

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

December 18, 2023

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 18th day of December, 2023, 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
<i>Vacant</i>	Director

All members of the Board were present, thus constituting a quorum. Also attending were Tonya Pierre, General Manager for the District; and Elliot M. Barner, 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 6:06 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 November 20, 2023. 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 November 20, 2023, as presented.

3. General Manager's Report

Mrs. Pierre then presented to the Board the General Manager's Report, a copy of which is available upon request. In response to a question from the Board regarding issues with customers' high water usage, Mrs. Pierre stated that no such issue had occurred within the past month.

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

4. Administrative/Personnel Matters

Mrs. Pierre next reported that she is coordinating with the Directors and the District's office staff to schedule staff development days throughout the year, including on-site customer service training sessions. Discussion ensued regarding whether to close the District's office on the staff development days or to hire a temporary employee to staff the District's office during such dates. Director Green requested that two (2) Directors be present at the District's office during the staff development dates.

Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and all Directors present voting aye, the Board approved holding a staff development day at the District's office on January 10, 2024. Directors Connor and Green stated that they will be present at the District's office in the morning on such day, and Directors Jackson and Williams stated that they will be present in the afternoon on such day.

Next, the Board discussed procedures for notifying customers that the District's office will be closed to the public on January 10, 2024. It was the consensus of the Board to include notice of such closure in customers' water bills and to post notice of such closure on the District's website and at the District's office.

5. Update on Applications for Appointment of a New Director to Fill Vacancy

Mrs. Pierre then reminded the Board that an Application for Appointment to the Board is posted on the District's website. Mrs. Pierre stated that no applications were received during the year in which such application was posted on the District's website. It was the consensus of the Board to discontinue posting such application on the District's website.

6. Directors' Reports

Director Green complimented the District's field staff and Operator for recent repairs to various water lines in the District. Director Williams reported that she observed the field staff working hard to complete such repairs. Director Williams then stated that certain customers reported not receiving notice regarding disruption of their water service while such repairs were being performed.

7. Attorney's Report, Including Authorize Eminent Domain Reporting Compliance Pursuant to Texas Government Code, Section 2206.151-157, as Amended

Mr. Barner then reported that RAB will file the required annual eminent domain report on behalf of the District pursuant to Texas Government Code, Section 2206.151-157, as amended. Mr. Barner explained that the report includes information related to the District's authority to exercise its power of eminent domain and must be filed by no later than February 1st of each year. Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board voted unanimously to authorize RAB to file the required

annual eminent domain report pursuant to Texas Government Code, Section 2206.151-157, as amended.

8. Review 2024 Annual Agenda

Mr. Barner next presented the 2024 Annual Agenda and requested that the Board and consultants review such document and provide him with any comments to same.

9. Election Report

Mr. Barner then reminded the Board that a directors election is scheduled to be held on Saturday, May 4, 2024, and that such election will be for Position Nos. 4 and 5 held by Directors Connor and Williams, respectively, and for Position No. 3, which is vacant. Mr. Barner stated that candidate applications will be available in early January 2024. Mr. Barner further stated that the first (1st) day on which applications can be accepted is January 17, 2024, and that the application filing deadline is 5:00 p.m. on Friday, February 16, 2024.

Mr. Barner next reminded the Board that a proposed special election is also scheduled to be held on Saturday, May 4, 2024 (the "Defined Area Election"). Mr. Barner explained that such election is solely for the resident electors residing in the defined area. Mr. Barner reminded the Board that the District's conversion to a municipal utility district provided the District with the ability to designate defined areas such as the tract owned by Riverway Properties, which will allow reimbursement to Riverway Properties solely based on the value created in such defined area.

Mr. Barner then discussed the appointment of the District's designated agent for the Defined Area Election and presented the Board with a Notice of Appointment of Designated Agent. Mr. Barner then 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 Connor, after full discussion and with all Directors present voting aye, the Board appointed RAB as the District's designated agent for the Defined Area 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 16th day of January, 2024.



(DISTRICT SEAL)


Secretary, Board of Directors