

**Benbrook Water Authority**  
**1121 Mercedes Street**  
**Regular Meeting**  
**September 11, 2018**  
**2:30 p.m.**

The Board of Directors for the Benbrook Water Authority met in a regular meeting on September 11, 2018 with the following Directors present:

President Rick Whitehurst  
Vice-President Pat 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  
John Cook  
Tim Chovanec, Attorney  
Michelle Camp, WaterSmart  
Francey P. Nichols, Citizen  
Dayna Corley, Citizen

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

**Request to appear before Board**

1. David & Dayna Corley – Appeal High Water Bill

Ms. Corley addressed the Board with concerns of a leak she had on her service line. She explained that the leak was under the driveway which is located at the back of the house and because they rarely use that door, they did not notice the leak.

She asked the board to consider making an adjustment to her water bill bringing the amount in line with what she normally uses.

2. Francey P. Nichols – Water leak

Ms. Nichols addressed the Board with concerns of a water leak on her sprinkler system. She noted that the system runs early in the morning, therefore, they did not catch the problem before it was noticed on the water bill. She has had the leak repaired and asked the Board to consider adjusting her water bill.

President Whitehurst thanked Ms. Corley and Ms. Nichols for bringing their concerns to the Board, and after some discussion, directed staff to make a one-time adjustment to the sewer portion of their bills bringing the amount to the minimum of \$17.17.

### **Reports of Manager**

1. Aqua Metrics / Sensus Analytics
2. WaterSmart Agreement Update
3. Automated Meter Infrastructure (AMI)
4. Water Service Design Standards

Mr. Chovanec stated that unfortunately he had not had time to work on the WaterSmart Agreement but planned to take care of it the upcoming week.

There was discussion on the Water Service Design Standards and President Whitehurst directed staff to look further into having the BWA Standard Specifications make it a requirement to install ball valves on all new meters set.

### **Reports of Attorney**

President Whitehurst stated that the Attorney Reports would be postponed until after New Business.

### **New Business**

1. Consider, Discuss and Possibly Approve Agreement with Snow Garrett Williams, Certified Public Accountants to Conduct the BWA 2018 Annual Audit.

After a brief discussion, motion was made by Vice-President Dunkin, second by Director Cook to approve the Agreement with Snow Garrett Williams to conduct the 2018 Annual Audit as presented.

Vote on motion.

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

Noes: None.

Motion carries.

2. Consider, Discuss and Possibly Approve SAPES 2018-112 with Kennedy Jenks Consultants for the Water Treatment Plant High Service Pumps and Yard Piping Improvements Preliminary Engineering Services.

In June 2018, Staff presented recommendations to the Board concerning the condition of existing water treatment plant piping and high service pumping facilities at the Benbrook

Water Treatment Plant. These recommendations included a request to engage an engineer to perform preliminary engineering services to prepare conceptual plans and identify likely construction costs for improvements which will be required in the near future to ensure continued reliability operation, as well as to address future capacity requirements identified in the 2016 Water System Master Plan Update. The Board authorized Staff to proceed with negotiations with an engineer.

Based on the engineer's qualifications, Staff selected Kennedy/Jenks Consultants to provide preliminary engineering services, including site planning, preliminary hydraulic design and pump sizing, as well as to proposed modifications to yard piping. Staff has negotiated an hourly, not-to-exceed engineering fee of \$69,655 for this scope of work.

Motion was made by Secretary Clark, second by Vice-President Dunkin to approve SAPES 2018-112 with Kennedy Jenks as presented and authorize the General Manager or his designee to execute the agreement and not to exceed \$69,655.

Vote on motion.

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

Noes: None.

Motion carries.

3. Consider, Discuss and Possibly Approve Contract Change Authorization Form Amendment #26 with Freese & Nichols for General Engineering Services.

BWA executed an engineering services agreement with Freese and Nichols, Inc. (FNI) to obtain general engineering services relating to developer engineering, plat and plan reviews, construction plan and specification reviews, and general engineering services authorized by task. BWA Staff desires to continue engaging FNI in various assignments related to the evaluation of potential development impacts to the water and wastewater system, as well as to maintain the Authority's Geographical Information System (GIS) database (mapping). Given the current compensation limit has been reached; authorization of additional compensation will be required for services to continue.

Motion was made by Secretary Clark, second by Director Cook to approve amendment #26 to the General Engineering Services Agreement with Freese & Nichols Inc., increasing the not to exceed compensation by \$25,000 and authorize the General Manager or his designee to execute the Amendment.

Vote on motion.

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

Noes: None.

Motion carries.

### **Attorney Presentation**

Mr. Chovanec announced that Agreements in Principle have been reached with two important employees of the BWA (David Wasson and David Smith). Effective October 1, 2018, David Wasson will move from General Manager to a newly created position as Executive Advisor to the Board of Directors.

Effective October 1, 2018 as well, Mr. David Smith has accepted a promotion from Assistant General Manager to General Manager.

### **Public Comment**

There was no public comment.

### **Director / Staff Comment**

There were no Director / Staff comments.

President Whitehurst closed the Open Meeting at 3:05 p.m.

### **EXECUTIVE SESSION (3:06 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.

- Any other item set forth in any section of this notice/agenda

### **RE-CONVENE IN OPEN MEETING (3:35 p.m.)**

1. Take Any Action Necessary from Executive Session

There being no further business, the meeting adjourned at 3:41 p.m.

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Board President

\_\_\_\_\_  
Date

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Recording Secretary