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**Benbrook Water Authority**  
**1121 Mercedes Street**  
**Regular Meeting**  
**June 26, 2018**  
**2:30 p.m.**

The Board of Directors for the Benbrook Water Authority met in a regular meeting on June 26, 2018 with the following Directors present:

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

Absent:

Director David Hafer

Also Present:

David Wasson, General Manager  
David Smith, Assistant General Manager  
Sheila Rushing, Recording Secretary  
Willie Sutton, Director of Operations

Others Present:

Jessica Brown, Freese & Nichols  
Tina Hanson, Garver  
Aaron Collier, Collier Consulting  
Tim Chovanec, Attorney  
David Fielding, Attorney  
Cathy Morris, Benbrook EDC  
Mr. Palmer

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

**Consent Agenda**

1. Minutes of the Regular Meeting May 1, 2018
2. Minutes of the Regular Meeting May 15, 2018
3. Financial Statement for May 2018
  - 1) Revenues \$957,019.36
  - 2) Expenditures \$776,333.05
4. Disbursements for May 2018
  - 1) Deposits & Credits \$671,506.13
  - 2) Disbursements \$622,418.01

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
  - Brookside IV; Vista Way Extension; Aura Benbrook; and 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; and 2016 Bond Issue Update
4. Other Items
  - Municipal Bond Market News
  - Aquifer Storage and Recovery (ASR)
  - July Board Meeting Schedule
  - Leadership Development Program Update

Aaron Collier, with Collier Consultants gave a brief update and presentation on the next phase of the Aquifer Storage and Recovery Project. Mr. Collier noted that Phase II would consist of the following:

- Regulatory
- Engineering
- Construction Supervision
- Scientific Testing
- Miscellaneous Tasks

Mr. Collier stated the estimated total project budget would be \$1.5 million and will be a 12-16 months process from signed proposal to final class V application submittal.

The Board thanked Mr. Collier for his presentation and directed staff to move forward with the next phase and bring a formal proposal back to the Board for consideration.

There was much discussion on the Leadership Development Program and Mr. Sutton provided the Board with a memo outlining his Stretch Exercise with regards to Critical Plant High Service Pumps and Transmission Mains.

Mr. Wasson noted that he had reviewed Mr. Sutton's report and concurs with his recommendation and would recommend that we move forward with this project.

After a brief discussion, motion was made by Vice-President Dunkin and second by Secretary Clark to direct staff to move forward with obtaining Professional Engineering Services to provide opinion, feasibility and probable costs for replacement of pumps, and aged 24 inch transmission main within the boundaries of the plant.

Vote on motion.

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

Noes: None.

Absent: Director Hafer

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 Award the Contract for the Construction of the Northwest Winscott Addition Sanitary Sewer (BWA2016-112).

Mr. Wasson noted that in 2016, BWA entered into an agreement for professional engineering services with Freese and Nichols, Inc., to design an extension of BWA's wastewater collection system from the City of Fort Worth's Walnut Creek Interceptor, west of US377. The design was in accordance with BWA's Wastewater Master Plan and also in accordance with an interlocal agreement between the cities of Fort Worth and Benbrook for future wastewater system extensions. In 2017, BWA executed an interlocal agreement with the City of Benbrook and Benbrook Economic Development Corporation (EDC) to provide funding (from Benbrook EDC) to construct the improvements as designed. An invitation to bidders was issued in May and bids for the improvements were received on June 5, 2018.

Bids received ranged from an apparent low bid of \$591,629 to a high of \$1,694,680. However, there was an error in the apparent low bid submittal and the bid bond submitted by the apparent low bidder was not valid. Consequently, the lowest responsive bid was submitted by Wilco Underground, Inc. of Mansfield, Texas, for a total base bid amount of \$729,555.00.

After a brief discussion, motion was made by Secretary Clark, second by Director Cook to award the contract for construction of the Northwest Winscott Addition Sanitary Sewer to Wilco Underground, for a total base bid of \$729,555 and authorize the General Manager or his designee to execute the contract.

Vote on motion.

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

Noes: None.

Absent: Director Hafer.

Motion carries.

2. Consider, Discuss and Possibly Approve Amendment No. 2 with AT&T for Tower / Ground Lease Agreement at 17-C Windward Road.

This equipment upgrade primarily involves the swapping out of old equipment with newer models, and the addition of nine (9) Remote Radio Units (RRUs) that are installed behind the antennae for the purpose of increasing transmission capability. Freese and Nichols reviewed and approved the specifications for this proposed equipment upgrade.

All of the additional loading in this upgrade was covered under the 2014 amendment and rent increase, which is why this amendment does not include a rent increase. The current rent at this site is \$2,500 per month/\$30,000 annual, with a 10% escalation in 2019. Any additional equipment added to this tower by AT&T in the future will likely require a rent increase at that time. The purpose of this amendment is to: (1) authorize the equipment changes proposed since there are differences from the 2014 specifications (and we state in the lease that BWA must approve all changes); and (2) add the standard language we have been adding to all recent lease amendments, including changing the mailing address to BWA's P.O. Box and adding the provision allowing BWA to remove equipment left on the tower after providing notice of scheduled maintenance.

After a brief discussion, motion was made by Vice-President Dunkin, second by Secretary Clark to approve Amendment No. 2 with AT&T for Tower / Ground Lease Agreement at 17-C Windward Road.

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

Noes: None.

Absent: Director Hafer.

Motion carries.

**Public Comment**

No comments.

**Director / Staff Comment**

No comments.

President Whitehurst closed the open meeting at 3:06 p.m.

**Executive Session (3:08 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 (4:00 p.m.)**

1. Take any necessary action from Executive Session

No formal motion was made.

There being no further business the meeting adjourned at 4:03 p.m.

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Board President

\_\_\_\_\_  
Date

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Recording Secretary