

Joyce Hudman
County Clerk
Brazoria County, Texas

**NOTICE OF PUBLIC MEETING
BRAZOSPORT WATER AUTHORITY**

Notice is hereby given that a Regular Session Meeting of the Brazosport Water Authority will be held at 6:00 p.m. on Tuesday, August 25, 2020, at the Brazosport Water Authority Treatment Plant Facility Conference Room located at 1251 FM 2004, Lake Jackson, Texas.

NOTICE OF MEETING BY TELEPHONE CONFERENCE

In accordance with the order of the Office of the Governor issued March 16, 2020, the Authority will conduct the meeting scheduled at 6:00 p.m. on Tuesday, August 25, 2020, at the Brazosport Water Authority Treatment Plant Facility Conference Room located at 1251 FM 2004, Lake Jackson, Texas, in part by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also known as "social distancing") to slow the spread of Coronavirus (COVID-19).

The meeting agenda and agenda packet are posted online at brazosportwaterauthority.org.

The public dial in number to participate in the telephonic meeting is (832) 917-1510, and the access code is 296299. In the event you have any difficulty calling into the meeting, please call (979) 236-9156.

The public will be permitted to offer public comment telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. The meeting will also be recorded and made available in accordance with the requirements of the Texas Open Meetings Act.

At said meeting the Board will deliberate, consider and/or take action on any or all of the following matters:

AGENDA

1. CALL TO ORDER
2. CITIZENS COMMENTS
3. CONSENT AGENDA - APPROVAL OF MINUTES, MONTHLY EXPENDITURES AND FINANCIAL REPORTS
4. GENERAL MANAGER'S REPORT
5. DISCUSS/CONSIDER APPROVAL OF AMENDMENT TO BWA/DOW PUMPING AND STORAGE CONTRACT
6. DISCUSS/CONSIDER APPROVAL OF 24" WATER TRANSMISSION LINE OPEN CUT
7. DISCUSS/CONSIDER APPROVAL OF 24" WATER TRANSMISSION LINE DIRECTIONAL DRILL
8. DISCUSS/CONSIDER APPROVAL OF BRAZOSPORT WATER AUTHORITY PLANT REHABILITATION/ EXPANSION INCLUDING BRACKISH GROUNDWATER DESALINATION PROJECT
9. CLOSED MEETING - EXECUTIVE SESSION (A) SECTION 551.074, TEXAS GOVERNMENT CODE
DELIBERATIONS CONCERNING THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE OR TO HEAR A COMPLAINT OR CHARGE AGAINST AN OFFICER OR EMPLOYEE, TO-WIT:
 1. DISCUSS/CONSIDER APPROVAL OF BRAZOSPORT WATER AUTHORITY GENERAL MANAGER'S ANNUAL REVIEW
RECONVENE IN OPEN SESSION AND TAKE ACTION ON GENERAL MANAGER ANNUAL REVIEW
10. DISCUSS/CONSIDER APPROVAL OF BRAZOSPORT WATER AUTHORITY 2020/2021 PLANNED CAPITAL/FIVE-YEAR PLAN
11. DISCUSS/CONSIDER APPROVAL OF BRAZOSPORT WATER AUTHORITY 2020/2021 PERSONNEL POLICY
12. APPROVAL AND STATUS OF CAPITAL PROJECTS/MAINTENANCE PROJECTS
13. DISCUSS/CONSIDER APPROVAL OF AGENDA ITEMS FOR NEXT MEETING

Ronald Woodruff
General Manager
Brazosport Water Authority

**BRAZOSPORT WATER AUTHORITY
REGULAR SESSION
July 28, 2020**

Joyce Hudman
County Clerk
Brazoria County, Texas

THE STATE OF TEXAS §
 §
COUNTY OF BRAZORIA §

NOT APPROVED

BE IT KNOWN that the Board of Directors of the Brazosport Water Authority met in Regular Session on Tuesday, July 28, 2020, via telephone conference pursuant to Governor Abbott's suspension of certain provisions of the Texas Open Meetings Act.

Today is Tuesday, July 28, 2020 and the time is 6:00 p.m. My name is Juan Longoria, President of Brazosport Water Authority. I will be conducting the regular monthly BWA board meeting via Teleconference pursuant to Governor Abbott's order suspending certain provisions of the Texas Open Meetings Act in order to minimize the impact of the Coronavirus outbreak. This will be the fifth time BWA uses this format, so I ask for your patience as we move forward.

With the posting of today's meeting a toll-free call in number was indicated on the agenda, along with the agenda packet. Both may be found on the district website.

As required by law and as a commitment to transparency we continue to include a public comment section with our meeting. In the event you would like to participate in the public comment section of our meeting the general guidelines and rules still apply. Those guidelines being that each individual will be permitted to speak for 5 minutes. Members of the public will not be permitted to participate during agenda items. In the event there is any member of the public desiring to speak during the public comments section, please state your name so that we can add your comments to the meeting minutes and ensure you have an opportunity to speak. Members of the public will only be permitted to speak during public comment section.

Are there any members of the public wishing to speak during the public comment section?

I ask again, are there any members of the public wishing to speak during public comment section?

In the event any member of the public is having any technical difficulty during the meeting, please call (979) 236-9156 and someone will do the best they can to assist you.

Following today's meeting this recording will be made available to the public, as is the case with any other recording of a public meeting. In the event there is an Executive Session to be conducted by this body, which Executive Session was noticed on the agenda or it will be announced prior to going into Executive session. During Executive Session, the public will not be permitted to hear the meeting, as is the case under the Texas Open Meeting Act. Following Executive Session, the board will resume the public meeting.

I will start by doing a roll call of our 7 BWA board members. I will identify the city and if the

board member representing that city is present, please identify yourself by name and say present.

Filed: 08/20/2020 01:21:10

PM

Angleton (Morris Massingill)	Present
Brazoria (Jesse Knight)	Present
Clute (Joe Damian)	Present
Freeport (Kenny Hayes)	Present
Lake Jackson (Juan Longoria)	Present
Oyster Creek (Calvin Merriman)	Present
Richwood (Jeremy Fountain)	Present

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Brazoria County, Texas

Thank You. Next.

Brazosport Water Authority Staff starting with the

General Manager: (Ronnie Woodruff)	Present
Assistant General Manager: (Wyatt Ringgold)	Present
Office Manager: (Kristina Crouch)	Present
Plant Superintendent (Eddie Easterling)	Present
Chief Operator (Felix Davis)	Present

BWA Legal Counsel: (Jason Cordoba)	Absent
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Others Present:

Allen Woelke
Jennifer Harrison

CALL TO ORDER

With a quorum present, Director Longoria called the meeting to order at 6:06 p.m.

CITIZENS COMMENTS

None.

PRESENTATION FROM CDM SMITH WITH DISCUSSION REGARDING REGIONAL WATER/DESALINATION STUDY UPDATE

Allen Woelke and Jennifer Harrison of CDM Smith gave a presentation to the Board of Directors on the future potential non-groundwater demands for portions of Brazoria and Fort Bend counties.

DISCUSS/CONSIDER APPROVAL OF BRAZOSPORT WATER AUTHORITY PLANT REHABILITATION/ EXPANSION INCLUDING BRACKISH GROUNDWATER DESALINATION PROJECT

CDM Smith's Vice President, Allen Woelke, updated the BWA Board of Directors on the current status of BWA Brackish Groundwater Well No. 3 and 3A.

CONSENT AGENDA - APPROVAL OF MINUTES, MONTHLY EXPENDITURES AND FINANCIAL REPORTS

The Board discussed and reviewed approval of consent agenda items from June 2020. A motion was made by Director Fountain to approve consent agenda items. Director Merriman seconded, with a vote of:

Ayes: Massingill, Knight, Damian, Hayes, Longoria, Merriman, Fountain
Nays: None
Absent: None

Filed: 08/20/2020

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Joyce Hudman

County Clerk

Brazoria County, Texas

GENERAL MANAGER'S REPORT

Items of discussion included:

- a.) Raw Water Supply – Currently the raw water supply is 100% Harris Reservoir. At 6:00 am today, July 28, 2020, the Brazos River at Rosharon elevation was 7.52 feet and flowing 1900 cubic feet per second or 852,779 gallons per minute. The Brazos River at Richmond elevation was 9.17 feet and flowing 745 cubic feet per second or 334,379 gallons per minute. The reservoir capacity on the Brazos River Basin today, July 28, 2020, is 94.6% full or 3,358,827-acre feet. The reservoir capacity of the Brazos River Basin on the morning of June 23, 2020, and the date of last month board meeting was 96.7% full or 3,436,977-acre feet. At year-to-date the Brazos River Basin was 97.3% full or 3,560,570-acre feet.
- b.) Hurricane Preparedness – In preparation of possible landfall of Hurricane Hanna, which could have affected the area of the BWA treatment facility in Lake Jackson, BWA staff activated our Hurricane Preparedness Plan and Procedures. BWA was not directly affected by the storm however, this allowed the staff an opportunity to exercise the plan and use it as a training and refresher for our new and veteran staff members.

CLOSED MEETING – EXECUTIVE SESSION

(After which the board will reconvene in open session and may take action)

(A) Section 551.074, Government Code – Deliberations concerning the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee, to-wit:

- A. Discuss/Consider Approval of Brazosport Water Authority General Manager's Annual Review

At 6:57 p.m. the board entered executive session.

RECONVENE IN OPEN SESSION

At 7:30 p.m. the board reconvened the open session of the meeting.

No action taken.

DISCUSS/CONSIDER APPROVAL OF BRAZOSPORT WATER AUTHORITY'S 2020/2021 PLANNED CAPITAL/FIVE-YEAR PLAN

The Board discussed and reviewed approval of Brazosport Water Authority's 2020/2021 Expense Planned Capital/Five-Year Plan.

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No action taken.

Joyce Hudman
County Clerk
Brazoria County, Texas

DISCUSS/CONSIDER APPROVAL OF BRAZOSPORT WATER AUTHORITY'S 2020/2021 PERSONNEL POLICY

The Board discussed and reviewed approval of Brazosport Water Authority's 2020/2021 Personnel Policy.

No action taken.

APPROVAL AND STATUS OF CAPITAL PROJECTS/ MAINTENANCE PROJECTS

Brazosport Water Authority's Assistant General Manager, Wyatt Ringgold, updated the Board of Directors on the current status of the 2018 Plant Improvements – Contract 2 and the 24" Southern Relief Transmission Line project.

DISCUSS/CONSIDER APPROVAL OF AGENDA ITEMS FOR NEXT REGULAR MEETING SCHEDULED ON AUGUST 25, 2020:

1. Consent Agenda – Approval of Minutes, Monthly Expenditures and Financial Reports
2. Brazosport Water Authority Plant Rehabilitation/Expansion Including Desalination Project
3. General Manager's Report
4. Discuss/Consider Approval of Brazosport Water Authority General Manager- Closed Session
5. Discuss/Consider Approval of BWA 2020/2021 Capital/Five-Year Plan
6. Discuss/Consider Approval of BWA 2020/2021 Personnel Policy
7. Approval and Status of Capital Projects/Maintenance Projects
8. Discuss/Consider Approval of 24" Water Transmission Line Open Cut
9. Discuss/Consider Approval of 24" Water Transmission Line Direction Drill
10. Discuss/Consider Approval of Amendment to BWA/Dow Pumping and Storage Contract

A motion was made by Director Massingill to approve agenda items for our next meeting. Director Knight seconded, with a vote of:

Ayes: Massingill, Knight, Damian, Hayes, Longoria, Merriman, Fountain
Nays: None
Absent: None

With no other business before the Board a motion was made by Director Damian to adjourn the meeting at 8:27 p.m. Director Merriman seconded, with a vote of:

Ayes: Massingill, Knight, Damian, Hayes, Longoria, Merriman, Fountain
Nays: None

Absent: None

These minutes read and approved this 25th day of August, 2020.

Joyce Hudman
County Clerk
Brazoria County, Texas

Juan Longoria III, Board President

CR



GREEN & McELREATH CPAs PLLC
Certified Public Accountants

Robert Purnell, CPA
J. Brent Ripple, CPA

Filed: 08/20/2020
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Accountants' Compilation Report

Joyce Hudman
County Clerk

Brazoria County, Texas

To the Board of Directors
Brazosport Water Authority
Lake Jackson, Texas

Management is responsible for the accompanying financial statements, of Brazosport Water Authority which comprise the statement of assets, liabilities and net assets-modified cash basis as of July 30, 2020, the related statement of revenues and expenses-modified cash basis budget vs. actual for the one month and ten months then ended and Statement of Revenues and Expenses-Modified Cash Basis Budget vs. Actual for the ten months ended July 30, 2020 in accordance with the modified cash basis of accounting, and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements, prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's statement of assets, liabilities and net assets and revenues and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Management has not presented the management's discussion and analysis information that the Governmental Accounting Standards Board has determined is required to supplement, although not required to be a part of, the basic financial statements.

We are not independent with respect to Brazosport Water Authority.

Green & McElreath CPAs PLLC

August 19, 2020
Houston, Texas

Your #1 CPA Firm
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BRAZOSPORT WATER AUTHORITY
STATEMENT OF ASSETS, LIABILITIES AND
NET ASSETS-MODIFIED CASH BASIS
JULY 31, 2020

Joyce Hudman
County Clerk
Brazoria County, Texas

Assets

Cash and cash equivalents	\$ 11,474,909
Accounts receivable	2,128,165
Inventory	172,269
Prepaid Insurance	13,333
Prepaid Wages	-
Restricted cash and cash equivalents	47,003,720
Capital Assets	
Land and rights of way	209,312
Treatment plant and transmission facilities	73,581,184
Equipment, vehicles, and furnishings	3,188,486
Construction in progress	21,521,461
Accumulated depreciation	(28,354,357)
Deferred charges, net	-
Water rights	45,000
 Total Assets	 <u>\$ 130,983,482</u>

Liabilities and Net Assets

Liabilities:

Accounts payable	\$ 2,558,335
Accrued expenses	4,442
Compensated absences payable	113,519
Accrued payroll	42,366
Loan Payments	147
Accrued interest payable	1,209,159
Revenue bonds - Series 2013	-
Revenue bonds - Series 2014	11,905,000
Revenue bonds - Series 2015 A	22,275,000
Bond Premium - Series 2015 A	693,116
Bond amortn - Series 2015 A	(138,623)
Revenue bonds - Series 2015 C	29,940,000
Bonds Premium - Series 2015 C	3,009,852
Bond amortn - Series 2015 C	(468,199)
Revenue bonds - Series 2015 B	5,315,000
Revenue bonds - Series 2016	21,545,000
 Total Liabilities	 <u>98,004,114</u>

Net Assets:

Contributed capital	35,400
Restricted for capital projects	3,215
Restricted for debt service	1,792,204
Restricted for rate stabilization	566,483
Unrestricted	25,513,515
Net Revenue	5,068,551

Total Net Assets 32,979,368

Total Liabilities and Net Assets \$ 130,983,482

See accountants' compilation report.

BRAZOSPORT WATER AUTHORITY
STATEMENTS OF REVENUES AND
EXPENSES--MODIFIED CASH BASIS

BUDGET VS. ACTUAL
FOR THE ONE MONTH AND TEN MONTHS ENDED JULY 30, 2020

Joyce Hudman
County Clerk
Brazoria County, Texas

	FOR THE ONE MONTH ENDED JULY 30, 2020				FOR THE TEN MONTHS ENDED JULY 30, 2020			
	Actual	Budget	Variance Under/Over	Percent of Budget	Actual	Annual Budget	Budget Remaining	Percent of Budget Used
OPERATING REVENUES								
City of Angleton	\$ 184,140	\$ 181,170	\$ (2,970)	101.64%	\$ 1,811,700	\$ 2,174,040	\$ 362,340	83.33%
City of Brazoria	32,225	31,703	522	101.64%	217,098	380,497	163,399	83.33%
City of Clute	102,300	100,650	1,650	101.64%	1,006,500	1,207,800	201,300	83.33%
City of Freeport	204,600	201,300	3,300	101.64%	2,013,000	2,415,600	402,600	83.33%
City of Lake Jackson	204,600	201,300	3,300	101.64%	2,013,000	2,415,600	402,600	83.33%
City of Oyster Creek	16,772	15,098	1,674	111.12%	162,248	181,170	18,922	89.56%
City of Richwood	24,040	23,653	387	101.64%	236,527	283,833	47,306	83.33%
Texas Department of Corrections	101,835	100,133	1,702	101.64%	1,001,925	1,202,310	200,385	83.33%
Dow Chemical	107,860	105,140	2,720	101.64%	1,061,572	1,273,680	212,108	83.33%
City of Rosenberg	432,630	430,030	2,600	100.56%	4,254,750	5,160,600	905,850	82.45%
Other water sales	-	-	-	0.00%	1,231	-	11,231	0.00%
Uncategorized income	-	-	-	0.00%	-	-	-	0.00%
Total operating revenues	\$ 1,410,067	\$ 1,391,239	\$ 18,828	101.41%	\$ 13,879,501	\$ 16,695,090	\$ 2,815,589	83.14%
OPERATING EXPENSES								
Payroll and benefits								
Wages--plant support	\$ 123,442	\$ 167,833	\$ 44,391	75.51%	\$ 1,476,761	\$ 2,014,000	\$ 537,239	73.32%
Payroll taxes	9,068	13,500	4,432	67.18%	107,407	162,000	54,593	66.30%
Retirement	8,562	11,750	3,188	72.87%	81,791	141,000	59,209	57.98%
Group Insurance	47,243	43,333	3,910	109.02%	459,746	520,000	60,254	88.41%
Workers' comp insurance	1,587	2,917	1,330	58.75%	6,891	25,000	18,109	19.69%
Total payroll and benefits	\$ 199,902	\$ 239,323	\$ 39,420	83.53%	\$ 2,138,196	\$ 2,812,000	\$ 673,804	74.45%
Water production expenses								
Raw water storage and transfer	-	\$ 101,835	\$ 101,835	0.00%	\$ 759,214	\$ 1,222,020	\$ 462,806	62.13%
Raw water purchase	-	-	-	0.00%	-	-	-	0.00%
Power	38,801	44,167	5,366	87.85%	350,441	530,000	179,559	66.12%
Residuals disposal	54,872	66,667	11,795	82.31%	502,219	800,000	297,781	62.78%
Chlorine	6,385	8,333	1,948	76.63%	56,318	100,000	43,682	56.32%
Copper sulfate	12,572	12,500	72	100.58%	69,395	150,000	80,605	46.26%
Alum	15,108	22,917	7,809	65.92%	156,740	275,000	118,260	56.81%
Sodium chloride	18,957	20,833	1,876	91.00%	145,684	250,000	104,316	58.27%
Anionic polymer	5,375	11,647	6,272	45.68%	47,520	140,000	92,480	33.94%
Cationic soda	20,569	18,750	1,819	111.83%	138,380	225,000	86,620	61.50%
Fluoride	-	-	-	0.00%	-	-	-	0.00%
Sequest	7,118	8,333	1,215	85.42%	60,830	100,000	39,170	60.83%
Carbon	-	1,250	1,250	0.00%	41,957	15,000	26,957	279.05%
Polyaluminum chloride	-	10,417	10,417	0.00%	-	125,000	125,000	0.00%
Cationic Polymer	13,982	16,667	2,685	83.89%	86,738	200,000	113,262	43.19%
Ammonium sulfate	4,480	2,917	1,563	153.93%	29,842	35,000	5,158	85.26%

See accountants' compilation report.

