



BENBROOK WATER AUTHORITY

Board of Directors Meeting

Tuesday, October 5, 2021

1121 Mercedes Street

Benbrook, TX 76126

3:00 P.M.

All agenda items are subject to final action

1. Call To Order
2. Invocation
3. Citizen Comment On Any Agenda Item
4. Consent Agenda
 - Items listed under Consent Agenda are considered routine and are enacted under one motion. The exception to this rule is that a Board Member, Citizen or General Manager may request one or more items to be removed from the Consent Agenda for separate discussion and action.
- 4.I. Consider Minutes From The September 21, 2021 Board Meeting
- 4.II. Consider Appointing David Smith And Rhett Clark As Voting And Alternate Voting Members To The Fort Worth Wholesale Water And Wastewater Customer Advisory Committee
5. Reports Of Manager
 - 5.I. Team Pressure Plane Expansion / Vernon Castel Standpipe Decommissioning
 - 5.II. Equipment And Material Supply Issues
 1. Water Meters & AMI System Maintenance
 2. Chlorine
 3. Pipe
 - 5.III. Telecom / Ground Lease
 - 5.IV. Standard Specification Update
 - 5.V. Fleet Management Update
 - 5.VI. Customer Service Update

1. Wastewater-only Customers
2. Water & wastewater Revenues

6. New Business

- 6.I. Consider, Discuss And Possibly Approve Resolution 2021-5, Adopting A Schedule Of Fees For The Provision Of Certain Services Provided To Its Customers

Documents:

[SCHEDULE OF FEES RES 21-05 SR.PDF](#)
[RESOLUTION 2021-05.PDF](#)
[SCHEDULE OF FEES 10-5-21 DRAFT.PDF](#)

7. Public Comment

All persons wishing to provide public comment should complete a public comment information form and submit it to the General Manager before the meeting.

Documents:

[PUBLIC COMMENT FORM.PDF](#)

8. Director / Staff Comment

Announcements from Board Members and / or Staff; there will be no discussion or formal action taken on these items.

9. Executive Session

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

Section 551.072, to discuss real estate / real property transaction

10. Re-Convene In Open Meeting

Take any Action Necessary from Executive Session

11. Adjournment

- 11.I. Next Regular Meeting Scheduled For October 19, 2021

12. Work Session

Discussion of current / future agenda items

This facility is wheelchair accessible. For accommodations or to inform us of inaccessibility to this meeting, please call 817-249-1250. For sign interpretative services, please call 48 hours in advance.

Meeting Date

October 5, 2021

New Business Item #1

Subject

Resolution 2021-05

Schedule of Fees Update

Recommendation

Staff recommends the Board of Directors approve Resolution 2021-05, updating the Authority's Schedule of Fees.

Background/Analysis

In conjunction with the adoption of BWA's Policies and Procedures, the current Schedule of Fees was originally adopted by Resolution 2019-11 to combine a list of required customer deposits, service charges, plan review, construction, permitting & observation fees into a single source. Fees have remained unchanged for the past two (2) years. However, recent cost increases for materials and equipment needed by the Authority to provide various services have resulted in a need to increase fees charged our customers to cover the cost of the services. More specifically, costs for various valve assemblies and water meters necessitate an increase in the following fees:

Item/Description	Previous Fee	Proposed Fee
Fire Hydrant Meter Deposits*	\$1,800	\$2,200
1 ½ inch meter (Turbo, Irrigation)	\$1,100	\$1,150
2 inch meter (Turbo, Irrigation)	\$1,275	\$1,350
3 inch meter (Compound, Domestic)	\$2,600	\$2,700

*The net non-refundable portion of the deposit will remain the same as previously adopted (\$600 inside city limits, \$1,000 outside city limits)

Financial Impact

Adoption of the proposed fee increases will help the Authority to avoid a negative net impact to operating revenues.

RESOLUTION 2021-05

BY THE BOARD OF DIRECTORS OF THE BENBROOK WATER AUTHORITY ADOPTING

SCHEDULE OF FEES FOR THE PROVISION OF CERTAIN SERVICES PROVIDED TO ITS CUSTOMERS

WHEREAS, Benbrook Water Authority (“the Authority”) is a political subdivision of the State of Texas and a conservation and reclamation district organized and existing under and by virtue of Article XVI, §59 of the Texas Constitution and operating pursuant to Chapters 49 and 51 of the Texas Water Code; and

WHEREAS, the Authority, which owns and operates a water and wastewater system, provides certain services to ensure its infrastructure is designed, constructed, and installed in accordance with its Standard Construction Criteria, Policies and Procedures and applicable State and Federal Regulations; and

WHEREAS, the Authority desires to consolidate its fee structure for certain services and to 1) create and enforce reasonable rules and regulations to secure and maintain safe, sanitary, and adequate water and wastewater installations, connections, and appurtenances as subsidiary parts of the Authority’s water and wastewater system, 2) enforce its Policies and Procedures in furtherance of the same objective, and 3) economically operate the Authority in the best interests of the citizens of Benbrook, the Authority hereby consolidates its various fees related to the provision of services to its customers into a single schedule. Now, therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BENBROOK WATER AUTHORITY:

1. That the Authority shall collect deposits and fees in accordance with the latest edition of the BWA Policies and Procedures as well as in accordance with the attached Schedule of Fees included herewith as Attachment “1”;
2. That deposits or fees provided for in the Schedule of Fees included herewith as Attachment “1” shall supersede any corresponding deposits or fees previously established by prior Resolution of the Authority;
3. That deposits or fees collected in accordance with this Resolution shall be independent of Impact Fees collected in accordance with the most recent Impact Fee Resolution of the Authority; and
4. That the Board of Directors hereby authorizes the General Manager and Authority Staff to take any action necessary to implement the terms of this Resolution as well as the adopted Schedule of Fees included in Attachment “1” as if copied verbatim herein.

