

**BROOKSHIRE MUNICIPAL WATER DISTRICT**  
**MINUTES OF BOARD OF DIRECTORS REGULAR MEETING**

**August 24, 2020**

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in special session on the 24<sup>th</sup> day August, 2020, at 5:00 p.m., in the meeting room of the District, 4004 6<sup>th</sup> Street, Brookshire, Texas, and via telephone conference call pursuant to Texas Government Code, Section 551.125, as amended, and as modified by the temporary suspension of various provisions thereof effective March 16, 2020, by the Governor of Texas (the "Governor") in accordance with the Texas Disaster Act of 1975, all as related to the Governor's proclamation on March 13, 2020, certifying that the COVID-19 pandemic ("COVID-19") poses an imminent threat of disaster and declaring a state of disaster for all counties in Texas; whereupon the roll was called of the members of the Board, to-wit:

Edith Penrice-Kelley	President
Albert Wilkins	Vice President
Stephanie Green	Investment Officer
Havanaugh Glover	Secretary
Victor Alardin	Assistant Secretary

All members of the Board were present, except for Director Penrice-Kelley, and with Directors Glover and Green attending via telephone conference call, thus constituting a quorum. Also attending was Tonya Pierre ("General Manager"). Also attending via telephone conference call were Steve Haskins of Protocol Bookkeeping, Inc. ("Bookkeeper"); John Taylor of Municipal Operations and Consulting, Inc. ("Operator" or "MOC"); and Monica A. Garza, attorney, of Radcliffe Bobbitt Adams Polley PLLC ("Attorney" or "RBAP").

The meeting was audio recorded by RBAP in compliance with requirements of the Texas Open Meetings Act.

The Vice President, after finding that the 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 5:04 p.m. and declared it open for such business as may regularly come before it.

**1. Review Budget for Fiscal Year Ending ("FYE") August 31, 2021.**

Mr. Haskins presented a draft of the District's budget for FYE August 31, 2021 and reviewed adjustments made to such budget. Extensive discussion ensued regarding certain line items in such budget. In response to a question regarding the amount budgeted for the Texas Commission on Environmental Quality's ("TCEQ") sanitary sewer overflow initiative ("SSO") program, Mrs. Pierre explained that such budget item always includes maintenance and repair expenses as well as funding for improvements to the District's sanitary sewer system.

Mrs. Pierre then discussed modifying the budget to update the District's geographic information system ("GIS") maps as the map in the District's office has not been updated since 1994. Mrs. Pierre stated that BIZ Consulting prepares the District's GIS maps.

In response to a question by Mrs. Pierre, Ms. Garza explained that pursuant to a letter dated July 10, 2019 to the TCEQ, the District committed to spending \$150,000 per year on the SSO program. Discussion then ensued regarding MOC's process for locating sanitary sewer lines within the District. Mr. Taylor explained that the District's engineer typically is responsible for updating maps of the District's sanitary sewer lines, valves, and manholes. Mr. Taylor then suggested that the Board include an item in the District's FYE August 31, 2021 budget for such mapping.

Mr. Haskins then discussed the District's operating reserve fund, and explained that he recommends that the District maintain such fund in an amount equivalent to 75% of its total operation and maintenances expenses. Mr. Haskins explained that such reserve is currently at 35%-40%.

2. **Adjournment.**

There being no further business to come before the Board, the meeting was adjourned at 6:23 p.m.

**PASSED AND APPROVED** this 21 day of September, 2020.

  
Secretary, Board of Directors