BRASPORT WATER AUTHORITY
STATEMENTS OF REVENUES AND
EXTENDED-NOTIFIED CASH BASIS
BUDGET VS. ACTUAL
FOR THE ONE MONTH AND TEN MONTHS ENDED JULY 30, 2020

Joyce Hudman
County Clerk
Brazoria County, Texas

FOR THE ONE MONTH ENDED JULY 30, 2020					FOR THE TEN MONTHS ENDED JULY 30, 2020				
	Actual	Budget	Variance		Actual	Annual Budget	Budget Remaining	Percent of Budget Used	
			Under	Over				Percent of	Budget
Perchloric Chloride	-	503	503	-	-	7,000	7,000	0.00%	-
Supplies	-	-	-	-	-	-	-	0.00%	-
Chemical delivery charges	-	200	200	-	-	2,500	2,500	0.00%	-
Chemical inventory (over) short	-	-	-	-	-	-	-	0.00%	-
Water Production Exp - Other	-	-	-	-	-	-	-	0.00%	-
Total water production expenses	\$ 198,583	\$ 348,034	\$ 149,451	-	\$ 2,438,815	\$ 4,126,520	\$ 1,687,705	58.39%	-
Quality control expenses									
Operations lab	\$ 6,424	\$ 4,167	\$ 12,257	-	\$ 36,138	\$ 50,000	\$ 13,862	68.28%	-
Other labs	157	3,313	3,156	-	3,482	40,000	36,518	91.3%	-
Total quality control expenses	\$ 6,581	\$ 7,500	\$ 919	-	\$ 37,620	\$ 90,000	\$ 52,380	41.8%	-
Maintenance expenses									
Tools/equipment	-	\$ 8,313	\$ 8,313	-	\$ 45,493	\$ 100,000	\$ 54,507	45.49%	-
Buildings/grounds	15,580	\$ 4,657	\$ (10,923)	-	\$ 25,532	\$ 80,000	\$ 54,468	31.92%	-
Sewer/wastewater	-	208	208	-	2,021	2,500	479	80.84%	-
Vehicles	171	2,003	1,912	-	22,743	25,000	2,257	91.09%	-
Offices/computer equipment	1,470	3,313	1,843	-	23,771	40,000	16,229	59.63%	-
Rentals	1,558	2,917	1,359	-	11,911	35,000	23,089	66.03%	-
Distribution system	16,461	\$ 8,313	\$ (8,128)	-	67,653	100,000	32,347	32.35%	-
Tools	1,180	5,000	3,820	-	16,801	80,000	63,199	78.76%	-
Freight (fuel)	424	833	409	-	5,559	10,000	4,441	44.41%	-
Materials/parts	1,119	7,500	6,381	-	57,672	90,000	32,328	35.91%	-
Lab maintenance	-	1,042	1,042	-	10,923	12,500	1,577	12.62%	-
Sub-contractor expense	13,059	12,500	(559)	-	40,400	150,000	109,600	73.07%	-
Total maintenance expenses	\$ 51,648	\$ 58,749	\$ 7,101	-	\$ 137,518	\$ 700,000	\$ 562,482	80.36%	-
Administrative expenses									
Office supplies	\$ 1,703	\$ 1,661	\$ 136	-	\$ 7,954	\$ 20,000	\$ 12,046	37.77%	-
Training	1,175	2,500	1,325	-	10,416	30,000	19,584	34.72%	-
Over/permits/licenses	15,331	4,333	(11,000)	-	59,370	52,000	7,370	14.37%	-
Travel	-	4,147	4,147	-	1,884	50,000	48,116	3.77%	-
Safety	330	2,500	2,170	-	18,145	30,000	11,855	40.52%	-
Legal	-	4,583	4,583	-	18,942	55,000	36,058	65.53%	-
Advertising	1,413	1,200	(213)	-	1,413	15,000	13,587	9.05%	-
Reference materials	-	292	292	-	229	3,500	3,271	9.32%	-
Medical	-	2,500	2,500	-	12,225	30,000	17,775	59.25%	-
Engineering/studies	-	8,313	8,313	-	34,283	100,000	65,717	34.28%	-
Communications	2,557	3,167	610	-	20,081	38,000	17,919	47.34%	-
Accounting/audit	2,531	3,750	1,219	-	56,273	45,000	11,273	25.00%	-
Insurance	5,227	6,250	1,023	-	51,168	75,000	23,832	31.96%	-
Additional Administrative expenses	1,002	2,917	1,915	-	3,322	35,000	31,678	90.48%	-

**BRAZOSPORT WATER AUTHORITY
STATEMENTS OF REVENUES AND
EXPENSES-MODIFIED CASH BASIS
BUDGET VS. ACTUAL
FOR THE ONE MONTH AND TEN MONTHS ENDED JULY 30, 2020**

Joyce Hudman
County Clerk
Brazoria County, Texas

	FOR THE ONE MONTH ENDED JULY 30, 2020				FOR THE TEN MONTHS ENDED JULY 30, 2020				Percent of Budget Used
	Actual	Budget	Variance (Over)	Percent of Budget	Actual	Annual Budget	Budget Remaining		
Total administrative expenses	\$ 32,269	\$ 46,209	\$ 13,940	66.94%	\$ 304,380	\$ 519,500	\$ 215,120	52.62%	
Depreciation	\$ 174,199	\$ 41,145	\$ (133,054)	423.38%	\$ 1,741,994	\$ 483,735	\$ 1,248,259	352.82%	
Total depreciation expense	\$ 174,199	\$ 41,145	\$ (133,054)	423.38%	\$ 1,741,994	\$ 483,735	\$ 1,248,259	352.82%	
Total operating expenses	\$ 651,193	\$ 742,980	\$ 91,787	89.26%	\$ 6,958,523	\$ 9,915,745	\$ 1,917,232	78.50%	
OPERATING INCOME (LOSS)	\$ 741,654	\$ 648,219	\$ (93,435)	115.33%	\$ 6,080,970	\$ 7,779,315	\$ 808,357	88.45%	
NONOPERATING REVENUES (EXPENSES)									
Interest Income	\$ 15,489	\$ 0,333	\$ 15,156	189.28%	\$ 407,041	\$ 100,000	\$ 1,207,041	407.04%	
Dividend Income	228	-	(228)	0.00%	27,334	-	(27,334)	0.00%	
Realized gains (losses)	511	-	(511)	0.00%	64,805	-	(64,805)	0.00%	
Realized gains (losses)	-	-	-	0.00%	-	-	-	0.00%	
Gain / Loss on Sale of Assets	-	-	-	0.00%	-	-	-	0.00%	
Amortization of bond premium - 2015 A	2,330	2,310	-	100.00%	23,104	27,720	4,616	83.75%	
Amortization of bond premium - 2015 C	4,361	4,361	-	100.00%	43,607	100,232	16,725	83.33%	
Bond Interest--2013 series	-	-	-	0.00%	-	-	-	0.00%	
Bond Interest--2014 series	(16,913)	(16,913)	-	100.00%	(169,128)	1,202,948	1,033,820	87.33%	
Bond Interest--2015 A series	(76,914)	(76,914)	-	100.00%	(769,141)	1,922,969	1,153,828	83.33%	
Bond Interest--2015 B series	(8,129)	(8,129)	-	100.00%	(81,285)	187,542	106,257	83.33%	
Bond Interest--2015 C series	(113,225)	(113,225)	-	100.00%	(1,132,290)	11,398,300	10,266,010	83.33%	
Bond Interest--2016 series	(26,651)	(26,651)	-	100.00%	(266,514)	1,313,818	1,047,304	83.33%	
Amortization of bond premium - 2013	-	-	-	0.00%	-	-	-	0.00%	
Bond Insurance costs	-	-	-	0.00%	-	-	-	0.00%	
Total nonoperating revenues (exp)	\$ 1214,733	\$ (221,828)	\$ 9,095	95.37%	\$ (1,812,421)	\$ 12,673,933	\$ 851,504	67.78%	
INCREASE (DECREASE) IN NET ASSETS	\$ 532,921	\$ 426,391	\$ 106,530	125.26%	\$ 5,068,551	\$ 5,105,404	\$ 36,853	99.28%	

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**BRAZOSPORT WATER AUTHORITY
FUND ACCOUNTS SUMMARY
JULY, 2020**

Joyce Hudman
County Clerk
Brazoria County, Texas

	<u>CURRENT MONTH BALANCE</u>	<u>MINIMUM BALANCE</u>
Operations Account #105-908	\$ 3,774,050.17	
Debt Service Fund Account #108-738	\$ 4,478,275.94	
Debt Service Reserve Fund Account #108-746	\$ 4,676,717.08	
Operations Reserve Account #109-264	\$ 217,787.06	
Operating Reserve Account at Raymond James	\$ 411,081.49	
Sum of Operating Reserve at Raymond James and 109-264	<u>\$ 628,868.55</u>	\$ 450,000.00
Rate Stabilization Fund Account #109-298 (reserve fund)	\$ 276,306.45	
Rate Stabilization Account at Raymond James	\$ 288,566.52	
Sum of Rate Stabilization at Raymond James and 109-298	<u>\$ 564,872.97</u>	\$ 500,000.00
Renewal and Replacement Fund Account #109-645	\$ 2,936,066.68	
Construction Account #105-890	\$ 4,286,269.69	
Drought Contingency Water Relief Fund #100103197	\$ 121,180.89	\$122,012.72 paid 01/28/2014
General Support Fund #100104819	\$ 3,199,481.59	
General Support Fund @ TexSTAR BWA GSFTS	\$ 2,309,695.04	
General Support Fund @ LOGIC BWA GSFLG	\$ 2,318,726.04	
Sum of General Support Fund 100104819/TexSTAR/LOGIC	<u>\$ 7,827,902.67</u>	
Grant Agreement-TWDB G1001055 Escrow Acct #100107346	\$ 239,025.37	
Next Financial Services	<u>\$ 1,767,617.11</u>	
TOTAL OF ALL FUNDS	\$ 31,300,847.12	

Joyce Hudman
County Clerk
Brazoria County, Texas

BRAZOSPORT WATER AUTHORITY
RAYMOND JAMES ACCOUNT SUMMARY
JULY, 2020

RAYMOND JAMES
ACCOUNTS

FAIR MARKET
VALUE (as of 7/31)

Rate Stabilization Fund 27403791
Operating Reserve Fund 27403786

\$288,566.52
\$411,081.49

TOTALS **\$699,648.01**

ACCOUNT BREAKDOWNS

	<u>AMOUNT</u> <u>INVESTED</u>	<u>MARKET</u> <u>VALUE 6/30</u>	<u>MARKET</u> <u>VALUE 7/31</u>
<u>Rate Stabilization Fund</u>			
SECURITIES TOTAL:	\$ -	\$ -	\$ -
Cash and Money Market:			
Previous Month		\$ 288,561.54	\$ 288,564.07
Earnings		\$ 2.53	\$ 2.45
Bond Maturity			
CASH AND MONEY MARKET TOTALS:		\$ 288,564.07	\$ 288,566.52
RATE STABILIZATION FUND TOTALS:		\$ 288,564.07	\$ 288,566.52
<u>Operating Reserve Fund</u>			
SECURITIES TOTAL:	\$ -	\$ -	\$ -
Cash and Money Market:			
Previous Month		\$ 411,074.40	\$ 411,078.00
Earnings		\$ 3.60	\$ 3.49
Bond Maturity			
CASH AND MONEY MARKET TOTALS:		\$ 411,078.00	\$ 411,081.49
OPERATING RESERVE FUND TOTALS:		\$ 411,078.00	\$ 411,081.49
ACCOUNT BREAKDOWN TOTALS:		\$ 699,642.07	\$ 699,648.01

Joyce Hudman
County Clerk
Brazoria County, Texas

BRAZOSPORT WATER AUTHORITY
JULY, 2020

NEXT FINANCIALS SERVICES

ACCT PP8-214395 NEW BONDS PURCHASED JULY 2019:

FEDERAL HOME LN BKS CONS BD 385,000 @ a price of 101.8250

ACCT PP8-214395 NEW BONDS PURCHASED JUNE 2020:

FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS 575,000 @ a price of 101.7840

ACCT PP8-214395	<u>COST</u>	<u>MARKET 6/30</u>	<u>MARKET 7/31</u>
FEDERAL HOME LN BKS CON BD (1/29/27 B/E) (SOLD 7/1/2020)	\$ 392,029.75	\$ 385,419.65	\$ -
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS (5/26/28 B/E) (PURCHASED 6/2/2020)	\$ 585,353.50	\$ 575,241.50	\$ 576,426.00
Money Market		\$ 2,391.63	\$ 392,435.36
SUBTOTAL	\$ 977,383.25	\$ 963,052.78	\$ 968,861.36

ACCT PP8-143016 NEW BONDS PURCHASED JULY 2019:

FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS 415,000 @ a price of 101.95

ACCT PP8-143016 NEW BONDS PURCHASED JUNE 2020:

FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS 375,000 @ a price of 101.7850

ACCT PP8-143016	<u>COST</u>	<u>MARKET 6/30</u>	<u>MARKET 7/31</u>
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS (7/17/20 B/E) (SOLD 7/1/2020)	\$ 423,096.00	\$ 415,261.45	\$ -
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS (7/17/20 B/E)	\$ 381,753.50	\$ 375,157.50	\$ 375,930.00
Money Market		\$ 2,553.85	\$ 422,825.75
SUBTOTAL	\$ 804,849.50	\$ 792,972.80	\$ 798,755.75

TOTAL \$ 1,782,232.75 \$ 1,756,025.58 \$ 1,767,617.11

Joyce Hudman
County Clerk
Brazoria County, Texas

BRAZOSPORT WATER AUTHORITY
BOND ISSUANCE SUMMARY
JULY, 2020

BOND SERIES 2014 (DWSRF) @ 1.266%

Issued October 2014 to cover costs for BWA Administrations
Building, Clearwell, Plant Improvements and Upgrades;
(\$924,670 of closing costs to BWA Next Investment PP8-214395);
Bond Funds are currently held with Bank of New York Mellon
and Next Investments

Amount Issued:	\$ 15,500,000.00
Closing Cost:	\$ 1,396,273.25
Current Month Expenses:	\$ 370,122.45
Bank of New York Mellon 668688:	\$ 2,263,115.86
NEXT Investments PP8-214395:	\$ 968,861.36
TOTAL FUNDS AT MONTH END:	\$ 3,231,977.22

BOND SERIES 2015A (Open Market) @ 4%

Issued July 2015 to cover costs for BWA's first phase of the
Northern Regional Pipeline
ALL 2015A FUNDS EXHAUSTED

Amount Issued:	\$ 23,377,708.35
Closing Cost:	\$ 272,350.31
Current Month Expenses:	\$ -
TexSTAR 0201120150:	\$ -
LOGIC 0264611001:	\$ -
TOTAL FUNDS AT MONTH END:	\$ -

BOND SERIES 2015B (SWIFT) @ 2.41%

Issued December 2015 to cover costs for BWA Desalination
Well, Pilot Project & Engineering;
(\$318,500 of closing costs to BWA Construction Acct 105890);
Bond Funds are currently held with BONY

Amount Issued:	\$ 5,605,000.00
Closing Cost:	\$ 390,812.50
Current Month Expenses:	\$ 67,050.00
Bank of New York Mellon 459072:	\$ 1,655,084.98
TOTAL FUNDS AT MONTH END:	\$ 1,655,084.98

BOND SERIES 2015C (Open Market) @ 4%

Issued November 2015 to cover costs for BWA second phase
of the Northern Regional Pipeline
(\$2,603,723 of closing costs to BWA LOGIC Acct 0264611002)
ALL 2015C FUNDS EXHAUSTED

Amount Issued:	\$ 33,450,577.10
Closing Cost:	\$ 2,936,974.65
Current Month Expenses:	\$ 906.25
LOGIC 0264611002:	\$ -
Bayern BWA15C/1666038N:	\$ -
TOTAL FUNDS AT MONTH END:	\$ -

BOND SERIES 2016 (SWIFT) @ 1.67%

Issued November 2016 for building of Desalination Plant;
2 wells and associated piping
(\$699,426 of closing costs to BWA Debt Service Acct 108738);
Bond Funds are currently held with BONY

Amount Issued:	\$ 22,695,000.00
Closing Cost:	\$ 853,849.89
Current Month Expenses:	\$ -
Bank of New York Mellon 280682:	\$ 23,259,517.93
TOTAL FUNDS AT MONTH END:	\$ 23,259,517.93

To the best of my knowledge, this four page report reflects compliance with the Texas Public Funds Investment Act
and Internal Management Reports section of Brazosport Water Authority's Investment Policy approved March 26, 2019.


Ronald Woodruff, BWA General Manager

8/19/2020
Date

**NOTABLE EXPENDITURE REPORT
JULY, 2020**

Filed: 08/20/2020 01:21:10 PM

Joyce Hudman
County Clerk
Brazoria County, Texas

5411 - BUILDINGS/GROUNDS

B&R Masonry - \$4,000.00

Door replacements throughout plant.

Macon Sash & Door - \$4,549.88

Door replacements throughout plant.

5416 - DISTRIBUTION SYSTEM

Felder Water Well & Pump Services - \$13,560.00

Repairs to High Service Pump #1.

5421 - Sub Contractor Expense

Tesla - \$6,310.00

Emergency Generator Electrical Equipment Preventive Maintenance.

5512 - Dues/Permits/Licenses

Brazoria County Groundwater Conservation District - \$13,900.00

Production fees for Well #3 and Well #3A.

**WATER COMPLAINTS
July 15 To August 18, 2020**

Joyce Hudman
County Clerk
Brazoria County, Texas

Angleton	No Complaints
Brazoria	No Complaints
Clute	No Complaints
Freeport	No Complaints
Lake Jackson	No Complaints
Oyster Creek	No Complaints
Richwood	No Complaints
Rosenberg	No Response
TDCJ - Clemens Unit	No Complaints
TDCJ - Wayne Scott Unit	No Complaints

SURFACE WATER MONTHLY OPERATING REPORT

FOR PUBLIC WATER SYSTEMS THAT ARE USING SURFACE WATER SOURCES
OR GROUND WATER SOURCES UNDER THE INFLUENCE OF SURFACE WATER

Summary Page

Joyce Hudman

County Clerk

Brazoria County, Texas

PUBLIC WATER

SYSTEM NAME: BRAZOSPORT WATER AUTHORITY

PLANT NAME
OR NUMBER:

BRAZOSPORT WATER AUTHORITY (0200487)

PWS ID No.: 0200487

Plant ID No.: 14211

Report for
the Month of: July 2020

Operator's Signature:

Certificate No. & Grade: WS0007068, B

Date: August 5, 2020

I certify that I am familiar with the information contained in this report and that, to the best of my knowledge, the information is true, complete, and accurate.

TREATMENT PLANT PERFORMANCE

Total number of turbidity readings:	188	Number of 4-hour periods when plant was off-line:	0
Number of readings above 0.10 NTU:	68	Number of 4-hour periods when plant was on-line but turbidity data was not collected:	0
Number of readings above 0.3 NTU:	6	Number of days when plant was on-line but individual filter turbidity data was not collected:	0
Number of readings above 0.5 NTU:	6	Number of days with readings above 1.0 NTU:	0 (2)
Maximum allowable turbidity level:	0.3	Number of days with readings above 5.0 NTU:	0 (2)
Percentage of readings above this limit:	0.0 % (1)		
Number of days with a low CT for no more than 4.0 consecutive hours:	0	Average log inactivation for Giardia:	1.82
Number of days with a low CT for more than 4.0 consecutive hours:	0 (4)	Average log inactivation for viruses:	10.82
		Number of days when profiling data was not collected:	0
		Number of days when CT data was not collected:	0
Minimum disinfectant residual required leaving the plant:	0.5 mg/L, measured as Total Chlorine		
Number of days with a low residual for no more than 4.0 consecutive hours:	0	Minimum pH in the last disinfection zone:	7.75
Number of days with a low residual for more than 4.0 consecutive hours:	0 (5)	Number of days with pH below 7.0 in the last disinfection zone:	0.00
		Number of days when disinfectant residual leaving the plant was not properly monitored:	0

DISTRIBUTION SYSTEM

Minimum disinfectant residual required in distribution system:	0.5 mg/L, measured as Total Chlorine		
Total number of readings this month:	31 (at least 31 required) (8)		
Average disinfectant residual value:	3.11	Percentage of readings with a low residual this month:	0.0 % (8A)
Number of readings with a low residual:	0	Percentage of readings with a low residual last month:	0.0 % (8B)
Number of readings with no detectable residual:	0		

ADDITIONAL REPORTS & WORKSHEETS

The Page 1 Addendum (Public Notice) is not required because there were no treatment technique or monitoring/reporting violations reported.

Additional report(s) for individual filter monitoring required:

☒ NONE ☐ Filter Profile ☐ Filter Assessment ☐ CPE

Additional report(s) for individual filter monitoring submitted:

☒ NONE ☐ Filter Profile (9) ☐ Filter Assessment (10) ☐ CPE (11)

No additional IFE Reports are required this month.

