

# BROOKSHIRE MUNICIPAL WATER DISTRICT

## MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

March 3, 2025

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on the 3<sup>rd</sup> day of March, 2025, 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; Linda Vela, Administrative Assistant for the District; Ereka Ahmand, Front Office Manager of the District; Willis Holmes, District Field Staff Supervisor; 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") (via telephone); Elliot M. Barner of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); Eric Green, City of Brookshire Alderman; Reginald Smith of LJA Engineering, Inc.; and Orlando Salas, a member of the public.

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. Minutes of Prior Meeting

The Board then considered approval of the minutes from the January 16, 2025 special meeting and the regular meeting of February 3, 2025. Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board approved the minutes from the special meeting of January 16, 2025 and the regular meeting of February 3, 2025, as presented.

### 3. **Bookkeeper's Report**

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

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

### 4. **Texas Water Development Board ("TWDB") CFO to GO Program**

Mr. Weishuhn updated the Board on the CFO to Go Program through the TWDB.

### 5. **Engineer's Report**

Mr. Weishuhn then presented a Capacity Report for Mappa Prop – Lakshmi Land LLC ("Mappa"). Mr. Weishuhn explained that Mappa will consist of a 7,500 square-foot building to be constructed on a vacant lot. Mr. Weishuhn reported that Mappa will owe an Impact Fee in the amount of \$6,898.79. The Board expressed their concerns regarding the possibility of widening the road and the size of the trucks driving on such road. In response to a question, Mr. Weishuhn stated, that if the road was widened, water lines would likely have to be relocated. It was the consensus of the Board that this item be tabled until it is determined what such lines may need to be relocated.

Mr. Weishuhn then presented a revised Capacity Report for Mr. Orlando Salas ("Mr. Salas"). Mr. Weishuhn reported that based on the intended use of the structure as office space, the equivalent service units ("ESU") required for such use is lower than the amount of such units required for the original use of such structure, which was a single-family residence constructed in 1984. Mr. Weishuhn further noted that as Mr. Barner has previously advised, when a change in use does not increase the amount of ESUs required to serve a tract and the development on such tract was created prior to the District's implementation of Impact Fees, then there is no Impact Fee due to the District for the development.

Mr. Weishuhn then reviewed the Clarifier Refurbishment Project performed by the AUC Group ("AUC"). Mr. Weishuhn confirmed AUC's completion of the project in accordance with the specifications and contract documents prepared by Clay & Leyendecker, Inc. on July 2, 2024. Mr. Weishuhn noted that the final amount reflects that the size of the clarifier drive was reduced through Change Order No. 1 and as a result, the invoice amount was reduced by \$1,050.00. Mr. Weishuhn presented for payment a final invoice in the amount of \$177,450.00, a copy of which was provided to the Bookkeeper.

Mr. Weishuhn updated the Board on Jefferson Triangle Marine's ("Triangle Marine") proposed project to extend water and wastewater service to an undeveloped tract of land. Mr. Weishuhn explained that Triangle Marine's engineers had responded to several comments made to the plans provided by such engineer. The Board and Engineer went on to discuss requirements for permitting by Texas Department of Transportation for work in the right-of-way adjacent to Interstate 10.

Mr. Weishuhn then noted that he had no additional development inquiries to discuss with the Board.

Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved the Engineer's Report, including: 1) the Revised Capacity Report for Mr. Salas; and 2) final payment to AUC in the amount of \$177,450.00 for the Clarifier Project.

**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 21,419,000 gallons of water were pumped from the District's wells from December 16, 2024 through January 15, 2025.

Mr. Taylor then reported that the District's wastewater treatment plant (the "WWTP") operated at 67% capacity during the period of December 31, 2024 and January 31, 2025. Mr. Taylor noted that a total of 20,024,579 gallons of influent were treated last month at the WWTP. Mr. Taylor went on to report that last month, the District's average daily discharge of effluent from the WWTP was 645,954 gallons per day ("gpd") and the peak daily flow was 2,490,000 gpd.

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. Attorney's Report**

Mr. Barner then presented a revised draft of the Interlocal Agreement with the City for the Use of Equipment and Personnel. The Board then reviewed the proposed Interlocal Agreement with the City, which set forth the terms of assistance that both the District and City desire to provide each other in the event such assistance is needed.

Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved the Interlocal Agreement with the City for the Use of Equipment and Personnel, subject to final review by the General Manager.

**8. Election Report**

Mr. Barner explained that RAB has not yet received a Contract for Election Services (the "Agreement") from Waller County (the "County") for the 2025 election planned to be held on May 3, 2025.

Mr. Barner then reminded the Board that the last elections conducted for the District by the County were on Saturday, May 4, 2024. Mr. Barner then stated that the County has still not yet provided an invoice to the District for the remaining cost of conducting such election.

9. **Adjournment**

There being no further business to come before the Board, the Board meeting was adjourned at 7:30 p.m.

PASSED, APPROVED and ADOPTED this the 7<sup>th</sup> day of April, 2025.

(DISTRICT SEAL)



  
Secretary, Board of Directors