

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

**October 6, 2025**

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on October 6, 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, except Director Green, thus constituting a quorum. Attending were Tonya Pierre, General Manager of the District; Willis Holmes, Field Staff Supervisor for the District; Linda Vela, an employee of 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"); Aaron Carpenter of Allen Boone Humphries Robinson LLP ("ABHR"); Elliot M. Barner, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); and Shala Taylor, a member of the public listed on the attendance roster.

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.

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

**2. Minutes of August 27, 2025 and September 25, 2025 Special Meetings and September 2, 2025 Regular Meeting**

The Board then considered approval of the minutes of August 27, 2025 and September 25, 2025 special meetings and September 2, 2025 regular meeting.

Upon a **motion** by Director Williams, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board approved the minutes of August 27, 2025 and September 25, 2025 special meetings and September 2, 2025 regular meeting, as presented.

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

Mr. Haskins then presented the Bookkeeper's Report and Quarterly Investment Report, copies of which are available upon request. Mr. Haskins reviewed the year-to-date expenses incurred by the District.

Upon a **motion** by Director Barley, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved: 1) the Bookkeeper's Report; and 2) the Quarterly Investment Report, as presented.

Director Jackson entered the meeting at this time.

### 4. **Annual review of Investment Policy and Investment Strategies, including List of Authorized Brokers**

Mr. Barner explained that pursuant to Texas Government Code, Section 2256.00S(e), as amended, the District is required to review its Investment Policy and investment strategies not less than annually. Mr. Barner clarified that such review did not mean that such policy was required to be amended by the Board, but that such review required that the Board adopt an order acknowledging that it had reviewed such policy and that no changes had been recommended.

Mr. Barner next reminded the Board that pursuant to the District's Investment Policy, the District's List of Qualified Brokers must also be reviewed.

Upon a **motion** by Director Williams, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved: 1) the Order Reviewing Investment Policy and Investment Strategies; and 2) the List of Authorized Brokers, as presented.

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

Mr. Weishuhn reviewed with the Board his recommendations for the rehabilitation of the District's lift stations and answered questions regarding the Kenny Street, Stella Road, and Lakeside Lift Stations.

Mr. Weishuhn then updated the Board regarding the District's water well project.

Mr. Weishuhn then presented a revised 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 U.S. 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. A discussion ensued.

Mr. Weishuhn then presented a revised Capacity Report for GQ Investment Group LLC ("GQ"). Mr. Weishuhn explained that GQ proposes water and wastewater service to a truck and trailer sales business, comprised of a warehouse and office on the property located at 4669 5<sup>th</sup>

Street, Brookshire, Texas. Extensive discussion ensued regarding the capacity of water and wastewater required to serve such development and options for providing such service. Mr. Weishuhn reported that GQ will owe an Impact Fee in the amount of \$3,450.43 for the water supply and wastewater discharge, in addition to the District's usual charges and deposits.

Mr. Weishuhn then presented a Capacity Report for a mixed-use development at the old Brookshire Truck Stop that was submitted by Mr. Jose Jaramillo ("Jaramillo"). Mr. Weishuhn explained that Jaramillo proposes water and wastewater service to new construction of travel center with a convenience store, fast food dining, motel units, laundry units and showers on the property located at 213 F.M. 1489, Brookshire, Texas. The existing convenience store will be removed. Extensive discussion ensued regarding the capacity of water and wastewater required to serve such development and options for providing such service. Mr. Weishuhn reported that Jaramillo will owe an Impact Fee in the amount of \$156,074.63 for the water supply and wastewater discharge, in addition to the District's usual charges and deposits.

Mr. Weishuhn then presented a Capacity Report for Sutherland Pipe & Supply ("Sutherland"). Mr. Weishuhn explained that Sutherland proposes water and wastewater service to an existing residential building as office space on the property located at 3420 5<sup>th</sup> Street, Brookshire, Texas. Extensive discussion ensued regarding the capacity of water and wastewater required to serve such development and options for providing such service. Mr. Weishuhn reported that Sutherland will owe an Impact Fee in the amount of \$1,083.88 for the water supply and wastewater discharge, in addition to the District's usual charges and deposits.

Mr. Weishuhn then presented a Capacity Report that was originally presented to and approved by the Board in June 2022 for service to a commercial development located at 3837 10<sup>th</sup> Street. Mr. Weishuhn reported that such property is owned by MR & J Properties LLC and was developed into an office and manufacturing center for Texas Truck Tarps, LLC ("TTT"). Extensive discussion ensued regarding the capacity of water and wastewater required to serve such development and options for providing such service. Mr. Weishuhn reported that TTT will owe an Impact Fee in the amount of \$18,500.16 for the water supply and wastewater discharge, in addition to the District's usual charges and deposits.

