

Benbrook Water Authority
1121 Mercedes Street
Regular Meeting
February 19, 2019
2:30 p.m.

The Board of Directors for the Benbrook Water Authority met in a regular meeting on February 19, 2019 with the following Directors present:

President Rick Whitehurst
Vice President Patricia Dunkin (2:43 p.m.)
Secretary David Clark
Director David Hafer

Absent: Director Robert Cook

Also Present:

David Smith, General Manager
Sheila Rushing, Recording Secretary
David Wasson, Executive Advisor to Board of Directors
Crystal Ramsey, Director of Administration
Mike Vecchio, Sean Morris, and Laurie Dalton

Others Present:

Tim Chovanec, Attorney
Brian Sledge, Attorney
Nicole Conner, Kennedy / Jenks

President Whitehurst called the meeting to order at 2:32 p.m. and Mr. Wasson gave the invocation.

Consent Agenda

1. Minutes of the Regular Meeting January 8, 2019
2. Minutes of the Regular Meeting January 22, 2019
3. Financial Statement for January 2019
 - Revenues \$736,181.18
 - Expenditures \$785,223.44
4. Disbursements for January 2019
 - Deposits & Credits \$732,377.90
 - Disbursements \$1,102,836.14

Motion was made by Director Clark, second by Director Hafer to approve the consent agenda as presented .

Vote on motion.

Ayes: President Whitehurst, Secretary Clark and Director Hafer.

Noes: None.

Absent: Vice-President Dunkin and Director Cook.

Motion carries.

Reports of Manager

Mr. Smith gave a brief report on the following:

1. Staff Reports
2. Development Updates
 - Footworks; Brookside IV; Aura Benbrook; and Vista Way Extension
3. Capital Improvements
 - Northwest Winscott Addition Sanitary Sewer; Western Hills Booster Pump Station; Operations Building; UPRR 12 inch Waterline Relocation; Williams Road Pump Station Improvements; Sanitary Sewer Evaluation Survey & Improvements; Pre-Oxidation Channel Improvements; Disinfection Evaluation; and 2016 Bond Issue Update
4. Miscellaneous Items
 - AWWA Annual Conference, Customer Portal; and BWA Open House

Reports of Attorney Brian Sledge, Sledgelaw Group, PLLC

Receive briefing and legal analysis of legislation relevant to BWA in the 86th Regular Session of the Texas Legislature and consider, discuss, and possibly take action to direct the BWA attorney to take certain actions in supporting, monitoring, or opposing legislation.

Mr. Sledge noted that this item would be moved to, and discussed during Executive Session.

New Business

1. Consider, Discuss and Possibly Approve SAPES 2019-111 with Dunaway Associates, L.P. for Basin 9 Infiltration and Inflow Abatement.

Staff has negotiated a Standard Agreement for Professional Engineering Services (SAPES) with Dunaway Associates, L.P. to prepare engineered plans and specifications for construction of improvements in Basin 9. The project will consist primarily of manhole and sanitary sewer main rehabilitation and replacements in an effort to prevent future wastewater collection system overflows.

The total Engineering Fee will not exceed \$84,175 without written authorization by BWA.

After a brief discussion, motion was made by Vice-President Dunkin, second by Secretary Clark to approve SAPES 2019-111 with Dunaway Associates, L.P. for the referenced

project as described herewith, and authorize the General Manager to execute the Agreement.

Vote on motion.

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

Noes: None.

Absent: Director Cook.

2. Consider, Discuss and Possibly Approve SAPES 2019-112 with Kennedy / Jenks Consultants for WTP Pre-oxidation Channel Improvements.

BWA has negotiated a Standard Agreement for Professional Engineering Services (SAPES) with Kennedy Jenks Consultants to prepare construction plans, assist with permitting through TCEQ, assist with obtaining quotes or bids, and for construction phase engineering services. Including design phase, special services, bid and construction phase the total is a not to exceed amount of \$150,205.

After a brief discussion, motion was made by Vice-President Dunkin, second by Secretary Clark to approve the SAPES for Project No. 2019-112 with Kennedy / Jenks Consultants as presented and authorize the General Manager to execute the Agreement.

