

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

**September 2, 2025**

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on September 2, 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; Willis Holmes, Field Staff Supervisor for the District; 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"); Cathy Garland, of QT South LLC ("QT South"); Elliot M. Barner and Abigail C. Barnett, attorneys, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); and Mike Atkinson, a member of the public listed on the 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 6:00 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.

Mr. Atkinson with First Baptist Church located at 511 Velasco Brookshire, Texas stated he reported a water leak approximately five (5) weeks ago flooding its parking lot. Mrs. Pierre stated she has spoken with Mr. Holmes who stated that said repair was listed on the Water Leak Repair List and is considered a priority repair. Mr. Taylor further stated that MOC is working to repair said line.

There being no further public comments, the President directed the Board to proceed with the agenda.

**2. Minutes of July 21, 2025 and August 11, 2025**

The Board then considered approval of the minutes of July 21, 2025 and August 11, 2025 regular meetings.

Upon a **motion** by Director Jackson, seconded by Director Connor, after full discussion and with all Directors present voting aye, the Board approved the minutes of July 21, 2025 and August 11, 2025 regular meetings, as presented.

### **3. Engineer's Report**

Mr. Weishuhn reviewed with the Board his recommendations for the rehabilitation of one (1) of the District's lift stations. Mr. Weishuhn recommended that such station include a wet well and went on to add that he is working with MOC on pricing for manhole rehabilitation at such station. In response to a question from Director Williams regarding the Kenny Street Lift Station Project ("Kenny Street LS"), Mr. Weishuhn stated they have factored in flow at Kenny Street LS.

Mr. Weishuhn then updated the Board regarding the District's water well project. Mr. Weishuhn reported that such project has been conditionally approved by the Texas Commission on Environmental Quality ("TCEQ"). Mr. Weishuhn recommended that the Board authorize advertising such project for the solicitation of bids.

Mr. Weishuhn then presented a revised Capacity Report for QT South. Mr. Weishuhn explained that QT South has applied for water and wastewater service for 541 FM 1489, Brookshire, Texas. Mr. Weishuhn reported that due to the proposed facility being new development, QT South's Impact Fee is in the amount of \$24,004.30, in addition to the District's requisite charges and deposits. Ms. Garland informed the Board the acknowledgement of such fee and will provide construction plans to the District once QT South's Capacity Report is approved.

Mr. Weishuhn then presented a Capacity Report for Champco, Inc. ("Champco"). Mr. Weishuhn discussed Champco's request for additional service for a 16,310 square foot area for freezer/cooler space at the existing J&J Packing Facility located at 35602 US 90, Brookshire, Texas. Extensive discussion ensued regarding the amount of water capacity required for such development. Mr. Weishuhn reported that Champco will owe an Impact Fee in the amount of \$4,738.06 for the water service, in addition to the District's requisite charges and deposits. Mr. Weishuhn further recommended that the District waive its requirement for the addition of a new water meter for an additional building. A discussion ensued. Mr. Weishuhn confirmed that should it be determined that QT South consumes a greater volume of water than what is stated in the Capacity Report that additional Impact Fees would be assessed.

Mr. Weishuhn then updated the Board on his preparation of a Bond Application Report for the issuance of bonds by the District for certain improvements to the District's water and wastewater facilities. A discussion ensued regarding the process and timeframe for issuing such bonds.

Mr. Haskins entered the meeting at this time.

Mr. Weishuhn then updated the Board on the District's Wastewater Treatment Plant ("WWTP") Expansion Project. Mr. Weishuhn presented to the Board draft correspondence to a property owner adjacent to the WWTP and reiterated to the Board that the District must obtain either a buffer zone easement or the property itself in order to expand the WWTP. The Board requested that RAB make any necessary revisions to such letter and provide it back to the Engineer for further comments prior to sending such correspondence to the property owner.