STATISTICAL ANALYSIS OF TURBIDITY DATA

Settled Water Statistical Summary	Maximum turbidity reading:	2.53 NTU	Average turbidity value:	0.72 NTU
	Minimum turbidity reading:	0.16 NTU	Standard deviation:	0.378 NTU
	95 th percentile value:	1.48 NTU		
IFE Statistical Summary	Maximum IFE turbidity reading:	0.28 NTU	Average IFE turbidity value:	0.12 NTU
	Minimum IFE turbidity reading:	0.07 NTU	Standard deviation:	0.034 NTU
	95 th percentile IFE value:	0.18 NTU		
CFE Statistical Summary	Maximum CFE turbidity reading:	0.24 NTU	Average CFE turbidity value:	0.10 NTU
	Minimum CFE turbidity reading:	0.06 NTU	Standard deviation:	0.028 NTU
	95 th percentile CFE value:	0.18 NTU		

STATISTICAL ANALYSIS OF pH DATA

Last Zone pH Statistical Summary	Maximum pH reading:	8.28 pH	Average pH value:	8.02 pH
	Minimum pH reading:	7.76 pH	Standard deviation:	0.114 pH
	95 th percentile value:	8.19 pH		

SURFACE WATER MONTHLY OPERATING REPORT
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
WATER SUPPLY DIVISION/PUBLIC DRINKING WATER SECTION (MC-155)
P.O. BOX 13087, AUSTIN, TEXAS 78711-3087

Joyce Hudman
County Clerk
Brazoria County, Texas

MONTHLY COST PER 1,000 GALLONS PRODUCED
JULY, 2020

	JULY	JUNE	MAY
CHEMICAL	0.3550	0.2621	0.2407
ENERGY	0.1199	0.1141	0.1217
RAW WATER	0.2733	0.2682	0.2742
LABOR	0.5388	0.6060	0.6029
OPERATIONS & MAINTENANCE	0.3918	0.3209	0.2742
DEBT SERVICE	1.4149	1.5435	1.6360
ACTUAL 1,000 GALLON COST	\$3.0937	\$3.1148	\$3.1498
BILLED 1,000 GALLONS	3.30/3.65/3.48	3.30/3.65/3.48	3.30/3.65/3.48
1,000 GAL/WATER PUMPED	371,039.74	340,129.79	320,898.82
1,000 GAL/WATER BILLED	457,644.00	442,431.00	456,402.00
DOLLARS BILLED	\$1,410,847.20	\$1,365,336.00	\$1,410,847.20
GAIN <LOSS>	\$262,960.18	\$305,899.92	\$400,085.47

**WATER TREATMENT PLANT PERFORMANCE
JULY, 2020**

Joyce Hudman
County Clerk
Brazoria County, Texas

TOTAL RAW WATER PUMPED	405,589.00	THOUSAND GALLONS
AVERAGE RAW WATER PUMPED PER DAY	13,083.52	THOUSAND GALLONS
AVERAGE RAW WATER TURBIDITY	1,475.00	NEPHELOMETRIC TURBIDITY UNITS
TOTAL OFFSITE DELIVERY	371,039.74	THOUSAND GALLONS
AVERAGE FINISHED TURBIDITY	0.10	NTU
AVERAGE FILTER RUN	6,625.71	THOUSAND GALLONS

CHEMICAL TREATMENT

<u>NAME OF CHEMICAL USED</u>	<u>POUNDS OF INVENTORY</u>	<u>POUNDS USED</u>	<u>COST</u>
ALUM SULFATE	191,668	215,824	15,107.68
AMMONIUM SULFATE	26,738	38,940	4,489.78
ANIONIC POLYMER	1,878	2,761	5,328.73
POWDERED ACTIVATED CARBON	2,200	-	0.00
SODIUM HYDROXIDE (CAUSTIC SODA)	71,786	116,495	20,969.10
CHLORINE	14,240	19,497	8,385.27
COPPER SULFATE	43,367	20,442	12,571.83
SODIUM CHLORITE	14,020	24,119	18,957.53
SEAQUEST	14,423	5,883	7,118.43
CATIONIC POLYMER	45,699	19,470	13,982.13
FERROUS CHLORIDE	2,475	-	0.00
TOTAL COST			\$104,910.48
CHEMICAL COST PER 1,000 GALLONS			\$0.2827

ELECTRICAL ENERGY USAGE

	<u>TOTAL KWH</u>	<u>TOTAL \$/KWH</u>	<u>TOTAL PAID</u>
TOTAL KWH	688,711 @	\$0.0600 /KWH	= \$41,310.86
POWER COST PER 1,000 GALLONS			\$0.1113
FISCAL YEAR TO DATE ELECTRICAL TOTALS:			
	6,452,209	0.0610	\$393,758.01
FISCAL YEAR TO DATE POWER COST PER 1,000 GALLONS			\$0.12
AVERAGE ELECTRICAL:			
	645,221	0.0304	\$39,375.80
AVERAGE POWER COST PER 1,000 GALLONS			0.1199

2019-2020 CHEMICAL USAGE

ALUM

	POUNDS	DOLLARS	POUNDS	DOLLARS
	ON HAND	ON HAND	USED	USED
October	128,996	\$6,915.98	233,084	\$16,315.88
November	128,020	\$6,847.66	240,096	\$16,806.72
December	84,552	\$6,802.02	307,988	\$21,559.16
January	143,088	\$7,902.42	173,584	\$12,150.88
February	126,828	\$6,764.22	202,020	\$14,141.40
March	126,828	\$6,764.22	186,700	\$13,069.00
April	124,660	\$6,612.53	145,047	\$10,153.29
May	89,972	\$4,184.37	217,208	\$15,204.56
June	133,332	\$7,219.57	231,880	\$16,231.60
July	191,668	\$11,280.27	215,824	\$15,107.68

August

September

Total Used: 2,153,431 \$150,740.17

ANIONIC

POLYMER

	POUNDS	DOLLARS	POUNDS	DOLLARS
	ON HAND	ON HAND	USED	USED
October	7,903	\$14,320.68	2,711	\$5,473.78
November	4,639	\$7,730.34	3,264	\$6,590.34
December	5,541	\$9,472.80	1,528	\$2,949.04
January	6,099	\$10,551.34	1,872	\$3,612.96
February	2,027	\$2,692.38	4,072	\$7,858.96
March	7,367	\$12,981.67	1,947	\$3,757.71
April	6,892	\$12,059.13	478	\$922.34
May	5,002	\$8,411.43	1,890	\$3,647.70
June	1,179	\$1,033.04	3,823	\$7,378.39
July	1,878	\$5,087.31	2,761	\$5,328.73

August

September

Total Used: 24,346 \$47,520.15

AMMONIUM

SULFATE

	POUNDS	DOLLARS	POUNDS	DOLLARS
	ON HAND	ON HAND	USED	USED
October	21,812	\$5,008.33	29,049	\$3,349.35
November	43,555	\$8,590.67	26,697	\$3,078.16
December	15,513	\$6,802.02	15,513	\$1,788.65
January	51,158	\$10,518.24	24,224	\$2,793.03
February	27,535	\$7,794.51	23,623	\$2,723.73
March	47,458	\$11,099.51	25,477	\$2,937.50
April	20,145	\$7,950.32	27,313	\$3,149.19
May	38,330	\$11,101.11	29,295	\$3,377.71
June	19,638	\$8,945.92	18,692	\$2,155.19
July	26,738	\$10,786.64	38,940	\$4,489.78

August

September

Total Used: 258,823 \$29,842.29

CARBON

	POUNDS	DOLLARS	POUNDS	DOLLARS
	ON HAND	ON HAND	USED	USED
October	5,500	\$7,789.19	10,850	\$18,987.50
November	5,500	\$7,789.19	8,800	\$16,632.00
December	2,200	\$1,552.19	3,300	\$6,237.00
January	2,200	\$1,552.19	0	\$0.00
February	2,200	\$1,552.19	0	\$0.00
March	2,200	\$1,552.19	0	\$0.00
April	2,200	\$1,552.19	0	\$0.00
May	2,200	\$1,552.19	0	\$0.00
June	2,200	\$1,552.19	0	\$0.00
July	2,200	\$1,552.19	0	\$0.00

August

September

Total Used: 22,950 \$41,856.50

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Joyce Hudman

County Clerk

Brazoria County, Texas

2019-2020 CHEMICAL USAGE

CAUSTIC SODA	POUNDS ON HAND	DOLLARS ON HAND	POUNDS USED	DOLLARS USED
--------------	----------------	-----------------	-------------	--------------

October	57,099	\$25,079.25	92,431	\$16,637.58
November	69,734	\$27,353.55	78,835	\$14,190.30
December	44,041	\$22,728.81	71,108	\$12,799.44
January	111,079	\$34,795.65	72,328	\$13,019.04
February	54,082	\$24,536.19	56,997	\$10,259.46
March	89,139	\$30,846.45	57,563	\$10,361.34
April	83,772	\$29,880.39	51,667	\$9,300.06
May	100,939	\$32,970.45	75,693	\$13,624.74
June	50,401	\$23,873.61	95,658	\$17,218.44
July	71,766	\$27,719.31	116,495	\$20,969.10
August				
September				
Total Used:			768,775	\$138,379.50

COPPER SULFATE	POUNDS ON HAND	DOLLARS ON HAND	POUNDS USED	DOLLARS USED
----------------	----------------	-----------------	-------------	--------------

October	47,033	\$33,327.14	18,653	\$11,471.60
November	29,444	\$22,509.90	17,589	\$10,817.24
December	26,606	\$20,764.53	2,838	\$1,745.37
January	26,645	\$20,764.53	0	\$0.00
February	26,507	\$20,679.66	138	\$84.87
March	20,457	\$16,958.91	6,050	\$3,720.75
April	49,782	\$34,993.79	14,955	\$9,197.33
May	34,785	\$25,770.63	14,997	\$9,223.16
June	17,609	\$15,207.39	17,176	\$10,563.24
July	43,367	\$31,048.56	20,442	\$12,571.83
August				
September				
Total Used:			112,838	\$69,395.39

CHLORINE	POUNDS ON HAND	DOLLARS ON HAND	POUNDS USED	DOLLARS USED
----------	----------------	-----------------	-------------	--------------

October	2,283	\$24,359.82	17,221	\$5,639.88
November	11,390	\$21,309.49	17,314	\$5,670.34
December	13,075	\$25,604.95	14,594	\$4,779.54
January	19,636	\$27,753.68	19,439	\$6,366.27
February	10,080	\$24,624.09	19,556	\$6,404.59
March	17,167	\$26,545.08	16,913	\$5,539.01
April	19,468	\$27,448.66	7,699	\$2,521.42
May	7,198	\$24,265.24	22,270	\$7,293.43
June	19,737	\$27,936.76	17,461	\$5,718.48
July	14,240	\$25,996.49	19,497	\$6,385.27
August				
September				
Total Used:			171,964	\$56,318.23

SODIUM CHLORITE	POUNDS ON HAND	DOLLARS ON HAND	POUNDS USED	DOLLARS USED
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October	39,446	\$26,580.99	24,862	\$19,541.53
November	16,634	\$8,650.76	22,812	\$17,930.23
December	40,634	\$27,514.76	20,920	\$16,443.12
January	24,475	\$14,813.78	16,159	\$12,700.97
February	57,505	\$40,775.36	11,930	\$9,376.98
March	42,654	\$29,102.48	14,851	\$11,672.89
April	26,376	\$16,307.97	16,278	\$12,794.51
May	55,367	\$39,817.77	16,189	\$12,724.55
June	38,139	\$26,276.57	17,228	\$13,541.21
July	14,020	\$7,319.03	24,119	\$18,957.53
August				
September				
Total Used:			185,348	\$145,683.52

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County Clerk

Brazoria County, Texas

2019-2020 CHEMICAL USAGE

PHOSPHATE	POUNDS	DOLLARS	POUNDS	DOLLARS
	ON HAND	ON HAND	USED	USED
October	14,929	\$13,267.35	4,567	\$5,526.07
November	57,105	\$64,300.31	3,024	\$3,659.04
December	52,324	\$58,515.30	4,781	\$5,785.01
January	47,824	\$53,070.30	4,500	\$5,445.00
February	42,649	\$46,808.55	5,175	\$6,261.75
March	37,586	\$40,682.32	5,063	\$6,126.23
April	31,264	\$33,032.70	6,322	\$7,649.62
May	26,460	\$27,219.86	4,804	\$5,812.84
June	20,306	\$19,773.52	6,154	\$7,446.34
July	14,423	\$12,655.09	5,883	\$7,118.43

August

September

Total Used: 50,273 \$60,830.33

CATIONIC POLYMER	POUNDS	DOLLARS	POUNDS	DOLLARS
	ON HAND	ON HAND	USED	USED
October	14,650	\$15,408.52	16,173	\$11,663.90
November	45,050	\$37,239.89	14,527	\$10,432.38
December	34,689	\$29,799.27	10,361	\$7,440.62
January	20,813	\$19,834.40	13,876	\$9,964.87
February	54,456	\$43,996.53	11,257	\$8,084.07
March	47,645	\$39,105.30	6,811	\$4,891.23
April	41,113	\$34,414.43	6,532	\$4,690.87
May	32,283	\$28,073.28	8,830	\$6,341.15
June	19,912	\$19,189.20	12,371	\$8,884.08
July	45,699	\$37,339.54	19,470	\$13,982.13

August

September

Total Used: 120,208 \$86,375.30

FERROUS CHLORIDE	POUNDS	DOLLARS	POUNDS	DOLLARS
	ON HAND	ON HAND	USED	USED

October	2,475	\$1,485.00	0	\$0.00
November	2,475	\$1,485.00	0	\$0.00
December	2,475	\$1,485.00	0	\$0.00
January	2,475	\$1,485.00	0	\$0.00
February	2,475	\$1,485.00	0	\$0.00
March	2,475	\$1,485.00	0	\$0.00
April	2,475	\$1,485.00	0	\$0.00
May	2,475	\$1,485.00	0	\$0.00
June	2,475	\$1,485.00	0	\$0.00
July	2,475	\$1,485.00	0	\$0.00

August

September

Total Used: 0 \$0.00

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Joyce Hudman
County Clerk
Brazoria County, Texas

2019-2020 WATER USAGE

Joyce Hudman
County Clerk

ANGLETON	CONTRACTED GALLONS	GALLONS ACTUALLY USED	GALLONS OVER/(UNDER CONTRACT	TOTAL GALLONS OVER/(UNDER CONTRACT
October	55,800,000	60,633,000	4,833,000	4,833,000
November	54,000,000	55,473,000	1,473,000	6,306,000
December	55,800,000	54,621,000	(1,179,000)	5,127,000
January	55,800,000	53,541,000	(2,259,000)	2,868,000
February	52,200,000	51,448,000	(752,000)	2,116,000
March	55,800,000	54,616,000	(1,184,000)	932,000
April	54,000,000	51,710,000	(2,290,000)	(1,358,000)
May	55,800,000	51,951,000	(3,849,000)	(5,207,000)
June	54,000,000	51,689,000	(2,311,000)	(7,518,000)
July	55,800,000	56,989,000	1,189,000	(6,329,000)
August	55,800,000			
September	54,000,000			

BRAZORIA	Brazoria CONTRACTED GALLONS	County, Texas GALLONS ACTUALLY USED	GALLONS OVER/(UNDER CONTRACT	TOTAL GALLONS OVER/(UNDER CONTRACT
October	9,765,000	9,618,000	(147,000)	(147,000)
November	9,450,000	8,929,000	(521,000)	(668,000)
December	9,765,000	9,000,000	(765,000)	(1,433,000)
January	9,765,000	9,113,000	(652,000)	(2,085,000)
February	9,135,000	8,747,000	(388,000)	(2,473,000)
March	9,765,000	9,205,000	(560,000)	(3,033,000)
April	9,450,000	9,037,000	(413,000)	(3,446,000)
May	9,765,000	9,501,000	(264,000)	(3,710,000)
June	9,450,000	9,413,000	(37,000)	(3,747,000)
July	9,765,000	9,872,000	107,000	(3,640,000)
August	9,765,000			
September	9,450,000			

BWA Board Packet for August 25, 2020 Board Meeting

CLUTE	CONTRACTED GALLONS	GALLONS ACTUALLY USED	GALLONS OVER/(UNDER CONTRACT	TOTAL GALLONS OVER/(UNDER CONTRACT
October	31,000,000	29,986,000	(1,014,000)	(1,014,000)
November	30,000,000	26,723,000	(3,277,000)	(4,291,000)
December	31,000,000	24,990,000	(6,010,000)	(10,301,000)
January	31,000,000	24,307,000	(6,693,000)	(16,994,000)
February	29,000,000	24,788,000	(4,212,000)	(21,206,000)
March	31,000,000	27,866,000	(3,134,000)	(24,340,000)
April	30,000,000	27,905,000	(2,095,000)	(26,435,000)
May	31,000,000	22,993,000	(8,007,000)	(34,442,000)
June	30,000,000	29,021,000	(979,000)	(35,421,000)
July	31,000,000	33,309,000	2,309,000	(33,112,000)
August	31,000,000			
September	30,000,000			

FREEPORT	CONTRACTED GALLONS	GALLONS ACTUALLY USED	GALLONS OVER/(UNDER CONTRACT	TOTAL GALLONS OVER/(UNDER CONTRACT
October	62,000,000	49,850,000	(12,150,000)	(12,150,000)
November	60,000,000	46,726,000	(13,274,000)	(25,424,000)
December	62,000,000	48,184,000	(13,816,000)	(39,240,000)
January	62,000,000	48,845,000	(13,155,000)	(52,395,000)
February	58,000,000	44,072,000	(13,928,000)	(66,323,000)
March	62,000,000	46,643,000	(15,357,000)	(81,680,000)
April	60,000,000	46,944,000	(13,056,000)	(94,736,000)
May	62,000,000	47,466,000	(14,534,000)	(109,270,000)
June	60,000,000	49,577,000	(10,423,000)	(119,693,000)
July	62,000,000	50,765,000	(11,235,000)	(130,928,000)
August	62,000,000			
September	60,000,000			

2019-2020 WATER USAGE

Joyce Hudman

County Clerk

LAKE JACKSON	CONTRACTED GALLONS	GALLONS ACTUALLY USED	GALLONS OVER/(UNDER) CONTRACT	TOTAL GALLONS OVER/(UNDER) CONTRACT
October	62,000,000	48,827,000	(13,173,000)	(13,173,000)
November	60,000,000	41,630,000	(18,370,000)	(31,543,000)
December	62,000,000	49,427,000	(12,573,000)	(44,116,000)
January	62,000,000	42,103,000	(19,897,000)	(64,013,000)
February	58,000,000	29,069,000	(28,931,000)	(92,944,000)
March	62,000,000	27,877,000	(34,123,000)	(127,067,000)
April	60,000,000	35,703,000	(24,297,000)	(151,364,000)
May	62,000,000	45,264,000	(16,736,000)	(168,100,000)
June	60,000,000	56,923,000	(3,077,000)	(171,177,000)
July	62,000,000	57,416,000	(4,584,000)	(175,761,000)
August	62,000,000			
September	60,000,000			

OYSTER CREEK	Brazoria County, Texas	CONTRACTED GALLONS	GALLONS ACTUALLY USED	GALLONS OVER/(UNDER) CONTRACT	TOTAL GALLONS OVER/(UNDER) CONTRACT
October	4,650,000	5,902,000	1,252,000	1,252,000	1,252,000
November	4,500,000	2,628,000	(1,872,000)	(620,000)	(620,000)
December	5,084,000	3,326,000	(1,758,000)	(2,378,000)	(2,378,000)
January	5,084,000	3,003,000	(2,081,000)	(4,459,000)	(4,459,000)
February	4,756,000	2,578,000	(2,178,000)	(6,637,000)	(6,637,000)
March	5,084,000	3,411,000	(1,673,000)	(8,310,000)	(8,310,000)
April	4,920,000	3,820,000	(1,100,000)	(9,410,000)	(9,410,000)
May	5,084,000	4,251,000	(833,000)	(10,243,000)	(10,243,000)
June	4,920,000	5,220,000	300,000	(9,943,000)	(9,943,000)
July	5,084,000	4,222,000	(862,000)	(10,805,000)	(10,805,000)
August	5,084,000				
September	4,920,000				

BWA Board Packet for August 25, 2020 Board Meeting

RICHWOOD	CONTRACTED GALLONS	GALLONS ACTUALLY USED	GALLONS OVER/(UNDER) CONTRACT	TOTAL GALLONS OVER/(UNDER) CONTRACT
October	7,285,000	6,573,000	(712,000)	(712,000)
November	7,050,000	6,147,000	(903,000)	(1,615,000)
December	7,285,000	6,586,000	(699,000)	(2,314,000)
January	7,285,000	6,922,000	(363,000)	(2,677,000)
February	6,815,000	6,481,000	(334,000)	(3,011,000)
March	7,285,000	7,197,000	(88,000)	(3,099,000)
April	7,050,000	6,958,000	(92,000)	(3,191,000)
May	7,285,000	6,478,000	(807,000)	(3,998,000)
June	7,050,000	7,698,000	648,000	(3,350,000)
July	7,285,000	7,993,000	708,000	(2,642,000)
August	7,285,000			
September	7,050,000			

