

Benbrook Water Authority
1121 Mercedes Street
Regular Meeting
April 18, 2017
5:30 p.m.

The Board of Directors for the Benbrook Water Authority met in a regular meeting on April 18, 2017 with the following Directors present:

President Dennis G. Lindgron
Vice President Patricia Dunkin
Secretary Rick Whitehurst
Director Robert Cook
Director David Clark

Also Present:

David Wasson, General Manager
David Smith, Assistant General Manager
Gail Jergins, Director of Finance
Sheila Rushing, Recording Secretary
Jessica Williams, Assistant Recording Secretary

Others Present:

Brian Newby, Attorney
Gary Snow, Snow, Garrett & Company
Gaylyn Mendoza, Snow Garrett & Company
Chris Brown, Freese & Nichols
Tina Hanson, Garver

President Lindgron called the meeting to order at 5:30 p.m. and Mr. Wasson gave the invocation.

Consent Agenda

1. Minutes of the Regular Meeting March 7, 2017
2. Minutes of the Regular Meeting March 21, 2017
3. Financial Statement for March 2017
 - 1) Revenues \$809,808.59
 - 2) Expenditures \$937,122.97
4. Disbursements for March 2017
 - 1) Deposits & Credits \$935,338.45
 - 2) Disbursements \$1,044,448.66

Motion was made by Director Clark, second by Vice-President Dunkin to approve the consent agenda as presented.

Vote on motion.

Ayes: Director Cook, Secretary Whitehurst, President Lindgron, Vice-President Dunkin, and Director Clark

Noes: None.

Motion carries.

2016 Annual Audit Presentation and Approval

1. Snow Garrett Williams

Mr. Snow stated that Snow, Garrett & Williams audited the financial statements of the governmental activities and each major fund of BWA as of and for the year ended December 31, 2016.

It was noted the audit was conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

After briefing the board on various aspects of the audit, Ms. Mendoza stated it was the opinion of Snow, Garrett & Williams, that the financial statements for BWA present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of BWA, as of December 31, 2016, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Motion was made by Secretary Whitehurst, second by Vice-President Dunkin to approve the 2015 Annual Audit as presented.

Vote on motion.

Ayes: Secretary Whitehurst, President Lindgron, Vice-President Dunkin, Director Clark and Director Cook.

Noes: None.

Motion carries.

Reports of Manager

Mr. Wasson gave a brief report on the following:

1. Staff Reports
 - Included in Board packets for review and discussion.

2. Development Updates
 - Whitestone Crest; Villas at Boston Heights; Vista Way Extension; Palomino Estates; Phase III and Westpark Lot 3 Block B- Sherwin Williams
3. Capital Improvements / Renewals
 - US 377 Utility Adjustments; Northwest Winscott Addition Sanitary Sewer; UPPR 12 inch Waterline Relocation; 2016 Bond Issue Update; Mary's Creek Waterline Crossing; Williams Road Pump Station Improvements; and Western Hills Booster Pump Station

Reports of Engineer

Freese & Nichols

Mr. Chris Brown gave a brief status report on the following:

1. General Engineering Services
 - No activity
2. Under Separate Contract
 - Ridglea Country Club Drive Water Line Project(SAPES 2011-112)
 - NW Winscott Addition (SAPES 2016-112)
 - Chlorine Dioxide Procurement Assistance (SAPES 2016-116)

Garver

Ms. Hanson gave a brief update on the status of the following project:

- BWA 2016-111 UPPR Waterline Relocation

New Business

1. Consider, Discuss and Possibly Approve SAPES 2017-113 with Tank Industry Consultants for the South Elevated Tank Design

Mr. Smith advised the Board that there is some unfinished negotiations pending and staff would recommend tabling this item until further notice.

Motion was made by Secretary Whitehurst, second by Vice-President Dunkin to table this item until staff can finish pending negotiations.

Vote on motion.

Ayes: President Lindgron, Vice-President Dunkin, Director Clark, Director Cook and Secretary Whitehurst.

Noes: None.

Motion carries.

2. Consider, Discuss and Possibly Approve Bid Received from Five Star Ford for One (1) 2017 F-650 Dump Truck.

After a brief discussion, motion was made by Secretary Whitehurst, second by Vice-President Dunkin to approve the bid from Five Star Ford for one F-650 Dump Truck in the amount of \$73,663.68 and to authorize the General Manager or his designee to sign the necessary documents.

Vote on motion.

Ayes: Vice-President Dunkin, Director Clark, Director Cook, Secretary Whitehurst and President Lindgron.

Noes: None.

3. Consider, Discuss and Possibly Approve Bid Received from Five Star Ford for Two 2017 F-150 Pick-Ups.

There was much discussion as to which trucks the new ones would replace and what the mileage is on the old ones. President Lindgron directed staff to put together a spreadsheet on the BWA Fleet detailing the year, mileage and what type of vehicle it is.

Motion was made by Secretary Whitehurst, second by Vice-President Dunkin to authorize the General Manager or his designee to accept the bid from Five Star Ford for two (2) Ford F-150 pickups as described in their bid, for an amount of \$31,307.31 each (\$62,614.62 total).

Vote on motion.

Ayes: Director Clark, Director Cook, Secretary Whitehurst, President Lindgron, and Vice-President Dunkin.

Noes: None.

Motion carries.

4. Consider, Discuss and Possibly Approve Rent Addition of Maintenance Language to Amendment NO. 4 with AT&T for Tower / Ground Lease Agreement for 9113 Chapin Road.

Mr. Wasson advised the board that this item was approved at the February 21, 2017 Board meeting and AT&T discovered that there was a typo and the monthly rent amount needed to be corrected. The original amount was \$3,356.63 and the corrected amount is \$3,106.63 per month.

After a brief discussion, motion was made by Vice-President Dunkin, second by Director Cook to approve the AT&T Lease Amendment No. 4 as corrected for the Tower / Ground Lease Agreement at 9113 Chapin Road.

Vote on motion.

Ayes: Director Cook, President Lindgron, Vice-President Dunkin and Director Clark.

Noes: Secretary Whitehurst.

Motion carries.

5. Consider, Discuss and Possibly Approve Rent Correction to Amendment No. 5 with AT&T for Tower / Ground Lease Agreement for 8100 Beechwood Drive.

This item was also approved at the February 21, 2017 Board meeting with the wrong rent amount on the lease agreement. The rent was approved at \$3,842.56 and should have been \$3,592.56 per month.

Motion was made by Vice-President Dunkin and second by Director Cook to approve Amendment No. 5 with AT&T as corrected for the Tower / Ground Lease Agreement for the 8100 Beechwood Tower.

Vote on motion.

Ayes: President Lindgron, Vice-President Dunkin, Director Clark and Director Cook.

Noes: Secretary Whitehurst.

Motion carries.

Public Comment

There was no public comment.

President Lindgron closed the open meeting at 6:06 p.m.

Executive Session (6:03 p.m.)

1. Conduct Closed Executive Session Pursuant to Government Code Section 551.071, to Consult with the BWA Attorney Regarding Pending or Contemplated Litigation, Settlement Offers, or on Matters in Which the Duty of the Attorney to the BWA under the Texas Disciplinary Rules of Professional Conduct Clearly Conflicts with Chapter 551, Government Code.
 - Any other item set forth in any section of this notice/agenda

Re-Convene Open Session (6:31 p.m.)

1. Take any necessary action from Executive Session

No formal action was taken.

There being no further business the meeting adjourned at 6:32 p.m.

Board President

Date

Recording Secretary