated agent for elections.

Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board appointed RAB as the District's designated agent for the Road Facilities Bond Election.

10. **Adjournment**

There being no further business to come before the Board, the Board meeting was adjourned at 6:52 p.m.

PASSED, APPROVED and ADOPTED this the 19th day of August, 2024.



(DISTRICT SEAL)


Secretary, Board of Directors