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**Benbrook Water Authority  
1121 Mercedes Street  
Regular Meeting  
April 17, 2018  
2:30 p.m.**

The Board of Directors for the Benbrook Water Authority met in a regular meeting on April 17, 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

Others Present:

Jessica Brown, Freese & Nichols  
Tina Hanson, Garver  
Gray Snow, Snow Garrett Williams  
Gaylyn Mendoza, Snow Garrett Williams  
Chris Brown, Cantey Hanger

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

**Consent Agenda**

1. Minutes of the Regular Meeting March 20, 2018
2. Minutes of the Regular Meeting March 29, 2018
3. Financial Statement for March 2018
  - 1) Revenues \$832,923.97
  - 2) Expenditures \$799,331.29
4. Disbursements for March 2018
  - 1) Deposits & Credits \$937,629.38
  - 2) Disbursements \$492,038.01

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

Vote on motion.

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

Noes: None.

Absent: Director Hafer

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
  - Aquifer Storage and Recovery (ASR)
  - Cross Connection Control Resolution Status

### **2017 Annual Audit Presentation and Approval**

Snow Garrett Williams

Ms. Mendoza 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, 2017.

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, 2017, 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 Clark, second by Vice-President Dunkin to approve the 2017 Annual Audit as presented.

Vote on motion.

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

Motion carries.

## **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 UPPR Waterline Relocation

## **New Business**

1. Consider, Discuss and Possibly Approve Resolution 2018-2, Providing for the Regulation of Cross Connections within the Benbrook Water Authority; Amending all Resolutions in Conflict Herewith Describing a Savings Clause; and Specifying an Effective Date.

Staff prepared a Resolution for the regulation of cross-connections within the BWA service area. The proposed resolution is a major revision of previously adopted BWA rules and is intended to:

1. Eliminate duplication of existing regulations and other standards within the resolution
2. Update or otherwise clarify the responsibilities of residential and commercial customers relating to maintenance of equipment used in the protection of the public water supply,
3. Clarify enforcement authority and enforcement measures which may be used by BWA.
4. Remove the monthly service charge associated with backflow assembly testing for residential customers (currently contained in previous resolutions)
5. Ensure BWA conducts tests on residential backflow prevention assemblies at least once every three (3) years.

There was much discussion and Vice President Dunkin noted that she could not support item No. 4 with reference to the charges associated with the assembly testing for residential customers. She stated she believed those with backflow assembly devices should be the ones to pay for the testing services.

Director Hafer noted he thought that it might be a good idea to hold a Public Hearing on this issue. He also noted he thought the attorney for BWA should write up a detailed article

to place in the local newspaper so that customers are aware of the upcoming changes.

Motion was made by Secretary Clark, second by Director Hafer to adopt Resolution 2018-02 as proposed and become effective the date of its passage and publication.

Vote on motion.

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

Noes: Vice- President Dunkin.

Motion carries.

2. Consider, Discuss and Possibly Approve Fifth Amendment to Tower / Ground Lease Agreement with New Cingular Wireless PCS, LLC for Site No. 109877, 305 Sexton.

AT&T has requested a relatively minor equipment upgrade at the Sexton tower. The upgrade does not include any large loading changes, and primarily involves the swapping out of old equipment with newer models, and the addition of five (5) Remote Radio Units (RRUs) that are installed behind the antenna for the purpose of increasing transmission capability.

The proposed rent increase for the additional equipment (not previously covered by an amendment) is \$1,800.00 per year, bringing the total rent up to \$82,115.01 per year for this tower. The effective date is back-dated to March 1st in order to keep the same payment due date going forward, and AT&T will issue a check to BWA for the \$1,800.00 increase once the amendment is fully executed.

Motion was made by Secretary Clark, second by Vice-President Dunkin to approve the Fifth Amendment to Tower / Ground Lease Agreement with New Cingular Wireless PCS, LLC for Site No. 109877, 305 Sexton as presented and to authorize the General Manager or his designee to execute the documents.

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 3:21 p.m.

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Board President

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Date

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Recording Secretary