

Benbrook Water Authority
1121 Mercedes Street
Regular Meeting
January 23, 2018
2:30 p.m.

The Board of Directors for the Benbrook Water Authority met in a regular meeting on January 23, 2018 with the following Directors present:

President Rick Whitehurst
Vice President Patricia Dunkin
Secretary David Clark
Director Robert Cook
Director David Hafer

Also Present:

David Wasson, General Manager
David Smith, Assistant General Manager
Sheila Rushing, Recording Secretary
Gail Jergins, Director of Finance
Crystal Ramsey, Director of Administration
Paul McDowell, Field Superintendent

Others Present:

Tim Chovanec, Attorney
Brian Newby, Attorney
Tina Hanson, Garver
Cathy Morris, Benbrook EDC
Bob Patterson, NTGCD
Whit Smith

President Whitehurst called the meeting to order at 2:31 p.m. and Mr. Wasson gave the invocation.

President Whitehurst introduced Mr. Patterson with Northern Trinity Groundwater Conservation District and gave a brief background on the district.

Consent Agenda

1. Minutes of the Regular Meeting December 5, 2017
2. Minutes of the Regular Meeting December 19, 2017
3. Financial Statement for December 2017
 - 1) Revenues \$900,093.83
 - 2) Expenditures \$714,961.51
4. Disbursements for December 2017

1) Deposits & Credits	\$935,468.74
2) Disbursements	\$762,681.16

5. Budget Adjustments

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

Vote on motion.

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

Noes: None.

Motion carries.

Reports of Directors

1. Discussion with regards to Directors Email Addresses

President Whitehurst noted that it would be a good idea for all board members to have a BWA email address and use that for all BWA Business. He opened up the floor for discussion with regards to placing the Board Members email addresses on the website.

Director Hafer noted that while campaigning, one of his discussion topics was to make sure he would be accessible to the Citizens of Benbrook as an elected official. He believes that by having his email on the website, this would do exactly that. He stated that a citizen had called his wife at her place of business in efforts to try and reach him.

President Whitehurst stated that he doesn't want staff to get bypassed by citizens going to the board before contacting staff. He noted that most problems / situations can be handled through staff without the board getting involved.

Motion was made by Director Hafer to add his email address to the BWA Website. There was no second and motion died.

President Whitehurst noted that this item can be discussed in a future meeting / work session.

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
 - Villas at Boston Heights; Sundown Drainage Improvements and Brookside Phase 4

3. Capital Improvements / Renewals
 - Northwest Winscott Addition Sanitary Sewer; UPRR 12” Waterline Relocation; Mary’s Creek Waterline Crossing; Williams Road Pump Station Improvements; Western Hills Booster Pump Station; US 377 Utility Adjustments; ASR; and 2016 Bond Issue Update

Benefits Study

1. Presentation and discussion by Whit Smith regarding the 2017 Benefits Study

Mr. Smith gave a presentation on a Benefits Study and how BWA compares to other surrounding companies. The comparison included the following:

- Vacation
- Medical Insurance
- Life Insurance
- Other Prevalent Benefits
- Retiree Benefits

Mr. Smith noted that overall, BWA compares equal or better than most other companies in its benefit package.

President Whitehurst thanked Mr. Smith for his presentation and noted that further discussion on the BWA Benefits Package can be discussed at a future meeting if the board deems it necessary.

Reports of Engineer

Freese & Nichols

A status report was included in the packets for the boards review.

1. General Engineering Services
 - Provided data and fire flow mapping to submit to the City of Benbrook for the ISO rating evaluation.
2. Under Separate Contract
 - Ridglea Country Club Drive Water Line Project(SAPES 2011-112)
 - Water / Wastewater Master Plan and Impact Fee Study (SAPES 2015-112)
 - 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 UPRR Waterline Relocation

New Business

1. Consider, discuss and possibly approve service agreement renewal with Hach Corporation for quarterly calibration, maintenance and repair coverage for turbidity and chlorine monitoring equipment.

After a brief discussion, motion was made by Secretary Clark, second by Vice-President Dunkin to authorize the acceptance of the extended service agreement proposal from Hach Corporation for a total amount of \$24,594.00 and to authorize the General Manager or his designee to execute the agreement.

Vote on motion.

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

Noes: None.

Motion carries.

2. Consider, discuss and possibly approve a General Utility Easement Encroachment at 10801 Hawkins Home Blvd. for purposes of construction a retaining wall.

After a brief discussion, motion was made by Secretary Clark, second by Vice-President Dunkin to authorize the General Manager or his designee to approve the easement encroachment requested at 10801 Hawkins Home Blvd.

Vote on motion.

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

Noes: None.

Motion carries.

3. Consider, discuss and possibly approve Proposal #1842.17 from Falkenberg Construction Company for Customer Service Counter Glass and Door.

After much discussion, motion was made by Director Hafer to accept the proposal from Falkenberg Construction Company for renovation of the customer service counter and installation of a door in the lobby area for an amount of \$16,455 and authorizing the General Manager or his designee to execute the necessary contracts for the project.

There was discussion on the glass that will be installed and Director Hafer amended his motion to include the upgraded glass for an amount not to exceed \$22,000 and Secretary Clark seconded the motion.

Vote on motion.

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

Noes: None.

Motion carries.

Public Comment

Ms. Morris, with Benbrook EDC noted she appreciates the Boards patience on the NW Winscott project.

Director / Staff Comment

Director Hafer noted he would like the Board to consider the possibility of moving the Executive Sessions to the BWA Conference Room located in the older part of the building. This would enable the audience / citizens in attendance to remain in the board room until the Executive Session is over.

President Whitehurst closed the open meeting at 3:36 p.m.

Executive Session (3:37 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 (4:04 p.m.)

1. Take any necessary action from Executive Session

No formal action was taken.

There being no further business the meeting adjourned at 4:06 p.m.

Board President

Date

Recording Secretary

