

**Benbrook Water Authority**  
**1121 Mercedes Street**  
**Regular Meeting**  
**December 4, 2018**  
**2:30 p.m.**

The Board of Directors for the Benbrook Water Authority met in a regular meeting on December 4, 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 Smith, General Manager  
Sheila Rushing, Recording Secretary  
Cathy Morris, Benbrook EDC  
Hillary Cromer, Benbrook EDC

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

**New Business**

1. Consider, Discuss and Possibly Approve BWA 2019 Annual Budget.

Mr. Smith stated budgeted revenues proposed are as presented and discussed during the November 20, 2018 Work Session. Overall revenues are anticipated to be higher than the 2018 budgeted amounts. The total Revenue Budget proposed is \$12,202,850.

Budgeted Operating Expenses have slight modifications to Personnel and Administrative costs from what was discussed at the November 20, 2018 Work Session.

Other notable components of the operating budget include expenditures for new vehicles and equipment for Field Services, real property, sanitation sewer studies, a new phone system, updates to the BWA website and enhanced efforts to the leadership development program. The total Operating Budget proposed for 2019 is \$12,202,850.

After a brief discussion, motion was made by Secretary Clark, second by Director Cook to approve the BWA 2019 Annual Budget 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 Take Action to Establish BWA Christmas Holiday Hours.

Mr. Smith advised the Board that historically, BWA has closed at noon on Christmas Eve and hosted a lunch at a local restaurant for the employees and then let them head home for the remainder of the day. Although Christmas Eve isn't listed as a paid BWA holiday, staff have reviewed other entities such as BWA and found that it is not uncommon for this to be a paid employee holiday.

Staff recommends the Board adopt Christmas Eve as a paid Employee Holiday to be observed beginning December 24, 2018 and direct staff to update the Personnel Policy Manual to include Christmas Eve as a regularly observed paid holiday.

There was much discussion and the Board raised some concerns about making this a permanent paid holiday. It was determined that this issue would need to be discussed in detail at a future meeting.

Motion was made by Secretary Clark, second by Vice-President Dunkin to approve this year only, December 24, 2018 as a paid employee holiday.

Vote on motion.

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

Noes: None.

Motion carries.

### **Public Comment**

Cathy Morris with Benbrook EDC, asked the Board if they would like to receive the Community Development Report on a monthly basis.

It was the consensus of the Board in that they would like to receive the report monthly.

**Director / Staff Comment**

There were no Director / Staff 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