

Benbrook Water Authority
1121 Mercedes Street
Regular Meeting
May 7, 2019
2:30 p.m.

The Board of Directors for the Benbrook Water Authority met in a regular meeting on March 7, 2019 with the following Directors present:

President Rick Whitehurst
Vice-President Pat Dunkin
Secretary David Clark
Director David Hafer

Absent:

Director Robert Cook

Also Present:

David Smith, General Manager
Sheila Rushing, Recording Secretary
Crystal Ramsey, Director of Administration
Mitchell Richard, Plant Operator
John Cook

Others Present:

Kimberly Cook, Ed.D.
Jaye Omberg
Aaron Collier

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

Reports of Manager

Mr. Smith gave a brief update on the following:

1. Water Conservation and Drought Contingency Plans
2. WaterSmart Update
3. BWA Policies & Procedures
4. Pre-Oxidation Channel Improvements
5. South Elevated Tank Site Selection
6. BWA Open House

Leadership Development Program

1. John Cook – Update on LDP

Mr. Cook thanked the Board for the opportunity to introduce the Leadership Development Program to BWA. He stated he would like to take the opportunity to introduce the persons that are currently responsible for the training / presenting the programs to the participants

in the program.

Scherron Richard is the CEO and founder of McKinley & Ellis, LLC. She earned a Bachelor of Science from the University of Arkansas, and a Master of Business Administration from Texas Woman's University. Scherron is the co-author of "Aligning Culture with Human Resource Strategies", which was published in the International Journal of Business and Social Science. She is passionate about human resources and sees herself as an advocate for both the employer and employee. Scherron currently serves on the Arlington Community Relations Commission. She enjoys volunteering in the community and is passionate about women and children's issues. Scherron is the instructor for the Introductory Leadership Development Group.

Jaye Omberg's career started in the U.S. Army. She was one of the first female soldiers admitted into Air Defense Artillery School where after graduating she was assigned as an instructor. In that capacity Jaye provided Nike Hercules Fire Control Computer instruction to foreign and domestic soldiers. While in the Army, she completed undergraduate degrees in electronics and physics. After her enlistment, she worked for Burroughs Corporation as a technician repairing bank and business machines and later worked on oil and gas exploration equipment for Global Universal Sciences. When she moved to the Fort Worth area she was hired by General Dynamics as an instructor and spent 35 years in various positions within the company that eventually became Lockheed Martin. It was during this time she earned professional certifications in Quality Management and Organizational Excellence, Quality Improvement and became a Certified Six Sigma Black Belt. She holds a Master's degree in Quality Assurance and a Doctorate of Management specializing in Organizational Leadership. Jaye is the instructor for the Advanced Leadership Development Group.

Kimberly Cook, Ed.D. holds a Doctor of Education in Higher Education Leadership from Texas Christian University, a Master of Business Administration from the University of Dallas, and a Bachelor of Science from Fordham University. She has 20 years of business and programming experience in professional and continuing education, entrepreneurship, youth development, and non-profit administration across a variety of contexts. She is a management and operational consultant with an entrepreneurial energy firm, an adjunct professor of higher educational leadership at TCU, and is involved in other consulting work. She is responsible for the development of the curriculum for the program.

Ms. Cook gave a brief presentation on the curriculum for the LDP.

President Whitehurst thanked Mr. Cook and commended him on his efforts in getting the LDP up and running. He stated he believes it is a very good program.

New Business

1. Consider, Discuss and Possibly Adopt Resolution 2019-2, Adopting the Benbrook Water Authority 2019 Water Conservation Plan.

Mr. Smith stated, as required by TCEQ, BWA has prepared and submitted to the Texas

Commission on Environmental Quality (TCEQ) and the Texas Water Development Board (TWDB) the proposed 5-year update to BWA's Water Conservation Plan, previously adopted in 2014. No significant changes to this plan are proposed. However, new five (5) & ten (10) year goals have been established for water use and water loss.

After a brief discussion, motion was made by Secretary Clark, second by Vice-President Dunkin to adopt Resolution 2019-2 as presented.

Vote on motion.

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

Noes: None.

Absent: Director Cook.

Motion carries.

2. Consider, Discuss and Possibly Adopt Resolution 2019-3, A Resolution of the Board of Directors for the Benbrook Water Authority Adopting a Drought Contingency Plan.

