

**Benbrook Water Authority**  
**1121 Mercedes Street**  
**Benbrook, TX 76126**  
**October 20, 2020**  
**3:00 p.m.**

The Board of Directors for the Benbrook Water Authority met in a regular meeting on October 20, 2020 with the following Directors present:

President David W. Hafer  
Vice-President Nick Dons  
Secretary Karen Henderson  
Director Rick Whitehurst  
Director David Clark

Also Present:

David Smith, General Manager  
Jessica McDowell, Recording Secretary  
Crystal Ramsey, Director of Administration

Others Present:

Tim Chovanec, Attorney  
Jennifer Ivey, Carollo Engineers

President Hafer called the meeting to order at 3:02 p.m. and gave the invocation.

**Citizen Comments on any Agenda Item**

There were no Citizen Comments.

**Consent Agenda**

1. Minutes of the Regular Meeting October 6, 2020
2. Financial Statement for September 2020

President Hafer asked if there were any objections to the Consent Agenda as presented and hearing no objections, he moved on to Reports of Manager.

**Reports of Manager**

Mr. Smith gave a brief report on the following:

1. Capital Improvements (2016 Bond Fund)
  - South Elevated Tank
  - 16-inch Water Transmission Main
2. Capital Improvements (2019 Bond Fund)
  - 2020 Sanitary Sewer Renewals
  - HSPS Rehabilitation & Expansion Final Design
  - Well 10 Replacement

- 2020 WL Renewals and STD, Specification & Detail Development
- 3. Capital Improvements Plan General
- 4. Studies
  - Cost of Service Rate Study
  - Basin 7 Sanitary Sewer Evaluation Phase I
- 5. Development Update
  - Brookside IV
  - Benbrook Active Adult
  - Whitestone Heights Phase II

**Presentation by Carollo Engineers**

1. Cost of Service / Rate Study Update

Ms. Ivey gave a presentation on the overview and goals of the Cost of Service Rate Study which included the following:

- Determine the costs associated with the Authority’s water and wastewater services.
- Develop water and wastewater rates that generate sufficient revenues.
- Evaluate two potential wastewater rate structure alternatives:
  - Winter quarter average
  - Fort Worth pass-through

There was much discussion on the presentation and the Board directed staff to put together some examples of actual customer bills from throughout the city so that it will be easier to relate what the proposed rates would be.

President Hafer thanked Ms. Ivey for coming to make the presentation and directed the Board to give comments and feedback to Mr. Smith.

**New Business**

1. Consider, discuss, and possibly take action to establish BWA Christmas Holiday Hours.

Mr. Smith stated that the Board has previously authorized the observance of Christmas Eve as a paid holiday only for 2018 and 2019 and he is requesting the Board authorize Christmas Eve as a paid holiday for 2020 as well.

After a brief discussion, motion was made by Director Whitehurst, second by Director Clark to authorize the observance of Christmas Eve as a paid holiday for BWA for 2020 and years forward.

Motion passed 5-0.

**Public Comment**

There were no Public Comments.

**Director / Staff Comment**

Director Whitehurst stated that for future agenda's, staff might consider placing those with various presentations such as Engineers and Attorney's at the beginning of the agenda so that they can leave directly after and help save the Authority the hourly rate that is being charged.

Secretary Henderson stated she had spoken to the PTA President about the costs associated with placing a school mascot on the Elevated Storage Tanks / Towers and they are interested in paying the additional costs to do this. She stated it would take some time to generate funds to pay for it and they would begin looking at ways to raise the funds.

President Hafer closed the Open Meeting at 4:39 p.m.

**Executive Session (4:39 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

Section 551.072, to discuss real estate / real property transaction.

Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public official or employee (s)

**Re-Convene Executive Session (6:14 p.m.)**

1. Take Any Action Necessary from Executive Session

No formal action was taken.

There being no further business, the meeting adjourned at 6:14 p.m.

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Board President

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Date

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Recording Secretary