TDCJ CLEMENS	CONTRACTED GALLONS	GALLONS ACTUALLY USED	GALLONS OVER/(UNDER) CONTRACT	TOTAL GALLONS OVER/(UNDER) CONTRACT
October	13,950,000	10,953,000	(2,997,000)	(2,997,000)
November	13,500,000	10,965,000	(2,535,000)	(5,532,000)
December	13,950,000	10,910,000	(3,040,000)	(8,572,000)
January	13,950,000	9,810,000	(4,140,000)	(12,712,000)
February	13,050,000	9,685,000	(3,365,000)	(16,077,000)
March	13,950,000	10,375,000	(3,575,000)	(19,652,000)
April	13,500,000	11,526,000	(1,974,000)	(21,626,000)
May	13,950,000	12,284,000	(1,666,000)	(23,292,000)
June	13,500,000	11,116,000	(2,384,000)	(25,676,000)
July	13,950,000	14,072,000	122,000	(25,554,000)
August	13,950,000			
September	13,500,000			

2019-2020 WATER USAGE

Joyce Hudman

County Clerk

TDCJ WAYNE SCOTT	CONTRACTED GALLONS	GALLONS ACTUALLY USED	GALLONS OVER/(UNDER) CONTRACT	TOTAL GALLONS OVER/(UNDER) CONTRACT
October	13,950,000	11,031,000	(2,919,000)	(2,919,000)
November	13,500,000	9,929,000	(3,571,000)	(6,490,000)
December	13,950,000	11,042,000	(2,908,000)	(9,398,000)
January	13,950,000	9,509,000	(4,441,000)	(13,839,000)
February	13,050,000	7,327,000	(5,723,000)	(19,562,000)
March	13,950,000	7,842,000	(6,108,000)	(25,670,000)
April	13,500,000	7,676,000	(5,824,000)	(31,494,000)
May	13,950,000	9,695,000	(4,255,000)	(35,749,000)
June	13,500,000	11,398,000	(2,102,000)	(37,851,000)
July	13,950,000	11,076,000	(2,874,000)	(40,725,000)
August	13,950,000			
September	13,500,000			

DOW CHEMICAL	Brazoria County, Texas CONTRACTED GALLONS	GALLONS ACTUALLY USED	GALLONS OVER/(UNDER) CONTRACT	TOTAL GALLONS OVER/(UNDER) CONTRACT
October	31,000,000	26,253,000	(4,747,000)	(4,747,000)
November	30,000,000	26,873,000	(3,127,000)	(7,874,000)
December	31,000,000	27,186,000	(3,814,000)	(11,688,000)
January	31,000,000	26,303,000	(4,697,000)	(16,385,000)
February	29,000,000	24,563,000	(4,437,000)	(20,822,000)
March	31,000,000	25,093,000	(5,907,000)	(26,729,000)
April	30,000,000	22,632,000	(7,368,000)	(34,097,000)
May	31,000,000	24,789,000	(6,211,000)	(40,308,000)
June	30,000,000	23,497,000	(6,503,000)	(46,811,000)
July	31,000,000	22,862,000	(8,138,000)	(54,949,000)
August	31,000,000			
September	30,000,000			

ROSENBERG 5.7 MGD	CONTRACTED GALLONS	GALLONS ACTUALLY USED	GALLONS OVER/(UNDER) CONTRACT	TOTAL GALLONS OVER/(UNDER) CONTRACT
October	176,700,000	99,990,784	(76,709,216)	(76,709,216)
November	171,000,000	79,721,856	(91,278,144)	(167,987,360)
December	176,700,000	80,656,768	(96,043,232)	(264,030,592)
January	176,700,000	70,708,096	(105,991,904)	(370,022,496)
February	165,300,000	62,991,616	(102,308,384)	(472,330,880)
March	176,700,000	68,015,616	(108,684,384)	(581,015,264)
April	171,000,000	76,127,232	(94,872,768)	(675,888,032)
May	176,700,000	86,226,816	(90,473,184)	(766,361,216)
June	171,000,000	84,577,792	(86,422,208)	(852,783,424)
July	176,700,000	102,463,744	(74,236,256)	(927,019,680)
August	176,700,000			
September	171,000,000			

ROSENBERG 3.0 MGD	CONTRACTED GALLONS	GALLONS ACTUALLY USED	GALLONS OVER/(UNDER) CONTRACT	TOTAL GALLONS OVER/(UNDER) CONTRACT
October	93,000,000	99,990,784	6,990,784	6,990,784
November	90,000,000	79,721,856	(10,278,144)	(3,287,360)
December	93,000,000	80,656,768	(12,343,232)	(15,630,592)
January	93,000,000	70,708,096	(22,291,904)	(37,922,496)
February	87,000,000	62,991,616	(24,008,384)	(61,930,880)
March	93,000,000	68,015,616	(24,984,384)	(86,915,264)
April	90,000,000	76,127,232	(13,872,768)	(100,788,032)
May	93,000,000	86,226,816	(6,773,184)	(107,561,216)
June	90,000,000	84,577,792	(5,422,208)	(112,983,424)
July	93,000,000	102,463,744	9,463,744	(103,519,680)
August	93,000,000			
September	90,000,000			

	2020	2021	2022	2023	2024
JAN			BWA Salary Review		Board Approve: DCP; WCP;WCIR due TCEQ May 1, 2024; next due: May 1, 2029
FEB					
MAR	Fin. Audit Approval Rev. Personnel Policy Rev. Investment Pol.	Fin. Audit Approval Rev. Personnel Policy Rev. Investment Pol.	Fin. Audit Approval Rev. Personnel Policy Rev. Investment Pol.	Fin. Audit Approval Rev. Personnel Policy Rev. Investment Pol.	Fin. Audit Approval Rev. Personnel Policy Rev. Investment Pol.
APR	Begin Annual Expense Budget due Jul 1	Begin Annual Expense Budget due Jul 1	Begin Annual Expense Budget due Jul 1	Begin Annual Expense Budget due Jul 1	Begin Annual Expense Budget due Jul 1
MAY		Review Bylaws		Review Bylaws	
JUN	Approve Exp. Budg. due 7/1;Cap Budg due 10/1; Appt GM rev Committee	Approve Exp. Budg. due 7/1;Cap Budg due 10/1; Appt GM rev Committee	Approve Exp. Budg. due 7/1;Cap Budg due 10/1; Appt GM rev Committee	Approve Exp. Budg. due 7/1;Cap Budg due 10/1; Appt GM rev Committee	Approve Exp. Budg. due 7/1;Cap Budg due 10/1; Appt GM rev Committee
JUL	GM Perf Eval. Approve Cap Budget	GM Perf Eval. Approve Cap Budget	GM Perf Eval. Approve Cap Budget	GM Perf Eval. Approve Cap Budget	GM Perf Eval. Approve Cap Budget
AUG					
SEP	Installation of Board Members Election of Officers	Installation of Board Members Election of Officers	Installation of Board Members Election of Officers	Installation of Board Members Election of Officers	Installation of Board Members Election of Officers
OCT	Set date Nov/Dec mtg	Set date Nov/Dec mtg	Set date Nov/Dec mtg	Set date Nov/Dec mtg	Set date Nov/Dec mtg
NOV					
DEC					

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Joyce Hudman

County Clerk

Brazoria County, Texas

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County Clerk
Brazoria County, Texas

BRAZOSPORT WATER AUTHORITY

PLANNED CAPITAL/ FIVE-YEAR PLAN

2020/2021 TO 2025/2026

**BRAZOSPORT WATER AUTHORITY
PROPOSED CAPITAL/FIVE YEAR FINANCIAL
PLAN 2020/2021**

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Joyce Hudman
County Clerk
Brazoria County, Texas

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Joyce Hudman

TO: Brazosport Water Authority Board of Directors and Customers County Clerk
Brazoria County, Texas

Enclosed is a Five (5) Year Financial Plan for the Brazosport Water Authority that includes:

1. There is a \$.02 rate decrease for 2020/2021. This rate increase includes a \$.02 decrease for operations. There are additional rate increases scheduled for 2021/2022, 2022/2023, 2023/2024 2024/2025 and 2025/2026.
2. 3 % increase on expenses for inflation and actual increases or decreases by vendors and suppliers.
3. Planned and potential capital needs.

This five (5) year plan is to be a working document, i.e., as a year passes (2020/2021), a year will be added (2025/2026) each year to retain an estimated five (5) year plan, to enable our customers to better plan their costs over the same time period.

Sincerely,

Ronald Woodruff
General Manager
Brazosport Water Authority

**BRAZOSPORT WATER AUTHORITY
SCHEDULED BOND FINANCED PROJECTS**

Joyce Hudman
County Clerk
Brazoria County, Texas

2018/2019 Through 2019/2020	\$15,500,000
Rehabilitation of plant electrical, new clearwell project, high service pump pad, yard piping, and new administration building	
2017/2018 Complete	\$22,770,000
Northern Pipeline Phase I	
2017/2018 Through 2020/2021	\$4,300,000
Engineering and study for desalination facility	
2017/2018 Complete	\$27,307,000
Northern Pipeline Phase II	
2020/2021	\$25,100,000
Construction of 6mgd desalination facility with three wells and piping	
2022/2023	\$14,100,000
Construction of 4mgd desalination facility with two wells, piping and river crossing	
 TOTAL	 \$109,077,000

Joyce Hudman

County Clerk

Brazoria County, Texas

**BRAZOSPORT WATER AUTHORITY
UNSCHEDULED POSSIBLE BOND FINANCED PROJECTS**

2021/2022	\$22,000,000
Northern Transmission Line	

2024/2025	\$16,500,000
Construction of Clarifier #4 and four additional filters	

TOTAL	\$38,500,000
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Joyce Hudman

County Clerk

Brazoria County, Texas

**BRAZOSPORT WATER AUTHORITY
POSSIBLE GENERAL SUPPORT FINANCED PROJECTS**

2020/2021

Buildings/Grounds Improvements/Warehouse Building	\$650,000
Distribution Upgrade	\$1,250,000
GEO Referencing for Distribution System	\$120,000
Austin Town Chlorination Facility	\$75,000
Levee	\$600,000
HS Expansion	\$1,000,000
RW Chemical Bulk Storage Building	\$700,000
Relocation of County Road 400 Transmission Line	\$500,000

2021/2022

FM 523 Distribution Line Relocation	\$3,000,000
Building/Grounds Improvements	\$300,000
Geo Referencing	\$120,000
Relocation of County Road 400 Transission Line	\$500,000

2022/2023

Building/Grounds Improvements	\$360,000
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2023/2024

Buildings/Grounds Improvements	\$300,000
Clarifier Retro	\$500,000
Relocation of Henderson Road Pipeline	\$1,000,000

2024/2025

Buildings/Grounds Improvements	\$450,000
Compact Track Loader	\$150,000

2025/2026

River Crossing	\$700,000
Buildings/Grounds Improvements	\$350,000

TOTAL **\$12,625,000**

**BRAZOSPORT WATER AUTHORITY
ACTUAL CAPITAL EXPENDITURES**

2018/2019

Buildings/Grounds Improvements	\$109,430
Pump/Equipment Rehab, Replace or Addition	\$141,600
Dixie Drive Pressure Control Station	\$70,365
Distribution Upgrade	\$49,104
Work Vehicles	\$101,962
GEO Referencing for Distribution System	\$85,954
Engineering/Studies	\$16,337
Filter Media Addition	\$40,695
Motor Control Center & Data Acquisition	\$75,401
Chemical Storage Upgrades	\$13,402
Air conditioning system/Dehumidifier	\$39,205
Landscape Mowers	\$10,700
Well #3 Site Prep	\$171,190
TOTAL	\$925,345

Joyce Hudman
County Clerk
Brazoria County, Texas

**BRAZOSPORT WATER AUTHORITY
ESTIMATED CAPITAL/POTENTIAL EXPENDITURE**

2019/2020

Buildings/Grounds Improvements	\$400,000
Emergency Purchase	\$200,000
Distribution Upgrade	\$1,250,000
Pump/Equipment Rehab, Replace or Addition	\$150,000
Warehouse Building	\$250,000
GEO Referencing for Distribution System	\$120,000
Engineering	\$100,000
Office Equipment	\$100,000
Chemical Storage Upgrade	\$160,000
Work Vehicles	\$45,000
Air conditioning system/Dehumidifier	\$40,000
Upgrade Plant Process Control Equipment	\$50,000
Landscape Mowers	\$12,000
Safety and Security	\$15,000
Service Vehicle	\$150,000
Brazoria County and Lower Fort Bend County Regional Water Facility Study 2019/2020*	\$400,000
TOTAL	\$3,442,000

*\$200,000 of matching funds from Texas Water Development
Board and outside funding.

Joyce Hudman
County Clerk
Brazoria County, Texas

**BRAZOSPORT WATER AUTHORITY
PLANNED CAPITAL/POTENTIAL EXPENDITURE**

2020/2021

Emergency Purchase	\$350,000	RR
Engineering/Studies	\$200,000	RR
Buildings/Grounds Improvements/Warehouse Building	\$650,000	GS
Distribution Upgrade	\$1,250,000 *	GS
Work Vehicles	\$80,000	RR
GEO Referencing for Distribution System	\$120,000	GS
Safety and Security	\$25,000	RR
Air conditioning system/Dehumidifier	\$40,000	RR
Chemical Storage Upgrade	\$235,000	RR
Upgrade Plant Process Equipment	\$40,000	RR
Landscape Mower	\$15,000	RR
Austin Town Chlorination Facility	\$75,000	GS
Brazoria County and Lower Fort Bend County		
Regional Water Facility Study 2019/2020	\$120,000 *	N/A
Levee	\$600,000	GS
HS Expansion	\$1,000,000	GS
RW Chemical Bulk Storage Building	\$700,000	GS
Relocation of County Road 400 Transmission Line	\$500,000	GS
Northern Parallel Expansion	\$2,000,000 **	GS
TOTAL	\$8,000,000	

*Funds to cover balance for Project carryover.

**This is an estimate actual will be determined by bid

RR - Renewal and Replacement Account

GS - General Support Fund

B - Bond

Joyce Hudman

County Clerk

Brazoria County, Texas

**BRAZOSPORT WATER AUTHORITY
PLANNED CAPITAL/POTENTIAL EXPENDITURE**

2021/2022

FM 523 Distribution Line Relocation	\$3,000,000	* GS
Emergency Purchase	\$350,000	RR
Engineering/Studies	\$200,000	RR
Buildings/Grounds Improvements	\$300,000	GS
Work Vehicles	\$80,000	RR
Air conditioning system/Dehumidifier	\$40,000	RR
Safety and Security	\$15,000	RR
Pumps and Equipment Replace or Addition	\$300,000	RR
Geo Referencing	\$120,000	GS
Chemical Storage Upgrade	\$75,000	RR
Upgrade Plant Process Equipment	\$40,000	RR
Maintenance Utility Vehicle	\$18,000	RR
Landscape Mower	\$15,000	RR
Northern Parallel Expansion	\$22,000,000	* B
Relocation of County Road 400 Transmission Line	\$500,000	GS
Regional Pipeline Chlorine Addition	\$100,000	GS
TOTAL	\$27,153,000	

*This is an estimate actual will be determined by bid

RR - Renewal and Replacement Account

GS - General Support Fund

B - Bond

Joyce Hudman

County Clerk

Brazoria County, Texas

**BRAZOSPORT WATER AUTHORITY
PLANNED CAPITAL/POTENTIAL EXPENDITURE**

2022/2023

Emergency Purchase	\$350,000	RR
Engineering/Studies	\$200,000	RR
Buildings/Grounds Improvements	\$360,000	GS
Lab Equipment	\$50,000	RR
Work Vehicles	\$50,000	RR
Air conditioning system/Dehumidifier	\$40,000	RR
Safety and Security	\$15,000	RR
Pump and Equipment Replace or Addition	\$300,000	RR
Chemical Storage	\$75,000	RR
Upgrade Process Equipment	\$40,000	RR

TOTAL	\$1,480,000	
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RR - Renewal and Replacement Account

GS - General Support Fund

B - Bond

Joyce Hudman

County Clerk

Brazoria County, Texas

**BRAZOSPORT WATER AUTHORITY
PLANNED CAPITAL/POTENTIAL EXPENDITURE**

2023/2024

Emergency Purchase	\$200,000	RR
Engineering/Studies	\$350,000	RR
Buildings/Grounds Improvements	\$300,000	GS
Lab Equipment	\$50,000	RR
Work Vehicles	\$50,000	RR
Air conditioning system/Dehumidifier	\$40,000	RR
Landscape Mowers	\$15,000	RR
Safety and Security	\$15,000	RR
Clarifier Retro	\$500,000	GS
Pump Equipment Replace or Addition	\$300,000	RR
Chemical Storage Upgrade	\$75,000	RR
Upgrade Plant Process Equipment	\$40,000	RR
Relocation of Henderson Road Pipeline	\$1,000,000 *	GS

TOTAL	\$2,935,000	
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*This is an estimate actual will be determined by bid

RR - Renewal and Replacement Account

GS - General Support Fund

B - Bond

**BRAZOSPORT WATER AUTHORITY
PLANNED CAPITAL/POTENTIAL EXPENDITURE**

2024/2025

Emergency Purchase	\$200,000	RR
Engineering/Studies	\$200,000	RR
Buildings/Grounds Improvements	\$450,000	GS
Lab Equipment	\$50,000	RR
Work Vehicles	\$50,000	RR
Air conditioning system/ Dehumidifier	\$40,000	RR
Landscape Mowers	\$15,000	RR
Safety and Security	\$15,000	RR
Pump Equipment Replace or Addition	\$150,000	RR
Clarifier #4	\$7,500,000 *	B
4 Additional Filters	\$9,000,000 *	B
Compact Track Loader	\$150,000	GS
Clarifier Retrofit	\$300,000	RR

TOTAL	\$18,120,000
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*This is an estimate actual will be determined by bid

RR - Renewal and Replacement Account

GS - General Support Fund

B - Bond

**BRAZOSPORT WATER AUTHORITY
PLANNED CAPITAL/POTENTIAL EXPENDITURE**

2025/2026

River Crossing	\$700,000	GS
Emergency Purchase	\$200,000	RR
Engineering/Studies	\$200,000	RR
Buildings/Grounds Improvements	\$350,000	GS
Lab Equipment	\$50,000	RR
Work Vehicles	\$50,000	RR
Air conditioning system/ Dehumidifier	\$40,000	RR
Landscape Mowers	\$15,000	RR
Safety and Security	\$15,000	RR
Pump Equipment Replace or Addition	\$150,000	RR
Clarifier Retrofit	\$300,000	RR

TOTAL	\$2,070,000	
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RR - Renewal and Replacement Account

GS - General Support Fund

B - Bond

**BRAZOSPORT WATER AUTHORITY
FIVE (5) YEAR FINANCIAL PLAN
2020/2021 THROUGH 2025/2026**

Joyce Hudman
County Clerk
Brazoria County, Texas

	ACTUAL REVENUES 2018/2019	ESTIMATED REVENUES 2019/2020	PROPOSED BUDGET 2020/2021	ESTIMATED BUDGET 2021/2022	ESTIMATED BUDGET 2022/2023	ESTIMATED BUDGET 2023/2024	ESTIMATED BUDGET 2024/2025	ESTIMATED BUDGET 2025/2026
Contract Level	12.33 mgd	12.33 mgd	12.33 mgd	12.33 mgd	12.33 mgd	12.33 mgd	12.33 mgd	12.33 mgd
Inflation								
Potential Water Usage								
Potential Personnel				+4				
REVENUES								
OPERATING REVENUES RATE *								
Participating Customers	\$3.12	\$3.30	\$3.28	\$3.43	\$3.55	\$3.63	\$3.72	\$3.80
Angleton @ 1.8 mgd	\$2,049,840	\$2,174,040	\$2,154,960	\$2,253,510	\$2,332,350	\$2,391,444	\$2,444,040	\$2,496,600
Brazoria @ 315 mgd	\$358,722	\$380,457	\$377,118	\$394,364	\$408,161	\$418,503	\$427,707	\$436,905
Clute @ 1 mgd	\$1,138,800	\$1,207,800	\$1,197,200	\$1,251,950	\$1,295,750	\$1,328,580	\$1,357,800	\$1,387,000
Freeport @ 2 mgd	\$2,277,600	\$2,415,600	\$2,394,400	\$2,503,900	\$2,591,500	\$2,657,160	\$2,715,600	\$2,774,000
Lake Jackson @ 2 mgd	\$2,277,600	\$2,415,600	\$2,394,400	\$2,503,900	\$2,591,500	\$2,657,160	\$2,715,600	\$2,774,000
Oyster Creek @ .164 mgd	\$179,207	\$181,170	\$196,341	\$205,320	\$212,503	\$217,887	\$222,679	\$227,468
Richwood @ .235 mgd	\$267,618	\$283,833	\$281,342	\$294,208	\$304,501	\$312,216	\$319,083	\$325,945
DEBT SERVICE REVENUE RATE								
LT Non-Participating Customers	\$1.25	\$1.30	\$1.30	\$1.34	\$1.36	\$1.36	\$1.36	\$1.36
Rosenberg @ 5.7 mgd - Debt Serv.	\$2,600,625	\$2,712,060	\$2,704,650	\$2,787,870	\$2,829,480	\$2,837,232	\$2,829,480	\$2,829,480
OPERATING REVENUES RATE *								
LT Non-Participating Customers	\$2.05	\$2.18	\$2.16	\$2.27	\$2.37	\$2.45	\$2.54	\$2.62
Rosenberg @ 3 mgd - Operations	\$2,116,691	\$2,393,640	\$2,365,200	\$2,485,650	\$2,595,150	\$2,690,100	\$2,781,300	\$2,868,900
OPERATING REVENUES RATE *								
LT Non-Participating Customers	\$3.30	\$3.48	\$3.46	\$3.61	\$3.73	\$3.81	\$3.90	\$3.98
Dow Chemical @ 1 mgd	\$1,204,973	\$1,273,680	\$1,262,900	\$1,317,650	\$1,361,450	\$1,394,460	\$1,423,500	\$1,452,700
OPERATING REVENUES RATE *								
ST Non-Participating Customers	\$3.47	\$3.65	\$3.63	\$3.78	\$3.90	\$3.98	\$4.07	\$4.15
TDCI-Clemens and Wayne Scott @ .9 mgd	\$1,139,895	\$1,202,310	\$1,192,455	\$1,241,730	\$1,281,150	\$1,311,012	\$1,336,995	\$1,363,275
Other Water Sales	\$12,769							
SUB-TOTAL	\$15,624,340	\$16,640,190	\$16,520,966	\$17,240,052	\$17,803,496	\$18,215,754	\$18,573,784	\$18,936,273
OTHER REVENUE								
Interest Income	\$1,052,491	\$75,000	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Rate Stabilization Transfers			\$725,000	\$700,000	\$530,000	\$500,000	\$500,000	\$500,000
Rebates								
Returns								
SUB-TOTAL	\$1,052,491	\$75,000	\$800,000	\$750,000	\$580,000	\$550,000	\$550,000	\$550,000
TOTAL REVENUES	\$16,676,831	\$16,715,190	\$17,320,966	\$17,990,052	\$18,383,496	\$18,765,754	\$19,123,784	\$19,486,273