As required by the Texas Commission on Environmental Quality (TCEQ), BWA has prepared and submitted to TCEQ the proposed 5-year update to BWA's Drought Contingency Plan, previously adopted in 2014. Historical information regarding recent water demands has been updated. Otherwise, no significant changes to this Plan are proposed. BWA is required to review and update the Drought Contingency Plan every five (5) years. The next update will be required on or before May 1, 2024.

Motion was made by Secretary Clark, second by Vice-President Dunkin to adopt Resolution 2019-3 as presented.

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 Proposal from Collier Consulting for Hydrogeologic, Engineering, Permitting and Construction Administration Services for a Trinity Well at the Well #10 Site.

Staff have negotiated a professional services agreement with Collier Consulting to provide the following services:

1. Prepare plans and specification for a new well
2. Prepare a NTGCD Well Application
3. Prepare and evaluate bids; provide contract administration
4. Monitor drilling operations
5. Analyze geophysical data to determine well material placement
6. Monitor well construction
7. Monitor well development
8. Review video Surveys for final inspection and record purposes
9. Monitor installation of pumping equipment
10. Prepare and submit the final well report to TCEQ for approval.

The above-described services will be provided for a total not-to-exceed fee of \$82,400.

After some discussion, motion was made by Secretary Clark, second by Vice-President Dunkin to approve the proposal from Collier Consulting for Professional Services associated with Well No. 10 site as described and not to exceed \$82,400. and authorize the General Manager to execute the Agreement.

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 Contract Change Authorization Form Amendment #27 with Freese & Nichols for the General Engineering Services Contract.

BWA Staff desires to continue engaging FNI in various assignments related to the evaluation of potential development impacts to the water and wastewater system through analyses conducted using the water and wastewater hydraulic models most recently updated by FNI for BWA, 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.

After a brief discussion, motion was made by Secretary Clark, second by Vice-President Dunkin to approve the Change Authorization Form Amendment #27 with Freese & Nichols for the General Engineering Services Contract for an amount of \$25,000.

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 Amendment No. 1 for SAPES BWA2019-111 with Dunaway Associates, L.P. for Basin 9 Infiltration / Overflow Abatement.

The Engineer has submitted a proposed Amendment No. 1 to SAPES Project No. BWA2019-111 to provide for additional survey and engineering services. The total additional not-to-exceed fee for these services will be \$49,000. If approved, the revised not-to-exceed contract amount will be \$133,175 (including survey, design and construction phase services). Staff has reviewed the revised scope of work and proposed fees and believes the additional services request to be reasonable.

Motion was made by Secretary Clark, second by Vice-President Dunkin to approve Amendment No. 1 to SAPES Project No. BWA 2019-111 as presented and authorize the General Manager to execute the Amendment.

Vote on motion.

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

Noes: None.

Absent: Director Cook.

Motion carries.

6. Consider, Discuss and Possibly Change the May 21, 2019 Board of Directors Meeting Date.

There was some discussion and it was decided there would be no change made.

No formal action was needed.

7. Consider, Discuss and Possibly Approve SAPES 2019-115 with Dunham Engineering for North Elevated Tank Rehabilitation

The North Elevated Tank is a 100,000 gallon elevated water storage tank that was

constructed in 1960 by Pittsburg-Des Moines Steel and is located at 3909 Sagebrush in Benbrook. Recent inspections, as well as observation from the ground have shown the protective coating system to be deteriorating. The tank was last rehabilitated in 2001.

If approved, this agreement would provide for the preparation of engineering plans and specifications, as well as advertisement/bid phase and construction phase services to provide quality assurance inspection during construction. Fees for this project will be billed lump sum by task for design and bid phase services, and on an hourly basis for construction phase services, not-to-exceed \$65,000.

After a brief discussion, motion was made by Director Clark, second by Vice-President Dunkin to approve SAPES 2019-115 with Dunham Engineering, Inc., for the North Elevated Tank Rehabilitation project, for a not to exceed amount of \$65,000 and to 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.

Public Comment

There was no Public Comment.

Director / Staff Comment

There were no Director / Staff comments.

There was no need for Executive Session therefore it was canceled.

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

Board President

Date

Recording Secretary