

Benbrook Water Authority
1121 Mercedes Street
Regular Meeting
August 7, 2018
2:30 p.m.

The Board of Directors for the Benbrook Water Authority met in a regular meeting on August 7, 2018 with the following Directors present:

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

Also Present:

David Wasson, General Manager
Crystal Ramsey, Director of Administration
Sheila Rushing, Recording Secretary
Brian Newby, Attorney
Tim Chovanec, Attorney
David Corley, Gus Bates Representative
Michelle Camp, WaterSmart Representative
Cathy Morris, Benbrook EDC

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

Reports of Manager

There were no reports to discuss.

Presentation

1. WaterSmart Portal Software Demonstration

Ms. Camp of WaterSmart gave a brief demonstration on the benefits and capabilities of the software they offer. She demonstrated how the software works and the benefits to the customers. The customer would be able to log in and track their consumption and get tips on how to save water as well as what to look for if they suspect a leak. She explained that this software can help save time for staff because the customer can actually initiate service orders on their service accounts.

The Board thanked Ms. Camp for a very good presentation and noted they would consider the contract during New Business.

New Business

1. Consider, Discuss and Possibly Approve Agreement with WaterSmart for Customer Portal Software.

After some discussion, President Whitehurst stated that this item will be considered at a later date due to several changes that need to be made to the contract.

2. Consider, Discuss and Possibly Approve Annual Requirements Contract for Granular Activate Carbon with Calgon Carbon Corporation.

The original agreement was for a two (2) year term with three (3) one-year renewals. The unit price bid, which has been maintained since the original agreement, was \$50.94/cubic foot which, based on the typical quantity utilized each year, equates to a total annual cost of approximately \$101,880. The final contract renewal period ended in October 2017.

In June 2018, BWA issued a notice to bidders for the supply and exchange of GAC at the Water Treatment Plant. Three potential vendors (Oxbow Activate Carbon, Cabot/Norit Activated Carbon and Calgon Carbon Corporation) requested and received bid documents and specifications. One bid (from Calgon Carbon Corporation) was received on July 24, 2018.

If authorized by the Board, the contract for which bids were received would be for one year, with up to four (4) one-year renewals. The bid price is approximately 11% lower than the previous contract amount, which will result in an annual savings of approximately \$11,260.

After a brief discussion, motion was made by Secretary Clark, second by Vice-President Dunkin to award the 2018 Annual Requirements Contract for GAC to Calgon Carbon Corporation and authorize the General Manager or his designee to execute the agreement.

Vote on motion.

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

Noes: None.

Motion carries.

3. Consider, Discuss and Possibly Approve Change Order No. 1 with Falkenberg Construction Col, for Additional Work not part of the Original Scope of Service.

Mr. Wasson advised the Board that staff has discovered several other items that should have been included in the Falkenburg Construction Project. In order to take care of the

additional items, it is necessary to approve a change order for \$8,687.

After much discussion, motion was made by Vice-President Dunkin, second by Secretary Clark to approve the Change Order No. 1 for \$8,687 from Falkenburg Construction and not to exceed \$80,000 for the final project.

Vote on motion.

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

Noes: None.

Motion carries.

4. Consider, Discuss and Possibly Approve Renewal Rates Received from TML for 2018/2019 for General Liability, Errors and Omissions, Automobile, Property, and Other Insurance.

Mr. Wasson advised the Board that the contributions for 2018/2019 reflect an overall increase of 0.4%. The increase in Real and Personal property is primarily due to adjustments made to the valuation of the main administration building, which was increased to better reflect replacement costs of both the building and contents.

Motion was made by Vice-President Dunkin, second by Director Cook to approve the renewal rates with TML for General Liability, Errors and Omissions, Automobile, Property and Other Insurance for 2018/2019 as presented.

Vote on motion.

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

Noes: None.

Motion carries.

5. Consider, Discuss and Possibly Take Action on Proposals Received with regards to the BWA 457 Deferred Compensation Plan.

BWA currently offers a 457 Deferred Compensation plan as an additional retirement savings option for employees who choose to participate. The current plan provider is VALIC.

Staff requested that Gus Bates do an analysis of the current plan regarding investments offered and fees assessed. Additionally, staff requested Gus Bates to solicit proposals from

other providers for comparison purposes.

Mr. Corley with Gus Bates advised the Board that there are only a select few firms that have demonstrated recordkeeping and technology expertise and superior investment offerings. The three following firms are the ones that have the highest quality services and investments at the most competitive total plan costs to firms with BWA's demographics.

- Valic
- Newport Group
- Principal

After much discussion, motion was made by Vice-President Dunkin, second by Secretary Clark to accept the proposal from Principal for the BWA 457 Deferred Compensation Plan.

Vote on motion.

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

Noes: None.

Motion carries.

6. Consider, Discuss and Possibly Award the Contract for the Construction of the Western Hills Booster Pump Station
Project No. BWA2017-114.

The design of improvements was completed earlier this year and bids were received for the Construction Phase on April 17, 2018. The apparent low bidder was Dake Construction of Pantego, Texas, with a total base bid of \$251,675.

The Engineer has reviewed and tabulated the bid submittals, including contractor qualifications and financial information provided.

Staff's recommendation of award was delayed due to review by the Texas Commission on Environmental Quality of a design criteria exception request made in March 2018. The design criteria exception was granted on June 25, 2018.

After a brief discussion, motion was made by Vice-President Dunkin, second by Director Clark to award the contract for construction of the Western Hills Booster Pump Station to Dake Construction of Pantego, TX, for the base bid amount of \$251,675 and authorize the General Manager or his designee to execute the Agreement.

Vote on motion.

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

Noes: None.

Motion carries.

Public Comment

There was no public comment.

Director / Staff Comment

There were no Director / Staff comments.

President Whitehurst closed the Open Meeting at 3:36 p.m.

EXECUTIVE SESSION (3:38 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 to Deliberate the Purchase, Exchange, Lease or Value of Real Property, or on Matters in Which the Duty of the Attorney to the BWA, under the Texas Disciplinary Rules of Professional Conduct, Clearly Conflict with Chapter 551, Texas Government Code.

- Richard Mahoney v. Benbrook Water Authority, Civil Action NO. 4:17-cv-00548-Y, United States District Court for the Northern District of Texas
- Any other item set forth in any section of this notice/agenda

RE-CONVENE IN OPEN MEETING (4:35 p.m.)

1. Take Any Action Necessary From Executive Session

There being no further business, the meeting adjourned at 4:36 p.m.

Board President

Date

Recording Secretary