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

The Board of Directors for the Benbrook Water Authority met in a regular meeting on March 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
Crystal Ramsey, Director of Administration

Others Present:

Jessica Brown, Freese & Nichols
David Corley, Kestra Advisory Services
Mr. & Mrs. Palmer

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

Consent Agenda

1. Minutes of the Regular Meeting February 6, 2018
2. Minutes of the Regular Meeting February 20, 2018
3. Financial Statement for February 2018
 - 1) Revenues \$843,702.33
 - 2) Expenditures \$888,493.16
4. Disbursements for February 2018
 - 1) Deposits & Credits \$572,579.08
 - 2) Disbursements \$1,074,549.00
5. Consider and Approve Semi-Annual Report from Capital Improvements Advisory Committee with regards to the Land Use Assumptions.

Motion was made by Vice-President Dunkin, second by Director Hafer 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 Manager

1. Staff Reports
2. Development Updates
 - Jerry Dunn Parkway Extension and Palomino III
3. Capital Improvements
 - Northwest Winscott Addition Sanitary Sewer, UPRR 123 inch Waterline Relocation; Williams Road Pump Station Improvements; Wester Hills Booster Pump Station; and 2016 Bond Issue Update
4. Other Items
 - Texas Water 2018
 - Leadership Development Program
 - Aquifer Storage and Recovery (ASR)

Reports of Engineer

Freese & Nichols

Jessica Brown gave a brief update on the following:

1. General Engineering Services
2. Under Separate Contract
 - Ridglea Country Club Drive Water Line Project(SAPES 2011-112)
 - NW Winscott Addition (SAPES 2016-112)

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 Contract Renewal No. 4, with DPC Industries for Annual Requirements Contract for Liquid Chlorine

Mr. Smith advised the board that the original contract was approved by the Board on April 7, 2014, for unit prices bid of \$684/ ton container and \$0.587/ lb. for 150 cylinders. There has been one price increase, approved by the Board of Directors in September 2017 which revised pricing to \$744/ ton container and \$0.617/lb. for 150 lb cylinders. For this renewal, the vendor has requested an additional price increase of \$20/ton container and \$0.02/lb for 150 cylinders (an increase of approximately 2.7%).

The original contract provided for an initial one (1) year term, with up to four (4) additional one-year renewals, subject to mutual agreement between the vendor and Authority. If this renewal is approved, there will be no renewals remaining.

Motion was made by Vice-President Dunkin, second by Secretary Clark to approve the renewal of the Annual Requirements Agreement with DPC for supply of Liquid Chlorine as presented and 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 Professional Services Agreement with Pipeline Analysis, LLC for the Basin 9 Sanitary Sewer Evaluation Survey

BWA has requested and received a contract proposal from Pipeline Analysis, LLC to perform a Sewer System Evaluation Survey (SSES) to include manhole inspections, smoke testing, cleaning and video inspection of a portion of BWA's collection system and to prepare a final report summarizing the findings of the SSES for Basin 9. Compensation for the services proposed is estimated to be \$81,193.60.

After a brief discussion, motion was made by Secretary Clark, second by Vice-President Dunkin to approve the proposal from Pipeline Analysis, LLC as presented and authorize the General Manager or his designee to execute the agreement.

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 Retirement Plan Consulting Services Agreement with Kestra Advisory Services.

Ms. Ramsey advised the Board that BWA currently offers a voluntary 457(b) Deferred Compensation plan with VALIC to employees who desire an additional way to save for retirement. There are 12 employees who participate in the plan, and the total assets of the plan are approximately \$135,000. Primarily due to the small amount currently invested in

the plan, there is very little education or investment advice provided to employees by VALIC.

Staff reached out to the Retirement Plan Services division of Gus Bates Insurance and Investments to see what assistance they could provide regarding education and investment advice. As the Board may recall, Gus Bates is currently the Agent of Record for BWA with regard to employee health benefits, and staff has been extremely pleased with the service provided to us in the years we have partnered with them. The Retirement Plan Services division, in partnership with Kestra Advisory Services, enjoys a similar reputation for exceptional customer service. Staff believes that they can provide the education and investment advice services needed for employees, as well as providing assistance with compliance and plan design.

After much discussion, motion was made by Secretary Clark, second by Vice-President Dunkin to table this item until staff is able to contact some financial vendors and determine if they offer the services Kestra is proposing included in their services as financial vendors.

Vote on motion.

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

Noes: None.

Motion carries.

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 3:10 p.m.

Board President

Date

Recording Secretary