* This rate reflects estimated rate of inflation and expense increases.

mgd - million gallons per day

**BRAZOSPORT WATER AUTHORITY
FIVE (5) YEAR FINANCIAL PLAN
2020/2021 THROUGH 2025/2026**

Joyce Hudman
County Clerk
Brazoria County, Texas

	ACTUAL EXPENSES 2018/2019	ESTIMATED EXPENSES 2019/2020	PROPOSED BUDGET 2020/2021	ESTIMATED BUDGET 2021/2022	ESTIMATED BUDGET 2022/2023	ESTIMATED BUDGET 2023/2024	ESTIMATED BUDGET 2024/2025	ESTIMATED BUDGET 2025/2026
EXPENDITURES								
PAYROLL AND BENEFITS								
Wages and overtime	\$1,572,869	\$1,954,013	\$1,959,880	\$2,334,050	\$2,484,971	\$2,610,711	\$2,742,813	\$2,881,599
Payroll Taxes	\$113,902	\$156,321	\$157,182	\$187,191	\$199,295	\$209,379	\$219,974	\$231,104
Retirement	\$85,440	\$136,781	\$137,192	\$163,384	\$173,948	\$182,750	\$191,997	\$201,712
Group Insurance	\$442,517	\$525,200	\$520,000	\$665,000	\$698,250	\$733,163	\$769,821	\$808,312
Worker's Comp Insurance	\$25,403	\$27,500	\$35,000	\$36,750	\$38,588	\$40,517	\$42,543	\$44,670
SUB-TOTAL	\$2,240,131	\$2,799,815	\$2,809,254	\$3,386,375	\$3,595,051	\$3,776,519	\$3,967,147	\$4,167,397
WATER PRODUCTION EXPENSES								
Raw Water Storage & Transfer	\$743,776	\$1,222,020	\$1,222,020	\$1,000,000	\$1,030,000	\$1,060,900	\$1,092,727	\$1,125,509
Raw Water Reserves	\$0	\$0	\$370,000	\$381,100	\$392,533	\$404,309	\$416,438	\$428,931
Power	\$510,832	\$530,000	\$600,000	\$610,000	\$628,300	\$647,149	\$666,563	\$686,560
Sludge Disposal	\$677,919	\$800,000	\$800,000	\$800,000	\$824,000	\$848,720	\$874,182	\$900,407
Ammonium Sulfate	\$35,912	\$45,000	\$40,000	\$41,200	\$42,436	\$43,709	\$45,020	\$46,371
Chlorine	\$70,107	\$90,000	\$90,000	\$92,700	\$95,481	\$98,345	\$101,296	\$104,335
Alum	\$211,811	\$275,000	\$240,000	\$240,000	\$247,200	\$254,616	\$262,254	\$270,122
Sodium Chlorite	\$190,296	\$250,000	\$225,000	\$225,000	\$231,750	\$238,703	\$245,864	\$253,239
Cationic Polymer	\$134,800	\$160,000	\$150,000	\$154,500	\$159,135	\$163,909	\$168,826	\$173,891
Anionic Polymer	\$84,496	\$110,000	\$110,000	\$113,300	\$116,699	\$120,200	\$123,806	\$127,520
Caustic Soda	\$173,564	\$225,000	\$225,000	\$231,750	\$238,703	\$245,864	\$253,239	\$260,837
Fluoride	\$1,279	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Carbon	\$13,581	\$46,632	\$47,000	\$48,410	\$49,862	\$51,358	\$52,899	\$54,486
Copper Sulfate	\$121,889	\$150,000	\$130,000	\$130,000	\$133,900	\$137,917	\$142,055	\$146,316
Sequest (Polyphosphate)	\$62,968	\$100,000	\$100,000	\$103,000	\$106,090	\$109,273	\$112,551	\$115,927
Polyaluminum Chloride	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ferrous Chloride	\$0	\$0	\$7,000	\$7,210	\$7,426	\$7,649	\$7,879	\$8,115
Pilot Chemicals	\$0	\$0	\$100,000	\$100,000	\$103,000	\$106,090	\$109,273	\$112,551
Chemical Delivery Charges	\$0	\$0	\$2,500	\$2,575	\$2,652	\$2,732	\$2,814	\$2,898
Inventory Adjustment								
SUB-TOTAL	\$3,033,230	\$4,003,652	\$4,458,520	\$4,280,745	\$4,409,167	\$4,541,442	\$4,677,686	\$4,818,016

**BRAZOSPORT WATER AUTHORITY
FIVE (5) YEAR FINANCIAL PLAN
2020/2021 THROUGH 2025/2026**

Joyce Hudman
County Clerk
Brazoria County, Texas

	ACTUAL EXPENSES 2018/2019	ESTIMATED EXPENSES 2019/2020	PROPOSED BUDGET 2020/2021	ESTIMATED BUDGET 2021/2022	ESTIMATED BUDGET 2022/2023	ESTIMATED BUDGET 2023/2024	ESTIMATED BUDGET 2024/2025	ESTIMATED BUDGET 2025/2026
PROCESS CONTROL EXPENSES								
QUALITY CONTROL								
Operations Lab	\$40,315	\$50,000	\$50,000	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275
Other Labs	\$45,805	\$50,000	\$50,000	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275
SUB-TOTAL	\$86,120	\$100,000	\$100,000	\$100,000	\$103,000	\$106,090	\$109,273	\$112,551
MAINTENANCE EXPENSES								
Tools/Equipment	\$101,681	\$110,000	\$110,000	\$113,300	\$116,699	\$120,200	\$123,806	\$127,520
Buildings/Grounds	\$55,280	\$92,000	\$100,000	\$103,000	\$106,090	\$109,273	\$112,551	\$115,927
Sewer/Garbage	\$1,937	\$2,500	\$2,500	\$2,575	\$2,652	\$2,732	\$2,814	\$2,898
Vehicles	\$18,264	\$25,000	\$25,000	\$25,000	\$25,750	\$26,523	\$27,318	\$28,138
Office/Computer Equipment	\$34,304	\$40,000	\$40,000	\$40,000	\$41,200	\$42,436	\$43,709	\$45,020
Rentals	\$11,164	\$35,000	\$35,000	\$35,000	\$36,050	\$37,132	\$38,245	\$39,393
Distribution System	\$69,304	\$100,000	\$100,000	\$103,000	\$106,090	\$109,273	\$112,551	\$115,927
Fuels	\$22,636	\$60,000	\$45,000	\$45,000	\$46,350	\$47,741	\$49,173	\$50,648
Freight (Out)	\$6,117	\$6,000	\$7,000	\$7,210	\$7,426	\$7,649	\$7,879	\$8,115
Materials/Parts	\$53,783	\$90,000	\$100,000	\$103,000	\$106,090	\$109,273	\$112,551	\$115,927
Lab Maintenance	\$9,516	\$10,923	\$12,500	\$12,500	\$12,875	\$13,261	\$13,659	\$14,069
Sub Contractor Expense	\$107,703	\$150,000	\$175,000	\$175,000	\$180,250	\$185,658	\$191,227	\$196,964
SUB-TOTAL	\$491,689	\$721,423	\$752,000	\$764,585	\$787,523	\$811,148	\$835,483	\$860,547

**BRAZOSPORT WATER AUTHORITY
FIVE (5) YEAR FINANCIAL PLAN
2020/2021 THROUGH 2025/2026**

Joyce Hudman
County Clerk
Brazoria County, Texas

	ACTUAL EXPENSES 2018/2019	ESTIMATED EXPENSES 2019/2020	PROPOSED BUDGET 2020/2021	ESTIMATED BUDGET 2021/2022	ESTIMATED BUDGET 2022/2023	ESTIMATED BUDGET 2023/2024	ESTIMATED BUDGET 2024/2025	ESTIMATED BUDGET 2025/2026
ADMINISTRATIVE EXPENSES								
Office Supplies	\$10,205	\$20,000	\$20,000	\$20,600	\$21,218	\$21,855	\$22,510	\$23,185
Training	\$14,238	\$20,000	\$25,000	\$25,750	\$26,523	\$27,318	\$28,138	\$28,982
Dues/Permits/Licenses	\$67,397	\$45,000	\$52,000	\$53,560	\$55,167	\$56,822	\$58,526	\$60,282
Travel	\$23,553	\$20,000	\$30,000	\$30,900	\$31,827	\$32,782	\$33,765	\$34,778
Safety	\$18,122	\$25,000	\$30,000	\$30,900	\$31,827	\$32,782	\$33,765	\$34,778
Legal	\$19,867	\$55,000	\$45,000	\$46,350	\$47,741	\$49,173	\$50,648	\$52,167
Advertising	\$7,730	\$7,500	\$15,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389
Reference Materials	\$1,567	\$3,500	\$3,500	\$3,605	\$3,713	\$3,825	\$3,939	\$4,057
Medical	\$10,649	\$20,000	\$20,000	\$20,600	\$21,218	\$21,855	\$22,510	\$23,185
Engineering/Studies	\$26,202	\$100,000	\$130,000	\$133,900	\$137,917	\$142,055	\$146,316	\$150,706
Communications	\$32,399	\$35,000	\$38,000	\$39,140	\$40,314	\$41,524	\$42,769	\$44,052
Accounting/Audit	\$43,989	\$64,000	\$69,000	\$71,070	\$73,202	\$75,398	\$77,660	\$79,990
Insurance	\$49,812	\$61,779	\$75,000	\$77,250	\$79,568	\$81,955	\$84,413	\$86,946
Additional Administrative Expenses	\$11,922	\$20,000	\$25,000	\$25,750	\$26,523	\$27,318	\$28,138	\$28,982
Bad Debt Expense	\$2,068	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUB-TOTAL	\$339,720	\$496,779	\$577,500	\$594,825	\$612,670	\$631,050	\$649,981	\$669,481
TOTAL OPERATING EXPENSE	\$6,190,890	\$8,121,669	\$8,697,274	\$9,126,530	\$9,507,411	\$9,866,250	\$10,239,569	\$10,627,992

**BRAZOSPORT WATER AUTHORITY
FIVE (5) YEAR FINANCIAL PLAN
2020/2021 THROUGH 2025/2026**

Joyce Hudman
County Clerk
Brazoria County, Texas

	ACTUAL EXPENSES 2018/2019	ESTIMATED EXPENSES 2019/2020	PROPOSED BUDGET 2020/2021	ESTIMATED BUDGET 2021/2022	ESTIMATED BUDGET 2022/2023	ESTIMATED BUDGET 2023/2024	ESTIMATED BUDGET 2024/2025	ESTIMATED BUDGET 2025/2026
REVENUE VERSES EXPENDITURES BEFORE TRANSFERS	\$10,485,941	\$8,593,521	\$8,623,692	\$8,863,522	\$8,876,085	\$8,899,505	\$8,884,215	\$8,858,281
TRANSFERS								
Transfer to Debt Service	\$4,280,537	\$4,479,181	\$4,466,943	\$4,583,313	\$4,540,046	\$4,532,294	\$4,540,046	\$4,540,046
To Debt Service from Rosenberg	\$2,600,625	\$2,712,060	\$2,704,650	\$2,787,870	\$2,829,480	\$2,837,232	\$2,829,480	\$2,829,480
Debt Service Coverage (5% of bond)	\$345,000	\$345,000	\$345,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000
Transfer to Drought Relief	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to General Support Fund	\$920,000	\$600,000	\$605,000	\$610,000	\$610,000	\$610,000	\$610,000	\$610,000
Transfer to Renewal & Replaceme	\$888,000	\$400,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Transfer to Construction								
Transfer to Arbitrage								
SUB-TOTAL	\$9,034,162	\$8,536,241	\$8,621,593	\$8,856,183	\$8,854,526	\$8,854,526	\$8,854,526	\$8,854,526
REVENUE VERSES EXPENDITURES								
Projected funds	\$1,451,779	\$57,280	\$2,099	\$7,339	\$21,559	\$44,979	\$29,689	\$3,755

Joyce Hudman
County Clerk
Brazoria County, Texas



BRAZOSPORT WATER AUTHORITY

PERSONNEL POLICY

Approved by the Board of Directors August 25, 2020

Joyce Hudman
County Clerk

Brazoria County, Texas

This personnel policy was reviewed and approved for all revisions by the Brazosport Water Authority Board of Directors on August 25, 2020. The next review is scheduled for March 2021.

BWA PERSONNEL POLICY

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Joyce Hudman
County Clerk
Brazoria County, Texas

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Brazosport Water Authority Personnel Policy (Revised August 23, 2020)

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1 INTRODUCTION AND WELCOME

Section 1.1 Welcome

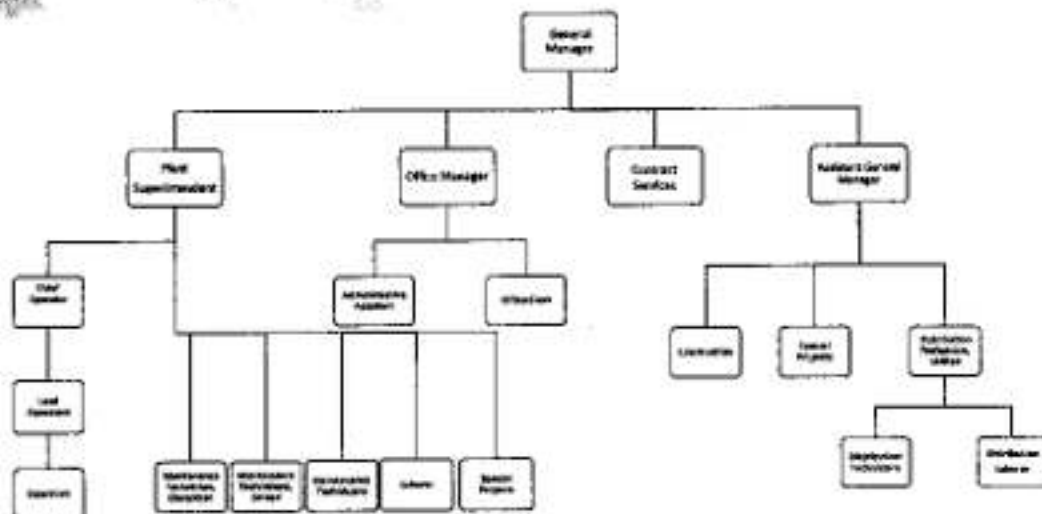
Welcome to employment with Brazosport Water Authority (hereinafter referred to as "Brazosport Water Authority" or "BWA" or "the Authority"). BWA'S responsibility is to provide potable water service to our customers in an efficient, courteous and effective manner. Every individual is important to the overall achievement of our team effort. Success for BWA depends on each team member's accomplishment of assigned tasks. As a new or experienced employee, this handbook is designed to provide general information.

Section 1.2 History of the Brazosport Water Authority

The Texas Legislature created the Brazosport Water Authority in 1985 (Ref. HB No. 650) pursuant to Article XVI Section 59 of the Texas Constitution. The Board of Directors consists of members appointed by each of the participating member cities (Angleton, Brazoria, Clute, Freeport, Lake Jackson, Oyster Creek, Richwood). The Board elects a President, who presides at board meetings. The Board from within their ranks also elects a Vice President, Secretary, and Assistant Secretary. The President appoints a General Manager. The Board confirms this appointment.

The General Manager is Chief Executive Officer of the Authority and along with the Assistant General Managers is responsible for the day-to-day administration of BWA's business. Management staff is defined as division supervisor and above. The staff is organized into three four (3-4) functional areas: (1) Administrative, (2) Water Production, (3) Distribution and Quality Control, and (3-4) Maintenance and Quality Control. The Company Organization is charted below.

Company Organizational Chart



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Section 1.3 Mission Statement

It is Brazosport Water Authority's commitment to produce and deliver to its member cities and contracted customers a consistent, reliable and cost-effective supply of quality potable water through the continuing pursuit of employee training, public education, technology and the fulfillment of applicable regulations.

Section 1.4 Goals

- 1.4.1 Produce the highest quality water in the most economical manner.
- 1.4.2 Comply with all ~~state~~ federal, ~~state~~ and local requirements and agreed parameters.
- 1.4.3 Plan for future expansion and implementation of such plans to assure adequate water quality.
- 1.4.4 Ensure sound financial management.
- 1.4.5 Continuously improve service and communication with member cities, contract customers and raw water provider.
- 1.4.6 Maintain good public relations.
- 1.4.7 Maintain a highly qualified and equitably compensated workforce in a safe working environment.

Section 1.5 Image

Employment in public service (specifically the water authority) requires compliance with all federal, state, and local laws and ordinances. Even the appearance of misconduct must be avoided.

Section 1.6 Reservations of Rights

The Brazosport Water Authority reserves the right to interpret, change, suspend, cancel, or dispute, with or without notice, all or any part of this Policy, or procedures or benefits discussed herein. Employees will be notified before implementation of any change. Although adherence to this Policy is considered a condition of continued employment, nothing in this Policy alters an employee's status and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason, without notice, and the Brazosport Water Authority retains the right to terminate any employee at any time, for any or no reason, without notice.

2 PERSONNEL ADMINISTRATIVE POLICIES

Section 2.1 Employees at Will

All employees of the Brazosport Water Authority are "Employees at Will" and their employment can be terminated by either the employee or Brazosport Water Authority with or without cause. Nothing in these policies and procedures shall be construed as granting employees a contractual or property right or vested interest in the Brazosport Water Authority.

Section 2.2 Employee Selection

A prospective employee is required to complete the standard employment application form, supplying all relevant information regarding education, experience, training and background.

Education, training, experience, criminal background check, motor vehicle operating record, and physical condition (where certain physical criteria are necessary to do the job) will be considered a condition of employment for each particular position. The Assistant General Manager-Management staff will review and recommend candidates for employment to the General Manager.

Section 2.3 Medical Examinations

All applicants are required to undergo a physical examination consistent with the provisions of the Americans with Disabilities Act, to include substance abuse screening, by a physician designated by BWA at the Authority's expense before final acceptance for employment.

"Negative" substance abuse test and minimum physical fitness (where required for performance) must be met for employment.

3 GENERAL ADMINISTRATION POLICIES

Section 3.1 Probationary Period

- 3.1.1 The first six (6) months after employment shall be a probationary period. During the probationary period, the employee shall be deemed a Probationary Employee. During this probationary period, the employee will be evaluated to determine ability to continue training. Should it become evident that the probationary employee lacks the necessary ability and desirable qualifications to continue successfully, the employee will be terminated without right of appeal through the BWA internal grievance process. This Employee Handbook is a guide to successful employment. It is not a contract and should in no way or for any reason be construed to be a contract.

