

BROOKSHIRE MUNICIPAL WATER DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

November 3, 2025

The Board of Directors (the "Board" or "Directors") of Brookshire Municipal Water District (the "District") met in regular session on November 3, 2025, 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
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, 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 and Ross Weishuhn of Weishuhn Engineering, Inc. ("Engineer" or "Weishuhn"); Elliot M. Barner, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); and Carlos Sanchez and Araceli Mendez, members 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.

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

2. Minutes of October 6, 2025 Regular Meeting

The Board then considered approval of the minutes of October 6, 2025 regular meeting.

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 of October 6, 2025, as presented.

3. Bookkeeper's Report

Mr. Haskins then presented the Bookkeeper's Report, copies of which are available upon request. Mr. Haskins reviewed the year-to-date expenses incurred by the District. Mr. Haskins noted that the District's current cash on hand is lower than he recommends.

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

4. Authorize Voting Representative to Cast Ballot on Association of Water Board Directors – Texas ("AWBD") Trustee Election and Bylaws Amendments

Mr. Barner reported that AWBD would be conducting a Bylaws Amendments Election beginning Monday, October 27, 2025 and ending on Tuesday, January 27, 2026. Mr. Barner added that such Bylaws Amendment is to clarify verbiage regarding the AWBD Board of Trustees qualifications, terms and requirements. Mr. Barner noted that RAB confirmed with AWBD that Director Green is the District's designated voting representative.

Upon **motion** by Director Barley, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board voted unanimously to confirm Director Green to cast a ballot in the AWBD Bylaws Amendment Election, as discussed.

5. Engineer's Report

Mr. Weishuhn reviewed with the Board the Texas Water Development Board ("TWDB") determination on the project information form submitted by the District for state revolving funds and explained that the District's Project Information Form ("PIF") did not rank high enough to make the District eligible for funding through the Clean Water State Revolving Fund ("SRF").

Mr. Ross Weishuhn then updated the Board regarding the District's replacement water well project ("Project"). Mr. Weishuhn stated that the District received three (3) bids for the Project, with C. Miller Drilling, Inc. ("C. Miller") providing the lowest bid at \$1,077,770.00. An extensive discussion ensued. Mr. Barner confirmed that upon receipt of the contract, RAB will review and comment within twenty-four (24) hours. Mr. Weishuhn then recommended: 1) the Notice of Award be issued to C. Miller in the amount of \$1,077,777.00, subject to RAB's review of the contract, bonds and insurance; 2) authorize Weishuhn to prepare the construction contract with C. Miller; 3) approve execution of the contract, subject to receipt of a Form 1295 Certificate of Interested Parties from C. Miller; and 4) authorize issuance of the Notice to Proceed, subject to execution of the contract with C. Miller.

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 and explained that he had no comments to the Initial Offer letter to the property owner for the purchase of the site. Mr. Barner noted that Mrs. Pierre is reviewing the letter prior to putting it on District letterhead and sending it out.

Mr. Weishuhn then presented a Capacity Report from Araceli Mendez Gonzalez ("Gonzalez") for an existing 1,000 square foot rental space as a Mexican style food snack shop located at 4017 South Front Street ("Jaramillo"). Mr. Weishuhn explained that there is one (1) existing commercial building on the property that is separated into three (3) rental units. An 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 Gonzalez will owe an Impact Fee in the amount of \$4,380.11 for the water supply and wastewater discharge, in addition to the District's usual charges and deposits. Extensive discussion then ensued regarding grease trap/interceptor requirements for land uses regarding this request.

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.

Mr. Weishuhn then updated the Board on the design of the District's Wastewater Treatment Plant ("WWTP") Expansion Project. Mr. Weishuhn went on to remind the Board of the requisite buffer zone that is required around facilities such as the WWTP. In response to a question from Mr. Weishuhn, Mr. Barner reported that Mr. Aaron Carpenter's firm, who is also IDV Development Services LLC's ("IDV") attorney, represents Twinwood US, Inc. ("Twinwood") and had reviewed the request from the District for a buffer zone easement. Mr. Barner stated that while Mr. Carpenter was not entirely certain, he thought that the area where the District had requested such easement had been conveyed to the City as consideration for an agreement that Twinwood once had with the City.

Upon a **motion** by Director Connor, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board approved the Engineer's Report, including authorizing a Notice of Award be issued to C. Miller in the amount of \$1,077,777.00, contingent upon the following conditions: 1) preparation of a construction contract with C. Miller by Weishuhn; 2) review and approval of such contract by the Attorney, including bonds and insurance; 3) provision of the mandatory Form 1295 Certificate of Interested Parties from C. Miller; and 5) Capacity Report for Gonzalez, as presented.

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 23,946,000 gallons of water were pumped from the District's water wells from August 16, 2025 through September 15, 2025.

Mr. Taylor then reported that the District's WWTP operated at 46% of its permitted capacity during the period of August 25, 2025 to September 25, 2025. Mr. Taylor noted that a total of 1,326,90000 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 442,300 gallons per day ("gpd") and the peak daily flow was 844,000 gpm. Mr. Taylor further

explained to the Board the calculations used to determine the submergence level.

Mr. Taylor update the Board on the status of the failure of Water Well No. 3 and that there had been a failure in one of the screens which cause such well to pump portions of sand and gravel; in turn, the pump for such well, which was recently purchased, to fail. In response to a question about such pump's warranty, Mr. Taylor clarified that the failure of such pump needs to be filed with the District's insurance, as the warranty period is over.

Mr. Taylor next updated the Board regarding lighting improvements at the WWTP.

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

Upon a **motion** by Director Williams, seconded by Director Jackson, after full discussion and with all Directors present voting aye, the Board approved the Operator's Report, including authorizing Mr. Taylor to file an insurance claim with TML.

7. Administration/Personnel Report

Mrs. Pierre explained that the District has hired a new field staff representative with a class D wastewater license.

A discussion then ensued regarding the Leak Repair List.

The Board then discussed attendance to the Winter Seminar presented by the Government Treasurer's Organization of Texas scheduled for February 22-25, 2026, in San Antonio, Texas.

Upon a **motion** by Director Connor, seconded by Director Barley, after full discussion and with all Directors present voting aye, the Board approved attendance at the Winter Seminar, as presented.

8. Attorney's Report

Mr. Barner reminded the Board that the development agreement with IDV had been previously approved by the Board and that the requested revisions had been made by IDV's attorney and provided to the District. Mr. Barner requested that an executed copy of such agreement be provided to IDV.

Mr. Barner then noted that he had received a copy of a letter from an attorney for Brookwood Community ("Brookwood") regarding a dispute over invoices for water service that had been provided back in the Fall of 2024. Mr. Barner further stated that he had discussed the matter with Mrs. Pierre and is scheduling a call with the attorney for Brookwood.

9. Adjournment

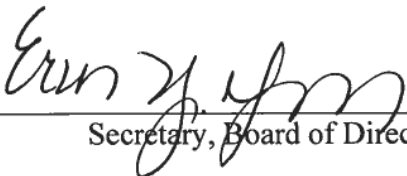
Upon a **motion** by Director Jackson, seconded by Director Williams, after full discussion and with all Directors present voting aye, the Board voted to adjourn at 7:45 p.m.

PASSED, APPROVED and ADOPTED this the 1st day of December 2025.



President, Board of Directors

ATTEST:



Secretary, Board of Directors

(DISTRICT SEAL)