Vote on motion.

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

Noes: None.

Absent: Director Cook.

Motion carries.

3. Consider, Discuss and Possibly Approve a Master Service Agreement with CivicPlus, LLC for Webpage Development.

In an effort to improve on the Authority's ability to provide online tools for its customers and to more effectively provide information to customers electronically, BWA Staff began evaluating ways to improve the BWA website.

BWA does not maintain adequate resources in-house to redesign its webpage and current content management procedures are difficult for most Staff. Staff participated in four (4) different vendor demonstrations and received budget estimates from each for the services proposed. After careful consideration of the features and services provided by these vendors, Staff selected CivicPlus, LLC of Manhattan Kansas as the vendor likely to

provide the best value to BWA.

Staff received and has reviewed a Master Service Agreement from CivicPlus, LLC to provide the website redesign (and related) services needed. The proposed Agreement (included with the Board packet) would be to provide these services for an initial set up and first year support cost of \$19,950 with subsequent annual maintenance and support costs of \$4,050, escalating at no more than 5% per year thereafter.

Motion was made by Secretary Clark, second by Vice-President Dunkin to approve the Master Service Agreement with CivicPlus LLC as presented.

Vote on motion.

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

Noes: None.

Absent: Director Cook.

Motion carries.

4. Consider, discuss and possibly approve Truck Bids received from Sam Pack's Five Star Ford for 5 Vehicles, (3) F-150 Super Cab Trucks and (2) F-350 Super Cab Trucks.

Notice to bidders was posted in two (2) consecutive weeks of the Fort Worth Star Telegram and only one bid was received from Sam Pack's Five Star Ford.

Purchase of these new vehicles was accounted for in the 2019 Operating Budget previously approved by the Board.

Motion was made by Secretary Clark, second by Vice-President Dunkin to authorize the General Manager or his designee to accept the bid from Sam Pack's 5-Star Ford for three (3) Ford F-150 pickups and two (2) F-350 pickups as presented for a total amount of \$184,760.49.

Vote on motion.

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

Noes: None.

Absent: Director Cook.

Motion carries.

5. Consider, discuss and possibly approve the 2019-2020 Annual Requirements Contract for Flocculent Polymer with Chameleon Industries, Inc.

The previous contract was approved by the BWA Board on February 28, 2014, for a unit price bid of \$0.495 per lb. and has been renewed annually through February 2019 without an increase. The previous agreement expires on February 26, 2019. The vendor has expressed an interest in a one year contract at a \$0.535/lb, under the previous contract terms, which would represent the first price increase since the original contract execution in 2014. The estimated impact of the price increase is estimated to be approximately \$1,300 per year. The total estimated cost for flocculent polymer for one year, based on the proposed unit price and typical usage, is \$17,655.

After a brief discussion, motion was made by Director Hafer, second by Vice-President Dunkin to authorize the General Manager to execute this one year contract with Chameleon Industries, Inc., for the proposed contract price of \$0.535 per lb.

Vote on motion.

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

Noes: None.

Absent: Director Cook.

Motion carries.

Public Comment

There were no public comments.

Director / Staff Comment

There were no Director / Staff comments.

President Whitehurst closed the open meeting at 3:04 p.m.

Executive Session (3:05 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
2. Section 551.074 Personnel Matters
 - To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee

Re-Convene Open Session (4:52 p.m.)

1. Take any necessary action from Executive Session

Motion was made by Vice-President Dunkin, second by Director Haffer to approve the Retirement Agreement as approved by the BWA's legal counsel, of the Executive Advisor to the Board and that we authorize the execution of that agreement by the Board President on or before February 28, 2019.

Vote on motion.

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

Noes: None.

Absent: Director Cook.

Motion carries.

Motion was made by Vice-President Dunkin, second by Director Hafer to direct BWA Legal Counsel to proceed and act in accordance as advised in Executive Session with regards to Legislative Session.

Vote on motion.

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

Noes: None.

Absent: Director Cook.

Motion carries.

There being no further business the meeting adjourned at 4:55 p.m.

Board President

Date

Recording Secretary