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- 3.1.2 During the first three (3) months of an employee's probationary period, the employee will be covered by Worker's Compensation Insurance only. At the end of three (3) months of probationary period, the employee becomes eligible for full benefits.
- 3.1.3 Newly hired operators will be required to obtain a D certificate of competency issued by the Texas Commission of Environmental Quality (TCEQ) within 90 days of completing required training. Operator Trainee with a D certification will be required to obtain a C Surface Water Certification issued by TCEQ within 180 days of completing required training classes and experience time as specified by TCEQ regulation. Failure to obtain proper certification within required time limits will result in termination of employment.

Section 3.2 Contract/Temporary Work

On occasion, a worker is needed temporarily for a specific project, specific length of time or for limited substitution for a full-time BWA employee. Such temporary or contract workers will be hired through an outside service contractor or BWA management staff.

- 3.2.1 All temporary or contract workers shall adhere to all rules, regulations and safety policies set forth in this manual and all other policies and procedures of BWA as applicable to their work assignment.
- 3.2.2 Contract or temporary workers' assignments may be ended at any time with or without cause and without a hearing.
- 3.2.3 Hours for a temporary or contract worker shall be set as required for the job to be performed.
- 3.2.4 Supervision of temporary or contract workers shall be by a full-time employee as designated by the Assistant General Manager and/or General Manager management staff.
- 3.2.5 A contract worker who has worked for BWA for more than six (6) months who is then hired as full-time employee of BWA shall be considered to have been probationary from the date of temporary (contract) work at the BWA facility and shall have full benefits from the date of appointment as a full-time employee.

Section 3.3 Part-time Employees

A regular part-time employee is one who is employed to hold an authorized (budgeted) position that involves fewer than thirty hours per week and has been appointed to a position not specified as temporary.

A part-time employee who is appointed to a regular full-time employee position after six (6) months or more shall be considered a probationary employee from the date of the original appointment as part-time and receive full benefits from the date of appointment as a full-time employee. For operations and maintenance employees please refer to section 3.1.3.

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Section 3.4 Full Time Employees

- 3.4.1 A full-time employee for BWA shall work forty (40) hours per week. ~~12-hour shift~~ Shift schedules for operators-are employees will be prepared by the Assistant General Manager and approved by the General Manager management staff.
- 3.4.2 Employees are responsible for being present at their work places in accordance with prescribed schedules. The Employee is required to provide His / Her own transportation to the BWA Plant. Employee shall provide a working contact phone number. Daily time sheets will be maintained ~~for by~~ each employee stating hours worked, overtime, holidays and other special rates or provisions. Timesheets will be turned into immediate supervisor on the designated day to turn them in.

Section 3.5 Tobacco Products Including E-Cigarettes

The use of tobacco products of any type, including e-cigarettes, is strictly prohibited on BWA properties, and including BWA operated, owned, leased, or rented vehicles or equipment, as well as any BWA operated, owned, leased, or rented off-site properties. Tobacco products of any type, including e-cigarettes, must remain in the employee's personal vehicle at all times.

Section 3.6 Equal Opportunity

The Brazosport Water Authority operates a system of personnel administration which ensures an environment that will provide equal opportunity for public employment to all segments of our society based on individual merit and fitness of applicants and employees without regard to race, color, religion, sex, age, national origin, sexual preference or political affiliations or other categories protected by law.

Section 3.7 Solicitation

Solicitation of funds for any purpose is not permitted by or among BWA employees on the job without specific written approval of the General Manager.

Section 3.8 Collective Bargaining

Per statutory ruling, employees of BWA are not allowed to strike or form a union or to cause a work stoppage which is equivalent to a strike.

Section 3.9 On The Job Accidents

Injury or accident causing an employee to leave work resulting from an on-the-job injury to the employee shall be subject to Workmen's Compensation Act. All on-the-job injuries suffered by an employee, however minor, shall be reported immediately to his or her immediate supervisor by the injured employee.

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Section 3.10 Social Media Policy

At Brazosport Water Authority ("BWA"), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for BWA.

- 3.10.1 Guidelines: In the rapidly-expanding world of electronic communication, social media can mean many things. The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal, or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with BWA, as well as any other form of electronic communication.

The same principles and guidelines found in BWA policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that may adversely affects or reflects poorly upon your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of BWA or BWA's legitimate business interests, may result in disciplinary action up to and including termination.

- 3.10.2 Know and follow the rules: Carefully read these guidelines and the BWA Personnel Policy and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- 3.10.3 Be respectful: Always be fair and courteous to fellow associates, customers, members, suppliers, or people who work on behalf of BWA. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by direct communications rather than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, members, associates, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.
- 3.10.4 Be honest and accurate: Make sure you are always honest and accurate when posting information or news and if you make a mistake, correct it quickly. Be open about any

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previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about BWA, fellow associates, members, customers, suppliers, and people working on behalf of BWA.

- 3.10.5 Post only appropriate and respectful content: Express only your personal opinions. Never represent yourself as a spokesperson for BWA. If BWA is a subject of the content you are creating, be clear and open about the fact that you are an associate or employee and make it clear that your views do not represent those of BWA, fellow associates, members, customers, suppliers, or people working on behalf of BWA. If you do publish a blog or post online related to the work you do or subjects associated with BWA, make it clear that you are not speaking on behalf of BWA. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of BWA."
- 3.10.6 Using social media at work: Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the BWA personnel policy. Do not use BWA e-mail addresses to register on social networks, blogs, or other online tools utilized for personal use.
- 3.10.7 Retaliation is prohibited: BWA prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
- 3.10.8 Media contacts: Associates/employees should not speak to the media on BWA's behalf. All media inquiries should be directed to the BWA General Manager.

Section 3.11 Email

Company email accounts will be provided to employees by BWA. These email accounts must be used to conduct BWA business and are not to be used for personal matters.

Section 3.12 Cellphone

Please limit phone calls and use of personal devices to a minimum while on BWA time.

4 NEPOTISM (EMPLOYMENT OF RELATIVES)

Section 4.1 New Hires

This section applies to new hires and those employed after this section was approved by the Board of Directors.

- 4.1.1 No officer of this State nor any officer of any district, county, city, precinct, school district or other municipal subdivision of this State, shall appoint, or vote for, or confirm the

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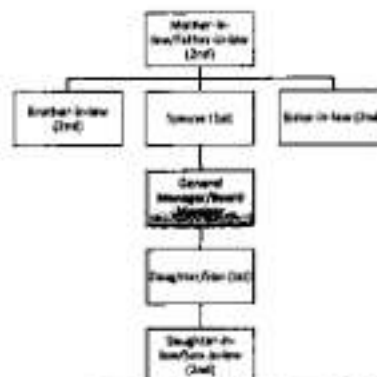
appointment to any office, position, clerkship, employment or within the third degree of consanguinity, as determined under Article 5996h, Revised Statutes to the person so appointing or so voting, or to any other member of any such board, the Legislature, or court of which such person so appointing or voting may be a member, when the salary, fees, or compensation of such appointee is to be paid for, directly or indirectly, out of or from public funds or fees of any kind or character whatsoever.

- 4.1.2 No person may be employed by the Brazosport Water Authority if there exists reasonable traceable blood or legal family relations at a second degree or lower level of consanguinity and/or affinity (existing or severed) to any Board member or General Manager member of the management staff of the Brazosport Water Authority. Degree of consanguinity and affinity is charted below.
- 4.1.3 Employees of BWA may not supervise a family member of traceable blood or legal family relations at a second degree or lower level.

Degree of Consanguinity



Degree of Affinity



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Section 4.2 Professional Contract Services

Contract legal, engineering, accounting, and other professional contract services may be exempt from this regulation only by action of the Board of Directors of the Brazosport Water Authority in regular session upon full disclosure of possible relation.

5 COMPENSATION

Section 5.1 Classification

- 5.1.1 The employee will be paid according to the wage schedule for employees of each classification.
- 5.1.2 An employee may be hired at entry level commensurate with experience and qualifications. The decision of where starting wages are on the wage schedule is made by the Assistant General Manager(s) with General Manager approval.
- 5.1.3 Classification and wage category are based on job description for a particular position title. These job titles, classifications and wage scales are designed to be competitive with other jobs of similar classification over the state.
- 5.1.4 Job classification and wage schedule are to be reviewed on a five ~~three~~ (53) year basis by the BWA Board of Directors as part of the annual budgeting process for personnel costs. Review by the Board of Directors will include a comparison to at least 2 other organizations with similar process or management functions in Texas for wage equitability assuming such information is available as public information.

Section 5.2 Classification Change

- 5.2.1 Employees may advance in classification based on a combination of job performance evaluation, special education achievements, experience, certification upgrade and supervisory recommendation.
- 5.2.2 Oral and/or written field exams may be required as a part of the performance evaluation.
- 5.2.3 All changes in salary or classification will be processed by the Assistant General Manager(s) and approved by the General Manager.
- 5.2.4 Administrations personnel will be evaluated and/or adjusted in salary by the supervisor and approved by the General Manager.
- 5.2.5 All monetary awards will require the routine approval of the BWA Board of Directors.
- 5.2.6 An employee may request or accept voluntary reclassification when assignment to less difficult or responsible work would be to the employee's advantage and in the best interest of the BWA.

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- 5.2.7 Any change in classification may result in a salary change for the subject employee based on the current wage schedule and/or the discretion of the General Manager.

Section 5.3 Overtime and Compensation Schedule

- 5.3.1 The BWA workweek is Wednesday through Tuesday. The standard workweek is forty (40) hours with schedules prescribed by the Assistant General Manager(s) management staff. Hours worked in excess of forty (40) hours per week will be paid at overtime rate for hourly paid employee's (See Section 5.4 below). Hours observed for holidays not worked, sick leave and vacation do not count as "hours worked" for overtime pay calculations.
- 5.3.2 Employees shall work overtime when necessary. Overtime shall be distributed as evenly as possible among all employees qualified to work overtime based on work schedule and job classification.
- 5.3.3 The working of hours that will result in compensatory time must be approved by the General Manager in advance. Exempt employees shall record all time worked over the regularly scheduled and all compensatory time off taken during the pay period on their timesheet. The department manager that approves timesheets is authorized to grant compensatory time off to exempt employees. The department manager's approval of the employee's timesheet will constitute the granting of the employee's compensatory time off. Exempt employees shall not exceed two hundred forty (240) hours of compensatory time within a twelve (12) month timeframe. An hour overtime worked will equal one and one half hour of compensatory time. This time must be taken within twelve (12) months twenty-six (26) pay cycles from time earned. In addition compensatory time should be taken in a minimum of half-day increments with proper approval of BWA management. Any earned compensatory time will be paid to an eligible employee upon termination or separation from employment with BWA at the rate then required by law. Exempt and non-exempt employees will, however, be monetarily compensated, at standard overtime rate, for overtime worked during any natural disaster or State of Emergency as declared by the Governor of the State, county judge, or Brazosport Water Authority Board of Directors that could or would affect the operations of BWA. ~~This provision does not apply to non-exempt employees.~~
- 5.3.4 Employees who are not assigned to shiftwork or maintenance duties may request to participate in a "9/80" program upon approval, a modification of standard working hours which includes 9 hour workdays on Monday through Thursday, and then 8 hours per day on one Friday with the following Friday off. Any employee who receives approval to participate in a 9/80 program is only eligible for overtime compensation when their total hours worked in a two-week period exceeds 80 hours. Any employee who elects to participate in a 9/80 schedule must maintain that schedule for the remainder of that calendar year.
- 5.3.5 BWA will not provide shift differential.

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Section 5.4 Overtime Distribution

- 5.4.1 Overtime is defined as all hours worked in excess of forty (40) hours in one (1) week unless an employee participates in the "9/80" program defined in Section 5.3.4.
- 5.4.2 The most equitable system for allotting overtime to all employees is a system of averaging hours available to all employees. A log will be maintained and employees who are offered overtime will be charged with that overtime whether accepted (worked) or not. This will avoid "high grading" or "picking and choosing".
- 5.4.3 Overtime shall be authorized by the Assistant General Manager(s), General Manager or their designee. It will be the responsibility of the employee and his/her immediate supervisor to acquire this authorization.
- 5.4.4 Overtime compensation is, and must be, paid out at a rate of one and one-half (1 ½) times the base pay for all hours over forty (40) hours in one (1) week, unless the employee has elected the "9/80" program. (See paragraph 5.3.4)
- 5.4.5 Part-Time and Temporary workers are eligible for overtime over forty (40) hours per workweek, with the exception of those who have elected to participate in the 9/80 program described in Section 5.3.4 above.

Section 5.5 Holiday Observances

- 5.5.1 Full Time employees have ~~twelve (12)~~ ~~eleven (11)~~ guaranteed holidays and one (1) personal holiday in a calendar year. The personal holiday may be taken preferably on an employee's birthday but due to work schedules, may be observed on any day of the year pending prior approval of the ~~g~~General ~~m~~Manager or their designee.
- 5.5.2 Holidays occurring on an employee's regular day off will be compensated at a rate of eight (8) hours of the employee's regular base rate. An employee participating in a 9/80 program will only receive 8 hours of holiday pay per day. The remaining one hour of a nine-hour workday will be observed by either vacation or shall be made up during the same workweek as the holiday, subject to ~~g~~General ~~M~~anager approval.
- 5.5.3 When a holiday falls on a regularly scheduled work day, all hours worked within the 24-hour period constituting the holiday will be paid at one and one-half times the regular base rate in addition to a holiday allowance of base rate times 8 hours or equal to the number of hours worked, whichever is greater. Actual hourly compensation will never exceed two-and-one-half times the base pay.
- 5.5.4 When an employee works "overtime" on a holiday that is not his/her regularly scheduled work day, all hours worked within the 24-hour period constituting the holiday will be paid at one and one-half times the regular base rate in addition to a holiday allowance of base rate times 8 hours or equal to the number of hours worked, whichever is greater. Actual hourly compensation will never exceed two-and-one-half times the base pay.

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- 5.5.5 Call-out on a holiday will be compensated for actual hours worked in addition to the employee's base pay that would have been paid, had the employee not worked. A minimum of four (4) hours' time will be paid for call-outs. The rate of pay will be one and one half (1½) times the employee's base pay for the time worked plus holiday allowance. Actual hourly compensation will never exceed two-and-one-half times the base pay.
- 5.5.6 Employees are only eligible for holiday pay if the employee works the regularly scheduled workday preceding the holiday and the regularly scheduled workday after the holiday, unless the employee is between shifts on the regularly scheduled work day preceding or following the holiday or has approved time off.

Section 5.6 Schedule of Holidays:

The ~~g~~General ~~m~~Manager shall post a Holiday Schedule each year and shall include specific dates observed by the Authority for the following paid holidays:

New Year's Day
Martin Luther King Day
Presidents Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Eve
Christmas Day
Personal Holiday

Calendar dates for holiday observances will be posted each year by ~~g~~General ~~m~~Manager and/or other administrative function.

Section 5.7 Holiday Pay – Part-Time/Temporary Employees

Part-Time and Temporary employees are not eligible for holiday pay.

Section 5.8 Calculation for Overtime and Holiday Pay

- 5.8.1 Overtime Pay = Base Rate X 1½
- 5.8.2 Holiday Pay Total hourly compensation will never exceed Base Pay X 2½ for the relevant hours
- 5.8.3 Call-Out Pay = Base Rate X Hours Worked (four (4) hours minimum)

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Section 5.9 Longevity Pay

Longevity pay is based on total years of BWA service. It is paid each pay period in addition to Base Salary. Longevity pay is paid at a rate of \$10 per month X years of service X 12 months per year / 26 pay periods per year. Employees will begin earning Longevity pay after the first year of service with an anniversary date January 1 for each year thereafter. Part-time employees are not eligible to earn Longevity pay.

Section 5.10 Meal Allowances

- 5.10.1 An employee forced to miss a meal due to unplanned working conditions or emergency situation requiring at least four hours extended work time will be furnished or reimbursed for that meal.
- 5.10.2 When an employee is traveling for BWA business the employee will be compensated the standard rate set by U.S General Services Administration for meals.

6 EMPLOYEE BENEFITS

Section 6.1 Holidays –

Please reference Sections 5.5 – 5.8 above.

Section 6.2 Vacation

During first months of employment, 6.66 hours of vacation will be earned per month until start of the next calendar year. This puts the anniversary date for all employees' vacation as January 1 and simplifies bookkeeping. Then, with completion of one (1) year service from the January 1 calendar date with BWA allows an employee to earn vacation days according to the following schedule:

Section 6.3 Years of Services / Hours of Vacation

- | | | | |
|-------|--------------------------|---|-----------|
| 6.3.1 | After one (1) year | → | 80 hours |
| | After five (5) years | → | 120 hours |
| | After ten (10) years | → | 160 hours |
| | After fifteen (15) years | → | 200 hours |
| | After twenty (20) years | → | 240 hours |

- 6.3.2 Employees resigning in good standing will receive pay for all annual vacation days earned up to the date of resignation.

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- 6.3.3 Employees terminated for any reason will receive pay for annual vacation days earned up to the date of dismissal, less any expenses incurred by BWA due to the employee's dismissal or any amounts owed BWA in restitution of lost or damaged equipment.
- 6.3.4 Vacation schedules are established on first come, first served basis. All vacation schedules shall be approved subject to the ability of the remaining staff to perform the existing work schedule. Vacation requests should be submitted thirty (30) days before vacation time is to begin, unless extenuating circumstances exist. The Assistant General Manager(s) department head and/or General Manager will approve all vacation schedules.
- 6.3.5 Vacation may be taken in a minimum of 2 hour increments with prior approval considering shift requirements and other plant needs.

Section 6.4 Vacation Adjustments

- 6.4.1 If an employee becomes sick or disabled as verified by a licensed medical physician during vacation time, he/she may take sick leave for the duration of the verified illness or disability to the extent that sick leave is available.
- 6.4.2 If an employee on vacation is hospitalized, vacation time will be canceled upon notice as of the end of the payroll day immediately prior to the day of hospitalization.
- 6.4.3 Vacation is cumulative up to the appropriate number of hours for years of service (see page 15 17 section 6.3.1). Employees may carryover or sell back vacation, up to the amount of vacation time earned in the prior year. Any excess vacation over this limit is forfeited. Example: an employee with (6) years' service may carry over or sell back a maximum of 120 hours of vacation. Vacation must be sold in forty (40) hour increments unless otherwise approved.
- 6.4.4 Vacation may be borrowed up to a maximum of forty (40) hours. This will be handled on a case-by-case basis with approval of the General Manager.

Section 6.5 Sick Leave

- 6.5.1 **Notification:** Employee calling in due to illness shall notify their supervisor at least 2 hours prior to beginning assigned shift. Brazosport Water Authority reserves the right to require any employee to provide proof of illness from a doctor or medical facility.
- 6.5.2 Full time employees are eligible for sick leave with full pay, during personal illness, injury, or scheduled procedures due to serious illness of an immediate family member, per the guidelines herein. Probationary employees are not eligible for sick leave, but injuries during the first two (2) months of employment. Unpaid sick leave may be available under the Family Medical Leave Act, as applicable.
- 6.5.3 Supervision may choose to investigate and/or disapprove any sick leave claims that appear to be improper. Evidence of abuse of sick leave constitutes grounds for disciplinary action.

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- 6.5.4 Sick leave is earned at a rate of eight (8) hours per month of employment. During the first calendar year of employment and thereafter sick leave will be earned at the rate of ninety-six (96) hours per calendar year. Whether by resignation, termination, or retirement no compensation of earned sick leave will be given upon separation of employment.

Section 6.6 Doctor's Verification for Extended Sick Leave

- 6.6.1 The use of three (3) consecutive days of sick leave requires, upon return to work, a doctor's note confirming treatment. The note must be submitted stating the doctor's release for the employee's return to work and class of duty. Return to work is conditional on class of duty and availability of that class of work. These notes should appear on the doctor's stationary. BWA reserves the right to request a doctor's excuse for any absence due to illness. Failure to comply may result in disciplinary action up to and including termination.
- 6.6.2 An employee absence without approved sick leave will be considered absent without authorization, and will not be paid for that day or days, and may be subject to disciplinary action.
- 6.6.3 If illness lasts beyond the extent of the employee's available sick leave, the employee may choose to use vacation time or compensatory time, if applicable. Otherwise, no pay will be given for these days.
- 6.6.4 It is the responsibility of the employee to keep her or his immediate supervisor updated during extended periods of sick leave. The immediate supervisor will then inform the Assistant General Manager(s) and/or General Manager management staff of status of the employee's condition.

Section 6.7 Administrative Leave

Administrative leave is defined as leave approved by BWA administration and may be granted to full time employees with pay for a period not to exceed three (3) working days for death within the immediate family, unexpected serious illness or injury, or unscheduled procedure within the immediate family. Immediate family will be interpreted as legal, blood related, or guardianship, and is determined at the discretion of the General Manager.

