

Benbrook Water Authority
1121 Mercedes Street
Regular Meeting
March 5, 2019
2:30 p.m.

The Board of Directors for the Benbrook Water Authority met in a regular meeting on March 5, 2019 with the following Directors present:

President Rick Whitehurst
Vice-President Pat Dunkin
Director David Hafer

Absent:

Secretary David Clark
Director Robert Cook

Also Present:

David Smith, General Manager
Sheila Rushing, Recording Secretary
Crystal Ramsey, Director of Administration

Others Present:

Tim Chovanec, Attorney
Tina Hanson, Garver
Nick Dons

President Whitehurst called the meeting to order at 2:31 p.m. and Vice-President Dunkin gave the invocation.

Reports of Manager

Mr. Smith gave a brief update on the following:

1. Retirement Reception
2. Disinfection System Evaluation
3. WaterSmart Update
4. Phone System Upgrade

There was some discussion with regards to the Phone System Upgrade and what capabilities the system would offer.

Capital Projects Presentation and Discussion

Mr. Smith gave a presentation on the following:

- Follow-up discussion regarding Priority Projects
- Project Funding (Bonds and Construction Reserve)
- Previous Discussion Items
- Project Overview and Discussion

- Projected Expenditures and Fund Balances
- Expenditures and Fund Balances
- Concluding Remarks

Mr. Smith stated that staff is proposing to pursue \$6.5 – 7.0 million in bond funding for currently proposed projects.

Mr. Smith advised the Board that staff is currently preparing a financial (rate) model to be presented later this year.

The Board commended Mr. Smith for a very thorough and informative presentation.

New Business

1. Consider, discuss and possibly approve proposal from Sound Idea Home Theater Design for board Room Audio / Visual Improvements and the purchase of related items.

Mr. Smith stated that the current equipment was installed nearly 15 years ago and at the time, the equipment was considered “state of the art” however, it is now functionally deficient for the changing needs of the Staff and Board. The following improvements are proposed:

- Improving audio recording capability of Board meetings.
- Improving the speaker system.
- Video Conferencing / Recording.
- Video Display.

Mr. Smith stated that the proposal from Sound Idea includes the supplies and equipment necessary for the desired improvements as well as the installation and programming of the equipment for a total amount of \$18,936.80.

Staff is proposing to purchase separately and 86” Pomethian ActivePanel Display with touch screen capabilities for a cost of approximately \$8,000.

After a brief discussion, motion was made by Director Hafer, second by Vice-President Dunkin to approve the proposal from Sound Idea Home theater Design for the Board Room Upgrades, as well as the purchase of the 86 inch Pomethian ActivePanel Display for an amount not to exceed \$30,000.

Vote on motion.

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

Noes: None.

Absent: Secretary Clark and Director Cook.

Motion carries.

2. Consider, discuss and possibly approve proposal from Texas Document Solutions for Two (2) Sharp Copiers for BWA Administration Office.

Staff requested quotes to replace the copiers from Southwest Office Systems (SOS) and from Texas Document Solutions. Both companies quoted Sharp copiers and both proposals include service agreements that cover repair and maintenance, toner, and software support. Texas Document Solutions' proposal also includes, at no additional charge, a copier for the water treatment plant, and 2 desktop printers.

Staff recommends the Board approve the proposal from Texas Document Solutions for an amount of \$12,350 and service agreements for each copier in the amount of \$0.00075 per copy.

After a brief discussion, motion was made by Vice-President, second by Director Hafer to approve the proposal from Texas Document Solutions as presented and authorize the General Manager to execute the agreement.

Vote on motion.

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

Noes: None.

Absent: Secretary Clark and Director Cook.

Motion carries.

3. Consider, discuss and possibly approve SAPES 2019-113 with Garver LLC for 2019 Waterline Renewals.

Staff has identified several water mains that have a significant work order history (leaks, main breaks, etc.) which are in need of replacement. A summary of the project limits proposed provided below:

1. Amory Drive – Covington to US377 (1,100 LF of 8” WL)
2. Rhineland Rd – Westpark Dr. to Dead End (1,150 LF of 8” WL)
3. John Reagan St – Cozby St. North to Darnell Ave (2,000 LF of 8” WL)
4. Duane St. – Cozby St. North to Kerry St. (1,200 LF of 8” WL)

Staff has negotiated a Standard Agreement for Professional Engineering Services (SAPES) with Garver, LLC to survey the project area, prepare engineering plans and specifications, bid phase assistance and construction phase representation.

Billing will be on an hourly basis, in accordance with the Engineer's current rate schedule, not to exceed \$153,540 without written authorization.

Motion was made by Vice-President Dunkin, second by Director Hafer to approve SAPES No. 2019-113 with Garver, LLC as presented and authorize the General Manager to execute the Agreement.

Vote on motion.

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

Noes. None.

Absent: Secretary Clark and Director Cook.

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 3:43 p.m.

Executive Session (3:44 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 Meeting (4:04 p.m.)

1. Take any action necessary from Executive Session.

There was no formal action taken.

There being no further business, the meeting adjourned at 4:05 p.m.

Board President

Date

Recording Secretary