ADOPTED AND APPROVED by a quorum of the Board on this 5th day of October 2021 to become effective October 11, 2021.

President, Board of Directors
Benbrook Water Authority

ATTEST:

Secretary, Board of Directors
Benbrook Water Authority

Schedule of Fees ⁽¹⁾
Deposits, Service, Plan Review, Construction, Permitting & Observation Fees

Preliminary Review	
Availability Request Letter	\$ 50
Preliminary Water/Wastewater Plan	\$ 500
Preliminary Engineering Report Review	\$ 125
Field Services	
Water Tap Fee ^{(2) (3) (4)}	
1" Service	\$ 1,700
1.5" Service	\$ 1,900
2" Service	\$ 2,100
3" Service	\$ 2,500
Larger than 3" Service	Utility Cost + 30%
Wastewater Tap Fee ^{(2) (3) (4)}	
4" Tap	\$ 1,500
6" Tap	\$ 1,650
Larger than 6" Tap	Utility Cost + 30%
Plan Review (Excluding Irrigation Plans)	
Review Fee (SF Residential) ⁽⁵⁾	\$ 200
Review Fee (Commercial) ⁽⁵⁾	\$ 300
Wastewater Pre-Treatment	
Grease Trap Permit & Inspection	\$ 35
Miscellaneous Fees	
Returned Check/Draft Fee	\$ 35
Cut-off Fee	\$ 50
Cut Lock Fee	\$ 250
Observation Fees	
Administrative/Observation Fee ⁽⁶⁾	
Greater of the following:	5% of total contract amt. \$2,500 plus 3.5% of total contract amt.
Wastewater Tap Observation Fee ⁽⁷⁾	\$ 50

Backflow, Irrigation & Fire Sprinklers	
Backflow Assembly Permit & Inspection ⁽⁸⁾	\$ 35
Backflow Test Annual Fee (Commercial, per inch diameter)	\$ 40
Backflow Tester Registration	\$ 50
Backflow Tester Registration Annual Fee	\$ 25
Fire Sprinkler Connection Fee (per inch diameter)	\$ 60
Irrigation Plan Review (Commercial)	\$ 150
Irrigation Plan Review (Residential)	\$ 100
Irrigator Registration (new or for expired registrations)	\$ 100
Irrigator Registration Renewal (of unexpired registration)	\$ 50
Fire Hydrant Construction Meters	
Fire Hydrant Meter Deposit (Inside Benbrook City Limit)	\$ 2,200
Refundable portion of deposit	\$ 1,600
Fire Hydrant Meter Deposit (Outside Benbrook City Limit)	\$ 2,200
Refundable portion of deposit	\$ 1,200
Customer Account Deposits	
Residential (domestic or irrigation, per meter) ⁽⁹⁾	\$ 200
Commercial (per inch diameter)	\$ 200
Non-Residential Irrigation (per inch diameter)	\$ 200
Multi-family (Per Unit)	\$ 150
Multi-family Irrigation (per inch diameter)	\$ 200
Meter Set Fees ⁽¹⁰⁾	
1-inch and Under	\$ 500
1 1/2 inch (Turbo, Irrigation)	\$ 1,150
1 1/2 inch (Compound, Domestic)	\$ 1,500
2 inch (Turbo, Irrigation)	\$ 1,350
2 inch (Compound, Domestic)	\$ 1,750
3 inch (Turbo, Irrigation)	\$ 2,000
3 inch (Compound, Domestic)	\$ 2,700

- ⁽¹⁾ All Fees shall be due upon submittal of application, except for Observation Fees, which shall be due prior to construction.
- ⁽²⁾ Excludes Meter and Impact Fee(s).
- ⁽³⁾ Add \$500 for long-side service connections.
- ⁽⁴⁾ Add \$500 if street cut is required.
- ⁽⁵⁾ Applies only to projects with water and/or wastewater connections that do not require the execution of a Developer-Authority Agreement.

- ⁽⁶⁾ For projects requiring the execution of a Developer-Authority Agreement. The fee indicated shall be the percentage of the executed contract amount for proposed public water and/or wastewater improvements.
- ⁽⁷⁾ For each installation of a tap made by licensed plumber at Owner's expense.
- ⁽⁸⁾ Applicable to all backflow assemblies, including fire line, irrigation, residential and commercial.
- ⁽⁹⁾ Reduced to \$100 with valid letter of credit.
- ⁽¹⁰⁾ Meter sets for larger than 3-inch meters shall be Utility cost + 15%. Please contact BWA for current pricing.