Upon a **motion** by Director Barley, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the Engineer's Report, including: 1) approval of the Engineer's recommended lift station repairs; 2) advertising for the solicitation of bids for the Water Well Project, pending final approval of the TCEQ; 3) the Revised QT South Capacity Report; and 4) approval of correspondence to the property owner adjacent to the WWTP regarding acquisition of a buffer zone easement, subject to RAB's review and any comments from the Engineer.

#### **4. 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 12,568,000 gallons of water were pumped from the District's water wells from June 16, 2025 through July 15, 2025.

Mr. Taylor then reported that the District's WWTP operated at 40% of its permitted capacity during the period of June 25, 2025 to July 25, 2025. Mr. Taylor noted that a total of 1,204,300 gallons of influent was 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 388,484 gallons per day ("gpd") and the peak daily flow was 60,800 gpd.

Mr. Taylor next updated the Board regarding the status of street repairs and fire hydrant repairs within the District. Mr. Taylor then presented a proposal for the purchase of a pump in the amount of \$21,000.00. Mr. Taylor reported the need for repairs at the lift station near Bains Street.

The Board then discussed the Leak Repair List and requested that Mrs. Pierre update the Leak Repair List to present to the Board at the next regular meeting.

Mrs. Pierre next reported a customer complaint regarding a wastewater excursion at the intersection of South Street and Bains Street. Mr. Taylor and Mrs. Pierre verified such complaint was sent to the City of Brookshire and it is not in the District. In response to a question regarding customers that are unable or unwilling to repair water or wastewater lines on their property, Mr. Barner stated that depending on the situation, the District could terminate services to the customer in the interests of public health and safety.

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

#### **5. Administration/Personnel Report**

The Board discussed attendance at a seminar hosted by Linebarger Goggans Blair & Sampson, the District's delinquent tax attorney. Mr. Barner clarified that such seminar will review tax-related changes made by the 89<sup>th</sup> Legislative Legislature, to be held in Houston, Texas on September 4, 2025.



Upon a **motion** by Director Connor, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved attendance at the above-mentioned seminar for Mrs. Pierre and any Directors interested in attending such seminar.

**6. Bookkeeper's Report**

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

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

**7. Attorney's Report**

Mr. Barner discussed with the Board the process for procuring bond counsel, engineer, and financial advisor for bonds issued in conjunction with funding infrastructure project through the Texas Water Development Board's ("TWDB") State Revolving Fund.

Mr. Barner went on to explain that the District is not legally required to implement the Texas Professional Services Act as part of the preparation of and issuance of bonds that are payable by ad valorem taxes. Mr. Barner noted that the District's existing bond counsel, financial advisor and engineer all have extensive experience in the issuance of bonds, including the District's previously issued bonds, as well as having the most direct knowledge of the proposed bond issue, since all three (3) consultants have been involved with preparing the necessary information and documents required for the District's recent bond election, which is the reason the District currently has bond authority. Extensive discussion ensued and it was the consensus of the Board that Mr. Barner provide them with an opinion on the procurement process and postponed the agenda item until the next Board meeting.

Mr. Barner then updated the Board on the Riverway Farms Subdivision Development Project ("Riverway Farms"). Mr. Barner stated certain offsite easements have been drafted for such project, but that he was uncertain if the Engineer had any comments to the legal descriptions provided by Riverway Farms. A brief discussion ensued. Mr. Barner stated that he would forward such descriptions for the Engineer's review.

**8. Executive Session**

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, specifically Section 551.0761 relating cyber security and critical infrastructure matters, the President called the Executive Session to order at 7:28 p.m. Present for the executive session were all members of the Board present, Mrs. Pierre, Mr. Barner and Ms. Barnett.

The President then reconvened the meeting in open session at 7:34 p.m.

9. **Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:34 p.m.

PASSED, APPROVED and ADOPTED this the 6<sup>th</sup> day of October, 2025.

  
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President, Board of Directors

ATTEST:

  
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Secretary, Board of Directors

(DISTRICT SEAL)