6.8 Maternity Leave

- 6.8.1 Unpaid maternity leave will be granted upon written notice from an employee who becomes pregnant. The leave may be up to ninety (90) calendar days prior to delivery, and no more than eighty-four (84) calendar days or twelve (12) weeks after the birth of a child. This leave is unpaid once all sick leave and vacation time has been exhausted.
- 6.8.2 Employees shall return to work as soon as they receive medical clearance from their physician and must provide a copy of such written approval from their physician to the gGeneral mManager. If additional time off is needed due to medical complications for either mother or

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baby, additional unpaid leave may be available under the Family Medical Leave Act, as applicable.

Section 6.9 Extension of Maternity Leave

- 6.9.1 Employees refusing to return to employment after the time recommended by the physician has expired without further approval of extension will be considered to have resigned.

Section 6.10 Paternity Leave

- 6.10.1 Full time employees, upon written request, may use their accumulated sick leave up to a period of five (5) days and/or vacation time up to a period of five (5) days as approved by General Manager to spend time with their spouse and/or newborn child.
- 6.10.2 Full time employees may request in writing time off without pay to assist a hospitalized spouse or child, or arrange for day care for a child (newborn or otherwise), per the Family Medical Leave Act, as applicable.

Section 6.11 Leave for Adoptive Parents

Full time employees, upon written request, may use their accumulated sick leave up to a period of five (5) days and/or vacation time up to a period of five (5) days, as approved by General Manager to spend time with their spouse and/or newly adopted child.

Section 6.12 Military Leave

- 6.12.1 Military leave is granted in accordance with Federal and State Statutes relating to Military Leave, and more specifically, Art. 431.005 of Vernon's TCA Local Governmental Code. A maximum of fifteen (15) days may be taken in one (1) calendar year, unless extenuating circumstances prevail, which will be considered on a case-by-case basis.
- 6.12.2 Any employee who is serving in the reserved armed forces and is called for active duty will be eligible for such benefits and vesting considerations as prescribed by federal statute and the discretion of management.

Section 6.13 Jury Duty and Court Duty

- 6.13.1 Upon receipt of a summons to report for jury screening, the employee shall provide a copy of the summons to the employee's immediate supervisor.
- 6.13.2 If the employee receives notice prior to the court date that the jury screening or jury duty has been cancelled, the employee shall report to work at the regularly scheduled time and shall not use administrative leave approved prior to the court date.

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- 6.13.3 An employee who is summoned to serve on a jury or is serving as a witness under court subpoena is excused with pay for any scheduled workday which ends on the calendar day of jury duty.
- 6.13.4 Any employee summoned or subpoenaed to appear for jury duty, a witness, or any other court proceeding must bring a Return-To-Work note stating the date and time of release.
- 6.13.5 Payment for regularly scheduled work days to attend court will be made only when a subpoena or summons exists for that employee to appear as a witness, juror, or other court proceedings which do not involve illegal acts on the part of the employee or the immediate family of the employee.
- 6.13.6 Payment for regularly scheduled work days taken to attend court will be paid only when a subpoena or summons exists for the appearance of that employee for witness or other court duty and, if the court proceedings are not a result of a suit brought about by the employee or the employee's immediate family.
- 6.13.7 An employee may use compensatory time and/or vacation time to attend court proceedings involving the personal business of the employee or the employee's immediate family if approved in advance by the General Manager or if a subpoena or summons exists for the employee's appearance.

Section 6.14 Insurance

- 6.14.1 Health and Life Insurance in the form of Group Hospitalization, Medical and Life Insurance will be made available to all full-time employees. Costs of premiums for providing said health and life insurance coverage for the employee will be borne by Brazosport Water Authority as employer. Dependent coverage of full-time employees will be determined by factors of insurance costs and budget approval of the BWA. Details of insurance coverage are available in brochures supplied in cooperation with insurance carriers at employee's request.
- 6.14.2 Accidental Death and Dismemberment Insurance covers each full-time employee in an amount equal to two times the employee's annual salary.
- 6.14.3 Worker's Compensation is provided by BWA in accordance with the Workman's Compensation Law. This insurance provides certain medical coverage and salary/wage benefits, to assist the employee from the effects of a workplace injury.

Section 6.15 Retirement

- 6.15.1 Retirement benefits for all full-time employees are included in the BWA retirement plan. The BWA will contribute up to seven percent (7%) if the employee contributes seven percent (7%) of their annual salary (including paid vacation) to the employee's retirement account, which is vested according to the following set schedule:

Year of Service

Vested Percentage

Brazosport Water Authority Personnel Policy (Revised August 25, 2020)

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Less than 3 years	0%
3 years	50%
4 years	75%
5 years or more	100%

- 6.15.2 Employees may voluntarily contribute an additional amount up to the amount limited by the Internal Revenue Service guidelines for a qualified program. Subject to IRS regulations, any employee who leaves BWA before reaching retirement age may be eligible to withdraw those funds which the employee has contributed, plus interest earned less any penalties of early withdrawal. See detailed retirement brochure for additional information and current rate of benefits.

Section 6.16 Awards

Awards paid for ideas and/or action for improvement of processes that save money or increase efficiency are permissible and will be administered to deserving individuals as budgeted resources allow and as permitted by law. All awards will require the approval of the Board of Directors. Awards for the performance of the General Manager are at the discretion of the Board of Directors as permitted by law and budgeting restrictions.

Section 6.17 Educational Assistance/Licensing Requirements

- 6.17.1 Educational assistance is a form of encouragement to BWA employees to continue education in those areas pertaining to BWA operations. Upon written approval by BWA management, BWA will reimburse one hundred percent (100%) of tuition, books, registration fees, required transportation, renewal fees, and lodging at the completion of approved courses of study or application of renewal for continuing education directly related to the employee's professional development at BWA. This 100% reimbursement is available only for the first attempt at each course with a pass/fail grade. Non-Certification Courses offering a letter grade requires the employee earn a letter grade of a "C" or better for reimbursement. All courses and renewal applications must be pre-approved by supervision.
- 6.17.2 Plant operators are minimally required to acquire certifications as required by State regulations as soon as permissible after employment. BWA requires all operators to obtain and maintain a minimum "C" Surface Water License issued by TCEQ.
- 6.17.3 Plant operators are required to maintain renewals and/or advancement in their certification as required by State regulations.
- 6.17.4 Pending successful completion of certification, advancement in State certification will be a mandatory part of the evaluation for advancement in grade classification, promotion and salary increases, as well as process control knowledge, knowledge of facility, and performance.

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- 6.17.5 Required certification and/or renewal as described for a particular position according to State regulations will be a requirement of continued employment with BWA. Failure of this requirement will be grounds for dismissal.
- 6.17.6 All BWA personnel are required to maintain a good driving record and a minimum Class C Driver's License issued by the State of Texas in order to be covered by BWA's Insurance Carrier. Any employee required to drive a BWA vehicle owned, leased, or operated, and with a gross combination weight rating or gross combination weight of 26,001 or more are required to maintain a Commercial Driver's License (CDL). All BWA employees shall notify the Assistant General Manager(s) management staff of motor vehicle moving violation convictions including any off-duty motor vehicle moving violation convictions.

SEE NUMBER SAF-BWA007, SECTION II OF THE BWA SAFETY MANUAL FOR CLASSES OF LICENSE, ENDORSEMENTS AND RESTRICTIONS

Section 6.18—Reimbursement of Expenses

- 6.18.1 ~~Employees of the BWA shall be reimbursed expenses for official business incurred while attending meetings or conducting BWA business, locally or outside the local area. Only actual expenses will be reimbursed. If spouses, children and other family members attend out-of-town meetings the portion of the expenses attributable to them is not reimbursable and shall be borne by them or the employee. Family members accompanying the BWA employee will not interfere with the business to be attended or conduct themselves in any disruptive manner whatsoever.~~
- 6.18.2 ~~Attendance of all meetings to be held away from local areas must be approved by the General Manager.~~
- 6.18.3 ~~If air travel is required, reservations will be made through the BWA administrative office. Airline coach fare will be travel mode.~~
- 6.18.4 ~~While traveling on behalf of the BWA, employees will be furnished adequate lodging. When possible, reservations for said lodging will be made through the BWA administrative office, governmental or conference rates should be used when possible.~~
- 6.18.5 ~~Reasonable food and meal expenses (excluding any alcoholic beverages) will be reimbursed with adequate receipts.~~
- 6.18.6 ~~All travel expenses to be reimbursed must be recorded on an approved "BWA Expense Report" with actual receipts attached. Any deviation or "special case" from the above policy must have the approval of the General Manager.~~

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7 REIMBURSEMENT OF TRAVEL EXPENSES

Section 7.1 Authorization of Travel Expenses

Employees of the BWA shall be reimbursed expenses for official business incurred while attending meetings or conducting BWA business, locally or outside the local area. Only actual expenses will be reimbursed or in accordance with 5.10.2 employees will be compensated the standard rate set by U.S General Services Administration for meals. All travel by BWA employees eligible for reimbursement by BWA must be approved in advance by the appropriate Department Manager and General Manager or Board President. The availability of funds in the budget must also be verified.

<u>General Manager</u>	<u>Board President</u>
<u>Department Manager</u>	<u>General Manager</u>
<u>Administration</u>	<u>Office Manager and General Manager</u>
<u>Maintenance</u>	<u>Operations Manager or Superintendent and General Manager</u>
<u>Operations</u>	<u>Operations Manager or Superintendent and General Manager</u>
<u>Distribution</u>	<u>Construction/Distribution Manager and General Manager</u>

Section 7.2 Travel Arrangements

- 7.2.1 Requests for travel arrangements should be made to the BWA travel coordinator using the Travel Request Form. The BWA travel coordinator should be given sufficient time to make reservations and purchases so that discount savings to BWA can be maximized but should be thoroughly planned. Changes to travel plans need to be minimized since this is an added responsibility.
- 7.2.2 All arrangements for flights, hotel accommodations, rental cars, etc. for BWA business travel will be made through the Internet. A Travel Itinerary is to be completed for each employee traveling. The Office Manager is to be copied on all trip itineraries. A separate file will be maintained by the travel coordinator for each trip.

Section 7.3 Air Travel

- 7.3.1 Airline/Flight choice should be based on the following criteria listed in order of priority: Flight schedules to destination, fare, and number of stops/plane changes required.
- 7.3.3 Coach fare shall be used when traveling.
- 7.3.4 In the event an employee chooses to extend a trip to include an extra night stay the employee is responsible for additional hotel, meal and difference in cost of air fare

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expenses for the extended stay. Such arrangements must be approved in advance by the General Manager or Board President.

Section 7.4 Vehicles

All employees shall utilize BWA vehicles for travel. An employee can use their personal vehicle for travel if the employee does not intend to seek any vehicle use reimbursement.

Section 7.5 Rental Cars

Rented automobiles should be used only when clearly more economical and practical than other available modes of transportation and/or when required for business purposes.

Section 7.6 Hotel Accommodations

Lodging can be charged for reimbursement for travel outside of a ____-mile radius from BWA. Hotel rooms are to be reserved at the lower of government or conference rates, when available, otherwise the lowest rate should be sought. The closest hotel to the place of business dealings, conventions or seminars, which affords reasonable security and offers American standards of comfort, should be used. An itemized receipt shall be provided and personal charges to the hotel room will not be reimbursed by BWA.

Section 7.7 Meals

When an employee is traveling for BWA business the employee will be compensated the standard rate set by U.S General Services Administration for meals. It is the responsibility of the individual employees to control these expenses considering the location and circumstance of the trip.

Section 7.8 Spouse Expenses

The expenses of any spouse or other family member accompanying the employee on a business trip are considered personal expenses and must be paid for by the employee.

Section 7.9 Check Advances

7.9.1 Employees requesting an advance for travel must prepare a Check Advance Request form and have it approved by the General Manager or Board President. Request must be submitted 14 business days prior to departure of trip.

7.9.2 All advances must be cleared by submitting a Travel/Expense Statement form within 30 days after the completion of the trip for which the advance was received.

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Section 7.10 Travel Statements

A Travel/Expense Statement shall be completed and processed for reimbursement for all travel expenses incurred by BWA employees. By signing this statement, the employee is conveying to BWA that the expenditures incurred are in accordance with this policy, and are true and correct.

Required Documentation:

Lodging	Original receipt or ticket.
Transportation	Original receipt or ticket.

*When expenditure is supported by BWA credit card or other charge card, the ticket received must be used to support the reimbursement request.

78 ADDITIONAL EMPLOYEE INFORMATION

Section 7.1 Section 8.1 Personal Appearance and Conduct

7.1.18.1.1 Employees are expected to dress appropriately and maintain the standard of personal grooming that would exemplify the employee's position.

7.1.28.1.2 Personal appearance, hygiene and attitude of BWA employees should at all times exemplify to the public a quality of product and service of the highest standards.

Section 7.2 Section 8.2 Conduct and Discipline

7.2.18.2.1 Working relations of the highest standard of cooperation, efficiency and economy must be maintained at all times.

7.2.28.2.2 Employees' work habits, individual conduct, attitude, and/or productivity must be maintained at acceptable standards. Counseling and warnings, or disciplinary action up to and including termination could result from failure to maintain these expected standards.

Section 7.3 Section 8.3 Gifts and Gratuities

7.3.18.3.1 Employees shall not accept or agree to accept any gifts, gratuities, trips, or other special privileges from any individual or business doing business with BWA other than token items of nominal value (not to exceed \$50).

7.3.28.3.2 Any gifts or gratuities of value (not to exceed \$50) that are offered to an employee shall be reported to the General Manager. The General Manager shall report offers of gifts and gratuities of value to the Board of Directors.

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~~Section 7.4~~Section 8.4 Outside Employment

~~7.4.18.4.1~~ 7.4.18.4.1 Outside employment is not permitted when such employment may affect job performance, public welfare or constitute a possible conflict of interest with BWA.

~~7.4.28.4.2~~ 7.4.28.4.2 Request for outside employment must be approved on an individual basis by the General Manager. Failure to notify BWA of outside employment may result in disciplinary action up to and including termination.

~~Section 7.5~~Section 8.5 Political Activity

~~7.5.18.5.1~~ 7.5.18.5.1 Employees of BWA are not required to participate campaigning or working in any way or capacity in any city elections on behalf of any candidate for city office, and are prohibited to use any BWA equipment by or on behalf of any political candidate. This does not in any way restrict voting.

~~7.5.28.5.2~~ 7.5.28.5.2 BWA employees elected to public office could be asked to resign their position with BWA if holding such elected office could cause a conflict of interest with BWA.

~~Section 7.6~~Section 8.6 Disciplinary Action

~~7.6.18.6.1~~ 7.6.18.6.1 Employees are representatives of Brazosport Water Authority (BWA) and are expected to adhere to the highest standards of conduct, including adherence to the rules of conduct as published and described within the BWA Personnel Policies and Procedures. Employees who commit a rule violation will be subject to disciplinary action in accordance with the procedures within this directive.

~~7.6.28.6.2~~ 7.6.28.6.2 It is an employee's responsibility to know the rules and regulations as set forth by Brazosport Water Authority and all local, State, and Federal Agencies, and to seek clarification, if necessary. Not being aware of the existence of any of the rules and regulations is not a defense for violations.

~~7.6.38.6.3~~ 7.6.38.6.3 When possible, supervisors are expected to take actions to correct an employee's unacceptable behavior or actions before pursuing disciplinary action. Supervisors shall ensure these actions are objective, job-related, and used in a consistent manner. If the corrective action does not result in the necessary change in conduct, the supervisor may proceed with disciplinary action. Receipt of an informal corrective action does not prevent formal disciplinary action from being processed after a review of the circumstances.

~~7.6.48.6.4~~ 7.6.48.6.4 The fact that any employee is deemed competent at the time of employment shall not preclude a judgment of incompetence as the result of unacceptable or low quality job performance, apparent unwillingness to perform assigned tasks, being absent without leave or demonstrating unnecessary or excessive absence from the assigned work area during assigned hours of work. Other methods of proof of incompetence shall include repeated oral and written disciplinary actions of minor infractions of manuals, directives, safety policies and procedures or repeated oral and written disciplinary actions demonstrating the employee's inability or unwillingness to meet performance standards.

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7.6.58.6.5 An employee may be reclassified on the wage schedule for performance at the discretion of the General Manager.

7.6.68.6.6 Suspension of employees for just cause up to (30) days without pay in a single year may only occur upon approval of the General Manager.

7.6.78.6.7 Dismissal of employees may come at any time with or without cause. A copy of the dismissal shall be made part of the employee's permanent personnel record.

7.6.88.6.8 Dismissed employees may appeal the dismissal to the General Manager in written form (See Hearing and Grievance Procedures, Section 10).

7.6.98.6.9 Acts of misconduct that will require severe disciplinary action and/or dismissal are listed as follows, but not limited to:

- a. Any violation of Drug-free Workplace Policy or any violation of Harassment and Discrimination Policy contained herein.
- b. Theft of BWA property.
- c. Fighting or verbal threats while on BWA premises or while conducting BWA business off-site.
- d. Willful destruction of property, equipment or materials while on BWA premises or while conducting BWA business off-site.
- e. Conviction of a felony or any crime of moral turpitude.
- f. Misdemeanor convictions in a calendar year, if related to a crime of theft, assault or harassment of any degree or moral turpitude.
- g. Refusal to obey orders of a supervisor.
- h. Repeated incompetence or neglect of duty after two prior written warnings.
- i. Unauthorized absence from duty.
- j. Involvement in political activities which are judged to be a violation of this section as previously mentioned.
- k. Unlawfully carrying a weapon or firearm on BWA property.
- l. Falsifying a statement on an employment application, timesheet or other BWA record.
- m. Embezzlement of BWA, City, Citizen or another employee's property.
- n. Unauthorized use of BWA vehicles, equipment, supplies or other property.
- o. Gross financial irresponsibility with BWA funds.
- p. Sleeping on the job.
- q. Chronic or blatant failure to observe safety rules and regulations including but not limited to those of OSHA, BWA, TCEQ, EPA or any other governmental body.

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- r. Insubordination, including but not limited to offensive or rude behavior towards others.
- s. Unauthorized removal or altering safety equipment or devices.
- t. Use of tobacco products of any type, including e-cigarettes on BWA properties, and including BWA operated, owned, leased, or rented vehicles or equipment, as well as any BWA operated, owned, leased, or rented off-site properties.
- u. Any violation of this handbook as it currently exists or hereafter amended or any other BWA policy or procedure.

~~7.6.108.6.10~~ Disciplinary action against employees for a specific offense may involve, but not be limited to the General Rules of Conduct and Disciplinary Action Guidelines for Employees workbook.

Any employee subjected to this disciplinary procedure (other than a terminated employee) is further required to prepare and submit a corrective action plan to management detailing the employee's plan to prevent the reoccurrence of the infraction. This corrective plan must be reviewed in person with immediate supervisor and Human Resources representative within three (3) days of the conclusion of the disciplinary procedure. The Assistant General Manager, will review and edit, as necessary, the corrective plan. The employee will sign the plan and it will be placed in his/her file for employee development. The BWA is not required to follow this procedure in all circumstances and may unilaterally elect to terminate employment immediately, if approved by the General Manager.

~~Section 7.7~~ Section 8.7 Resignations

~~7.7.18.7.1~~ Any resigning employee shall give (14) calendar days' notice to supervisor of his/her intentions to resign in order to maintain good standing with BWA.

~~7.7.28.7.2~~ Employees resigning in good standing will receive full pay for that pay period on the next scheduled pay day, plus all other earned benefits, regardless of the date of departure.

~~Section 7.8~~ Section 8.8 Inclement Weather

Because of the critical nature of the BWA's work, it is imperative that employees make every effort to report to work in the event of inclement weather, including, but not limited to, snow, ice, freezing rain, flood and severe storms.

Employees should not assume that the BWA offices or operations are shut down. We are a service operation and as such, we are obligated to the customers to perform our duties. In the event of inclement weather conditions employee safety will be considered. If you feel it is unsafe to drive, you must contact your supervisor and notify him/her. If you cannot make it to work, you may be charged a day of personal leave or leave without pay. In the event of emergencies that require evacuation (such as hurricanes or other

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natural disasters) all scheduled employees should return within twenty-four (24) hours of the all clear notice. All non-scheduled employees are required to report their ability to return to work to their immediate supervisor.

In the event that BWA operations are shut down by the General Manager due to inclement weather, employee absence will be recorded as approved paid leave until such time as shut down is discontinued by directive of the General Manager. Employees already on an approved leave during an inclement weather event may not substitute any leave approved by the General Manager for employees scheduled to work those days for the leave they are already approved for.