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. Weishuhn then updated the Board on the District's Wastewater Treatment Plant ("WWTP") Expansion Project.

Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board approved the Engineer's Report, including: 1) update on lift station repairs; 2) revised Champco Capacity Report; 3) revised GQ Capacity Report; 4) Jaramillo Capacity Report; 5) Sutherland Capacity Report; and 6) a capacity fee recalculation for TTT.

## **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 16,367,000 gallons of water were pumped from the District's water wells from July 15, 2025 through August 16, 2025.

Mr. Taylor then reported that the District's WWTP operated at 52% of its permitted capacity during the period of July 25, 2025 to August 25, 2025. Mr. Taylor noted that a total of 1,565,800 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 505,097 gallons per day ("gpd") and the peak daily flow was 133,600 gpd.

Mr. Taylor next updated the Board regarding the status of street repairs and fire hydrant repairs within the District.

Mr. Taylor next updated the Board regarding lighting improvements at WWTP. An extensive discussion ensued.

Mr. Taylor next updated the Board on repairs needed on an aging pump at Water Well No. 3 and presented a proposal from Electrical Field Services ("EFS") in the amount of \$4,995.00, subject to Board approval.

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

Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board approved the Operator's Report, including the proposal from EFS in the amount of \$4,995.00, as presented.

## **7. 2025 Water Conservation Plan ("WCP")**

Mr. Taylor presented the 2025 WCP for review and adoption.

Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved the WCP, as presented.

## **8. Sanitary Sewer Overflow ("SSO") Initiative Program**

Mr. Taylor then reminded the Board that as part of the District's participation in the Texas Commission on Environmental Quality's ("TCEQ") SSO Program, the District is required to address certain deficiencies in its wastewater collection systems. Mr. Taylor confirmed that the SSO Report has been submitted to the TCEQ, and that the District is required to televise and repair certain portions of the District's wastewater lines.

## **9. Administration/Personnel Report**

The Board discussed the Southern Roots Lawn Care Service.

The Board discussed cut-off fees for senior citizens and a request related to same from a District customer.

The Board discussed the BuyBoard Nonprofit Subscriber Agreement.

The Board discussed the BuyBoard Interlocal Participation Agreement.

Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved the: 1) contract with Southern Roots Care Service for certain mowing services; 2) waiver of cut-off fees for a senior citizen District customer; and 3) BuyBoard's Nonprofit Subscriber Agreement and Interlocal Participation Agreement, as presented.

#### **10. Attorney's Report**

Mr. Barner discussed with the Board the Memorandum RAB previously prepared and provided for procuring bond counsel, engineer, and financial advisor for the issuance of bonds. It was the consensus of the Board to maintain the current bond counsel and team in place.

Mr. Barner and Mr. Carpenter provided an update on the development of a proposed 15.8 acre 66-lot single-family residential development by IDV Development Services LLC ("IDV"). Mr. Barner stated that IDV is the entity that has the property for such development under contract for purchase. A discussion ensued with Mr. Barner expressing the importance of finalizing the Facilities and Operating Costs Reimbursement Agreement ("Reimbursement Agreement") with IDV. Mr. Barner stated that once the Board provides comments, the Reimbursement Agreement can be approved and finalized. Further discussion ensued.

It was the consensus of the Board to grant a one (1)-year term for the utility commitment portion of the Reimbursement Agreement.

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 on the legal descriptions provided by Riverway Farms. A brief discussion ensued.

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

#### **11. Executive Session**

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, specifically Section 551.0761 relating to real estate matters, the Vice President called the Executive Session to order at 7:32 p.m. Present for the executive session were all members of the Board present, Mrs. Pierre, Mr. Weishuhn and Mr. Barner.

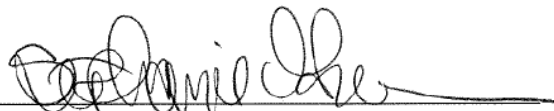
The Vice President then reconvened the meeting in open session at 7:50 p.m.

Upon a **motion** by Director Jackson, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board authorized an initial offer to purchase property for the District's use, pursuant to the terms discussed in Executive Session.

**12. Adjournment**

Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board voted to adjourn at 7:52 p.m.

PASSED, APPROVED and ADOPTED this the 3<sup>rd</sup> day of November 2025.

  
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President, Board of Directors

ATTEST:

  
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Secretary, Board of Directors

(DISTRICT SEAL)

