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Benbrook Water Authority
1121 Mercedes Street
Regular Meeting
February 20, 2018
2:30 p.m.

The Board of Directors for the Benbrook Water Authority met in a regular meeting on February 20, 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

Others Present:

Brian Newby, Attorney
Jessica Brown, Freese & Nichols
Tina Hanson, Garver
Hillary Cromer, Benbrook EDC

President Whitehurst called the meeting to order at 2:30 p.m. and Director Hafer gave the invocation.

Consent Agenda

1. Minutes of the Regular Meeting January 9, 2018
2. Minutes of the Regular Meeting January 23, 2018
3. Minutes of the Special Meeting January 31, 2018
4. Financial Statement for January 2018
 - 1) Revenues \$498,424.94
 - 2) Expenditures \$617,843.10
5. Disbursements for January 2018
 - 1) Deposits & Credits \$1,157,618.87
 - 2) Disbursements \$915,205.09
6. Certificate of Compliance with Chapter 395, Local Government Code pertaining to the Land Use Assumptions and Capital Improvements Plan.
7. Consider, discuss and approve Contract Change Authorization Form Amendment #25 with Freese & Nichols for the General Engineering Services

President Whitehurst removed items 6 & 7 from the Consent Agenda to be considered individually.

Motion was made by Secretary Clark, second by Vice-President Dunkin to approve Items 1 – 5 of 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.

Item 6 – Certificate of Compliance with Chapter 395 Local Government Code pertaining to the Land Use Assumptions and Capital Improvements Plan.

Director Hafer noted that he was unfamiliar with what this item was and asked for some background / detail.

Mr. Wasson noted that this item is pertaining to the Capital Improvements Advisory Committee. They are required to meet twice a year to review the Land Use Assumptions and Capital Improvements Plan. This Certificate of Compliance states that those meetings did in fact take place and although there were no changes for 2017, BWA is in compliance with the Local Government Code.

Motion was made by Secretary Clark, second by Vice-President Dunkin to approve item 6 of the Consent Agenda as presented.

Vote on motion.

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

Noes: None.

Motion carries.

Item 7 – Consider, discuss and approve Contract Change Authorization Form Amendment #25 with Freese & Nichols for the General Engineering Services.

There was much discussion pertaining to what the General Engineering Services Contract is generally used for and if the additional \$25,000 is enough of an amendment.

Mr. Wasson noted that he believes the additional \$25,000 is sufficient. The general services contract is mostly used to review plans and update the GIS.

Motion was made by Secretary Clark, second by Vice-President Dunkin to approve Item 7 of the Consent Agenda as presented.

Vote on motion.

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

Motion carries.

Reports of Manager

1. Staff Reports
2. Development Updates
 - Jerry Dunn Parkway Extension'
3. Capital Improvements
 - Northwest Winscott Addition Sanitary Sewer, UPRR 123 inch Waterline Relocation; Williams Road Pump Station Improvements; Wester Hills Booster Pump Station; US 377 Utility Adjustments; ASR; and 2016 Bond Issue Update
4. Other Items
 - Texas Water 2018
 - Benefits Study Follow-up
 - Leadership Development Program

There was much discussion on who pays for the Engineer Fees to review plans and what the cost it to do so. President Whitehurst directed staff to review BWA policy to determine if there should be changes made to the policy and fee schedule. He asked staff to determine what the upfront cost should be for the review and report back to the board.

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

Reports of Engineer

Freese & Nichols

Jessica Brown gave a brief update on the following:

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 UPPR Waterline Relocation

Public Comment

No comments.

Director / Staff Comment

No comments.

There was no need for Executive Session therefore it was cancelled.

There being no further business. the meeting adjourned at 3:00 p.m.

Board President

Date

Recording Secretary