~~Section 7.9~~ Section 8.9 Use of Personal Tools, Equipment and Vehicles

Use of personal tools, equipment and vehicles will not be permitted while performing BWA assigned tasks or while conducting BWA business.

~~Section 8.10~~ Section 8.10 Firearms and Weapons

BWA prohibits firearms and weapons in all BWA buildings. Employees that are licensed firearms owners may keep firearms inside their locked vehicles in parking lots that are secured and unsecured. Violations of this policy will result in disciplinary action up to and including termination.

89 DRUG-FREE WORKPLACE POLICY

~~Section 8.1~~ Section 9.1 Purpose

The purpose of this policy is to identify and remove the adverse effects of alcohol and drugs on job performance and to protect the health and safety of our employees. Use of alcohol and drugs can and does impair the ability of an employee to perform his/her duties and may endanger the employee, his/her coworkers, and the public as well as property. The Brazosport Water Authority seeks to prevent this use/abuse/misuse of drugs and alcohol by employees in any way.

~~Section 8.2~~ Section 9.2 Policy

~~8.2.1~~ 9.2.1 This policy applies to all employees of the Brazosport Water Authority regardless of rank or position and includes full-time, temporary and part-time help.

~~8.2.2~~ 9.2.2 The Brazosport Water Authority shall conduct and employee shall attend an annual drug and alcohol education program. As part of that program, information will be provided on the availability of employee assistance program services.

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~~8.2.39.2.3~~ The manufacture, distribution, dispensing, possession, sale, purchase or use of a controlled substance or prescription drug bearing another person's name other than your own on Brazosport Water Authority property is prohibited (See definition of Controlled Substance in Appendix A).

~~8.2.49.2.4~~ An employee's use of a legal or prescription drug can pose a significant risk to the safety of the employee or others. Employees taking medications whose instructions for use indicate a potential for impaired performance or a safety risk are required to report such drug use to their supervisors. Supervisors will determine appropriate action based on circumstances, job requirements and the medical opinion of the Authority's medical consultant.

~~8.2.59.2.5~~ Being under the influence of alcohol, a controlled substance, ~~substance~~, or prescription medication which can pose a significant risk to the safety of the employee or others while on Authority property or while performing Authority business is prohibited. Additionally, the use, possession, sale, transfer or purchase of any drug which is illegal due to the nature of the drug, the method by which obtained or sold, the intended use, or the circumstances of possession or use, is also prohibited both on company property and during work hours. The consumption of alcohol, both on Authority property (owned or leased) or during working hours is prohibited.

~~8.2.69.2.6~~ Employees who violate this policy are subject to appropriate disciplinary action, including immediate termination.

~~Section 8.3~~ Section 9.3 **Corrective Action**

~~8.3.19.3.1~~ BWA supervision shall have the authority to randomly request any employee (whether full-time, part-time or temporary) to submit to a urine, blood, hair follicle and/or breath testing for drug and alcohol use or abuse.

~~8.3.29.3.2~~ Any employee involved in a work-related accident shall be subject to urine, blood, hair follicle, and/or breathe testing for drug and alcohol use or abuse.

~~8.3.39.3.3~~ Any employee who refuses to submit to urine, blood, hair follicle, and/or breathe testing for drug and/or alcohol use or abuse shall be subject to severe disciplinary action up to and including immediate termination.

~~8.3.49.3.4~~ All employees of the Authority are required to submit to random drug testing as a condition of employment. An employee suspected of violating this policy may be required to submit to a test to establish a violation. All required testing will be done at the expense of the Authority at a qualified testing facility selected by the Authority. Any employee failing a drug test and within 24 hours of a positive result, and at his own expense, may appeal the results of the positive drug test by requesting in writing that a portion of the original urine sample be provided to another Texas Department of Health and Human Services approved laboratory for retesting, and by procuring the services of a licensed physician meeting the qualifications of the Authority to interpret the test results. In the

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event the result of the retest is negative, indicating the initial positive result may have been erroneous; the Authority will reimburse the employee for the cost of the retest.

~~8.3.59.3.5~~ Using, selling, purchasing, transferring, possessing, manufacturing or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a BWA sponsored activity, on premises, in owned, leased or rented vehicle, or on business or that violates Section 7.5.1 or 7.6.1 is strictly prohibited.

~~8.3.69.3.6~~ Working or reporting to work, conducting Brazosport Water Authority business or going on Brazosport Water Authority premises or in a Brazosport Water Authority owned, leased or rented vehicle while under the influence of an illegal drug, alcohol or in an impaired condition is strictly prohibited.

~~Section 8.4~~ **Section 9.4 Reasonable Search and Procedures**

~~8.4.19.4.1~~ Where reasonable suspicion of prohibited substance policy violation exists, the employee may be asked to surrender personal items, from pockets, purses, or other receptacles used by them, including personal vehicles, desks or lockers for search. An employee's refusal to consent may be grounds for disciplinary action up to and including termination or dismissal.

~~8.4.29.4.2~~ BWA reserves the right to conduct searches of company property, work places (owned or leased) including, but not limited to lockers, desks, files, and Authority vehicles without the express consent of an employee or employees.

~~8.4.39.4.3~~ Search procedures, conducted under reasonable suspicion and/or cause, such as inspection of employee's personal property including briefcases, lunch boxes or tool boxes, will be maintained as part of the Brazosport Water Authority's security measures. All employees will be expected to cooperate as a condition of continued employment with special drug/alcohol searches of personal property when there is reasonable suspicion to believe that an employee may be in possession of drugs or alcohol. Searches on Brazosport Water Authority property may be conducted at any time, by whatever means BWA deems necessary and may be conducted with the assistance of law enforcement agencies.

~~Section 8.5~~ **Section 9.5 Supervisor and Employee Training**

Supervisors will receive training regarding the Drug and Alcohol Policy and the use of an Employee Assistance Program. All employees will receive copies of the Drug and Alcohol Policy and information about an Employee Assistance Program.

~~Section 8.6~~ **Section 9.6 Coordination with Law Enforcement Agencies**

The sale, use, purchase, transfer, or possession of an illegal drug or drug paraphernalia is a violation of the law and BWA policy. The Brazosport Water Authority will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any

Brazosport Water Authority Personnel Policy (Revised August 22, 2020)

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such substance found during a search of an individual or property. Searches will only be conducted of individuals and their property or workspace based on reasonable cause and/or suspicion. The Brazosport Water Authority will cooperate fully in the prosecution and/or conviction of employee for any violation of the law.

910 HARASSMENT/DISCRIMINATION POLICY

BWA prohibits any form of sexual harassment or any other harassment. Harassment is defined as verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

9.1.1 10.1.1 These acts become unlawful when:

- submission to such conduct is made explicitly or implicitly for a term or condition of employment;
- submission to, or rejection of such conduct is used as the basis for employment decisions affecting the individual (e.g. performance appraisal, compensation, advancement, assigned duties or any other condition of employment);
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

9.1.2 10.1.2 Sexually harassing conduct includes, but is not limited to:

- a. Continued or repeated commentaries about an individual's body
- b. Sexually offensive language
- c. Repeated offensive sexual flirtations
- d. Advances or propositions
- e. Leering
- f. Jokes
- g. Whistling
- h. Gestures
- i. The display in the workplace of sexually suggestive pictures or objects.
- j. Promising directly or indirectly, to retaliate against an employee, if the employee refuses to comply with a sexually oriented request.

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- k. Denying, directly or indirectly, and employee an employment-related opportunity, if the employee refuses to comply with a sexually oriented request.
- l. Displaying, storing, transmitting, or distributing pornographic or sexually-oriented materials using BWA equipment or facilities
- m. Unwelcome touching

~~9.1.3~~ 10.1.3 BWA prohibits any form of Sexual Harassment or any other harassment. No form of harassment or other offensive conduct will be tolerated, including, but not limited to, harassment for the following reasons: Age, Citizenship, Color, Disability, National Origin, Pregnancy, Race, Religion, Sex, Sexual Orientation, Status as a Vietnam-era veteran, and any other basis prohibited by law.

~~9.1.4~~ 10.1.4 Individuals who believe that they have been the subject of sexual or other harassment must report the alleged act immediately to their supervisor. If the problem or complaint is directed at the immediate supervisor, the complaint should be filed with the next level of management. If the complaint is directed at the General Manager employee should file the complaint with BWA legal counsel or Board President.

~~9.1.5~~ 10.1.5 Employees who bring complaints to the attention of management or who assist management in the investigation of any complaint of sexual or other harassment shall not be subjected to harassment, coercion, intimidation, threats, retaliation or discrimination. Information regarding the complaint and investigation will be held in confidence and only disclosed within BWA on a "need to know" basis.

~~9.1.6~~ 10.1.6 BWA will conduct a timely investigation of any Sexual or other harassment complaint which will normally include interviewing all parties and witnesses.

~~9.1.7~~ 10.1.7 If the complaint proved valid, appropriate disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken, up to and including the termination of employment for employees, and permanent removal from the site for contractors or temporary workers.

~~9.1.8~~ 10.1.8 If the complaint proves to be an intentionally false allegation, the individual who provided the false information will be subject to disciplinary action, up to and including termination of employment.

~~9.1.9~~ 10.1.9 Exercising rights under this policy does not in any way affect an employee's right to seek relief through the Texas Commission on Human Rights, the Equal Employment Opportunity Commission or in a court of proper jurisdiction for any complaint for which a remedy is provided under state law or federal law.

~~9.1.10~~ 10.1.10 It is the responsibility of each employee to be aware of the details of the foregoing policy.

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1011 HEARING & GRIEVANCE PROCEDURE

- ~~10.1.1~~ 11.1.1 If disciplinary action is taken, then the employee may request a hearing. Such request shall be in writing and must be made within three (3) working days of the date the employee received notice of disciplinary decision.
- ~~10.1.2~~ 11.1.2 Employees may submit their appeal/grievance in writing to the General Manager, which must detail the facts surrounding the grievance and any witnesses with personal knowledge of those facts.
- ~~10.1.3~~ 11.1.3 The General Manager will hear and investigate all sides of the complaint, taking testimony from all parties involved. Evidence, written or oral, may be presented. The employee may question any evidence against him/her.
- ~~10.1.4~~ 11.1.4 The General Manager will render a decision within five (5) working days in writing. At the conclusion of the hearing, the Manager shall rule on the allegations by either upholding the original decision or amending or changing then rendering the decision to the employee. The decision of the General Manager will be final and all parties will respond accordingly.
- ~~10.1.5~~ 11.1.5 At the General Manager's discretion, a grievance may be taken to the Board of Directors where policy or other extenuating circumstances is involved. This action may require more time than the previously mentioned five (5) working days. All parties will be notified in this case.

112 OTHER LAWS AND REGULATIONS

The provisions of the personnel policy shall apply in addition to, and shall be subordinated to, any requirements imposed by applicable federal, state or local laws, regulations or judicial decisions. Unenforceable provisions of this policy shall be deemed to be deleted.

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Brazoria County, Texas

4213 EMPLOYEE ACKNOWLEDGEMENT

I hereby certify that I have received a copy of the Brazosport Water Authority Personnel Policy (revised ~~March 18, 2019~~ August 25, 2020), including the Drug-Free Workplace Policy (section 89) along with a copy of the General Rules of Conduct and Disciplinary Action Guidelines for Employees. I also acknowledge that the provisions of the Policy are part of the terms and conditions of my employment and that I have read, understand, and agree to abide by the aforementioned Policy of the Brazosport Water Authority and any amendments thereto. Any violations of this Policy may subject an employee to formal disciplinary actions which may include, but is not limited to immediate termination:

Employee's Signature

Printed Name of Employee

Date

Employee Number

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County Clerk
Brazoria County, Texas

APPENDIX A DEFINITIONS

An Employee is any person receiving compensation from BWA for services rendered as labor performed other than providing contract legal, engineering, accounting, or other professional services to BWA on a part time basis

Full-Time Employee is any person employed by BWA to hold an authorized position that involves a minimum of forty (40) hours per week not specified as Part-Time or Temporary. Full-Time employees may have hourly or salaried positions.

Part-Time Employee is any employee holding an authorized position that involves fewer than thirty (30) work hours per week that is not specified as Temporary.

A Temporary Employee is any employee in a position established for a specified time limit or until a specified project is complete.

Nepotism - The employing of a legal or blood relative by those who have the authority to employ.

Probation Period - All Full-Time employees are considered probationary employees for a period of six (6) months after date of employment.

Work Day - The hours an employee is scheduled to work, normally eight (8) hours in length, dependent on predetermined shifts.

On Call - Status of an employee required to be available for a designated period of time for call in. Possession of a cellular phone or designated telephone number is required.

Standby - Status of an employee on notice for possible call in. Possession of company pager is required.

Work-week - The number of hours an employee is scheduled to work during any consecutive seven (7) days. Currently at BWA, the workweek is forty (40) hours and includes Wednesday through Tuesday to coincide with normal pay periods.

Company Premises - All Brazosport Water Authority property including vehicles, lockers, and parking lots, both at the treatment plant and offsite locations.

Company Property - All Brazosport Water Authority owned or leased property used by employees such vehicles, lockers, desks, closets, etc.

Controlled Substance - Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (32 U.S.C. s 812), as amended. Copies are maintained for employee review by General Manager or other administrative personnel.

Drug - A drug is any chemical substance that produces a physical, mental, emotional or behavioral change in the user.

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Drug Paraphernalia – Equipment, a product or material that is used or intended for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an illegal drug or controlled substance.

Fitness for Duty – To work in a manner suitable for the job. To determine “fitness” a medical evaluation may include drug and/or alcohol testing.

Illegal Drug – An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture or storage of is illegal or regulated under any federal, state or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.

Reasonable Cause/Reasonable Search – Supported by evidence strong enough to establish that a policy violation has occurred.

Testing – Generally defined as urine, blood or breath test to determine chemical or drug content.

- a. Testing may be required as a condition of employment. A person refusing to submit to a test at BWA expense would not be considered for employment. Random testing may also be required during a person’s employment with BWA. Anyone refusing to submit to these tests could be subject to dismissal.
- b. Any employee may be tested for drug or alcohol use when there is “reasonable cause/reasonable suspicion” that:
 1. Use of a substance is affecting performance; or,
 2. The employee is engaged in any of the prohibited acts or activities listed in this policy.

Under the Influence – A state of having an alcohol content of 0.02 or more or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

THIS PERSONNEL POLICY WAS REVIEWED AND APPROVED FOR ALL REVISIONS BY THE BRAZOSPORT WATER AUTHORITY BOARD OF DIRECTORS ON AUGUST 25, 2020. THE NEXT REVIEW IS SCHEDULED FOR MARCH 2021.

BWA, Board President

Date

BWA, General Manager

Date

AMENDMENT No. 2020-001

TO

Joyce Hudman
County Clerk
Brazoria County, Texas

Pumping, Storing, and Transmission of Untreated Water

This Amendment No. 2020-0001 ("**Amendment**"), effective as of March 25, 2020 (the "**Amendment Effective Date**"), is entered into by and between by and between The Dow Chemical Company, a Delaware Corporation ("**DOW**") and Brazosport Water Authority a conservation and reclamation district, a government agency and body politic and corporate of the State of Texas (the "**AUTHORITY**") (each a "**Party**", and collectively the "**Parties**").

WHEREAS, The Parties have entered into a Pumping, Storage, and Transmission of Untreated Water Agreement effective October 18, 2019 (the "**Agreement**"); and

WHEREAS, the Parties desire to amend the Agreement as further described herein.

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Amendment, and of other good and valid consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **APPLICABILITY OF PROVISIONS OF THE AGREEMENT**

This Amendment is subject to, and shall be governed by, all of the provisions of the Agreement, as amended, except to the extent such provisions are expressly modified by this Amendment. Unless otherwise specified, references in this Amendment to Articles, Sections, Schedules and Exhibits refer to the Articles, Sections, Schedules and Exhibits of the Agreement. Capitalized words and phrases used but not defined in this Amendment shall have the meanings ascribed thereto in the Agreement.

2. **AMENDED PROVISIONS**

Effective as of the Amendment Effective Date, the following provisions of the Agreement are amended as set forth below:

- a) Section 5: Charges is deleted in its entirety and replaced with Section 5: Charges listed below. All changes from the original agreement are shown in bold and italics.

Section 5: Charges.

Beginning on the Commencement Date and until September 30th of the next calendar year, the Authority shall pay a charge of \$0.21/ per thousand gallons of water. On the first day of October in each successive calendar year, the charge per thousand gallons of water which the Authority shall pay will be increased or decreased according to the following formula:

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County Clerk
Brazoria County, Texas

$$\left\{ \frac{.63 \times \text{PPI}(1)}{\text{PPI}(2)} + \frac{.25 \times \text{CP}(1)}{\text{CP}(2)} + .12 \right\} \$0.21$$

The new charge shall be communicated no later than March first of that year in which the pricing will become effective on October first of that year.

PPI(1): The average of the Producer's Price Index for April, May and June of the immediately preceding calendar year.

PPI(2): The Producer's Price Index on the ~~Effective-Date~~ (Commencement Date) of this Agreement.

The term "Producer's Price Index" means the Producer's Price Index for industrial commodities less fuels (1982 = 100), as prepared by the U. S. Department of Labor/Bureau of Labor Statistics, as printed on the Bureau of Labor Statistics' website. If the Producer's Price Index shall hereafter be converted to a different standard reference base or otherwise revised, the determination thereof shall be made with the use of such conversion factor, formula or table for converting the same as may be published by the Department of Labor or, if it does not publish the same, then with the use of such conversion factor, formula or table as may be published by any nationally recognized publisher of similar statistical information. If the Producer's Price Index shall cease to be published, then, for the purposes of this section, there shall be substituted therefor such other independently published index as may be mutually agreed upon by the parties.

CP(1): The average of the actual price, expressed in mills per kilowatt hour, paid by the Company to Company's electrical supplier, or any successor supplier, for power supplied to the Company's Harris and Brazoria Reservoirs, or replacement reservoirs, during April, May, and June of the immediately preceding calendar year.

CP(2): The actual price, expressed in mills per kilowatt hour, paid by the Company to Company's electrical supplier, or any successor supplier, for power supplied to the Company's Harris and Brazoria Reservoir Reservoirs on the ~~Effective-Date~~ (Commencement Date) of this Agreement.

No more than once during each year of the Agreement if either party feels that the aforesaid formula creates an unreasonable burden on that party's abilities to perform its obligations hereunder and so notifies the other party of that fact in writing, the parties shall use their best efforts to adjust the formula in a mutually satisfactory manner and so amend this Agreement. If the parties are unable to agree on an adjustment to the formula, this Agreement shall nonetheless continue in full force and effect and the formula shall continue to be applied for the remainder of the Term of this Agreement.

3. OTHER PROVISIONS OF THE AGREEMENT UNCHANGED

Except as specifically amended by this Amendment, all other provisions of the Agreement shall remain in full force and effect and shall not be altered by this Amendment.

Joyce Hudman
County Clerk
Brazoria County, Texas

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4. ENTIRE AGREEMENT

This Amendment may be signed in multiple counterparts, each of which shall be an original but all of which will constitute one and the same Amendment. Signatures to this Amendment sent by facsimile shall be deemed for all purposes to be the same as original signatures. This Amendment may only be modified or amended by an express written agreement signed by an authorized representative of each party.

[Signature page follows.]

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IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by their respective duly authorized representatives as of the Amendment Effective Date.

Filed: 08/20/2020 01:21:10 PM

Joyce Hudman
County Clerk
Brazoria County, Texas

BRAZOSPORT WATER AUTHORITY

By: _____

ATTEST:

(SEAL)

THE DOW CHEMICAL COMPANY

By: _____

ATTEST:

(SEAL)

Joyce Hudman
County Clerk
Brazoria County, Texas

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THE STATE OF TEXAS §
 §
COUNTY OF BRAZORIA §

Before me, the undersigned authority, on this day personally appeared _____ of BRAZOSPORT WATER AUTHORITY, a conservation and reclamation district and a governmental agency and body politic and corporate of the State of Texas, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, in the capacity therein stated and as the act and deed of said Water Authority.

Given under my hand and seal of office on this ____ day of _____, 2020.

Notary Public, State of Texas

(SEAL)

Notary's name printed:

My commission expires: _____

Joyce Hudman
County Clerk
Brazoria County, Texas

DRAFT

THE STATE OF TEXAS §
 §
COUNTY OF BRAZORIA §

BEFORE ME, the undersigned authority, on this day personally appeared _____ of THE DOW CHEMICAL COMPANY, a Delaware corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, in the capacity therein stated as the act and deed of said corporation.

Given under my hand and seal of office on this ____ day of _____, 2020.

Notary Public, State of _____

(SEAL)

Notary's name printed:

My commission expires: _____