

Benbrook Water Authority
1121 Mercedes Street
Benbrook, TX 76126
August 2, 2022
3:00 p.m.

The Board of Directors for the Benbrook Water Authority met in a regular meeting on August 2, 2022, with the following Directors present:

President Karen Henderson
Vice-President Nick Dons
Director David Hafer
Director David Clark

Absent:

Secretary Rick Whitehurst

Also Present:

David Smith, General Manager
Sheila Rushing, Recording Secretary
Rhett Clark, Finance Manager
Crystal Ramsey, Administration Division Manager
Gary Alford, Administration & Operations Support Manager
Tomi McVay
Ava Missel

President Henderson called the meeting to order at 3:00 p.m. and Director Clark gave the invocation.

Citizen Comments on Agenda Items

There were no comments.

Consent Agenda

1. Minutes of the July 19, 2022 Board of Directors Meeting
2. Engagement Letter with Snow Garrett Williams for 2022 BWA Annual Audit

Motion was made by Director Clark, seconded by Vice-President Dons to approve the Consent Agenda as presented.

Motion passed (4-0)

General Manager Reports and Updates

Mr. Smith gave a brief report on the following:

1. 2021 Drinking Water Report
2. 2022 Bond Series
3. Fort Worth Wholesale Water & Wastewater Rates
4. Budget Adjustment
5. Leak Detection Follow-up
6. 2020 Winter Storm

7. Water Treatment Plant Filter Leak
8. Watering Restrictions (Stage 1 & 2)

New Business

1. Mid-Year Budget Adjustment

BWA Staff have completed a mid-year review of the operating revenues and expenses for 2022 and recommend the approval of a budget adjustment to address various considerations. The amended budget assumes approximately 2% higher revenues that originally projected and approximately 1% higher expenses. The originally adopted budget for 2022 assumed the utilization of approximately \$30,000 in available working capital. The amended budget surplus which may be utilized to fund future (i.e. capital) projects.

Motion was made by Vice-President Dons, seconded by Director Hafer to approve the mid-year budget adjustment as presented.

Motion passed (4-0)

2. Consider, Discuss And Possibly Approve The Execution Of An IT Services Agreement With Fulcrum Group, Inc. For Managed IT Services

Mr. Smith advised the Board that upon expiration of the previous managed IT services agreement, staff began evaluating multiple IT service options and determined that the Fulcrum Group, Inc. closely match the Authority's IT needs.

The cost to the Authority for this agreement, if approved is \$6,391 per month. Additionally, Fulcrum Group, Inc. will maintain the annual Microsoft Office 365 licenses as a pass-through cost which currently costs the Authority \$5,568 per year.

After a brief discussion, motion was made by Director Hafer, seconded by Vice-President Dons to authorize the execution of an IT Services Agreement with Fulcrum Group, Inc. for managed IT Services.

Motion passed (4-0)

3. Consider, Discuss And Possibly Approve The Expenditure For A Supervisory Leadership Training Program With Strategic Government Resources Of Keller, TX

BWA initiated a leadership development program to enhance the professional and personal leadership skills of interested employees. This program has been in place since 2015, modified from time to time to adapt to changing development needs of its participants.

It is the consensus of the BWA Leadership Development Executive Committee that, in conjunction with the continuation of other staff leadership development exercises, that several staff would benefit from a robust supervisor training program. Staff considered training sources available and contacted Strategic Government Resources (SGR) regarding live, in-person training for current and potential BWA supervisory personnel. SGR is a Keller-based company that assists local governments with recruiting, assessing, and developing leaders. SGR's training courses reflect the unique perspective of local government and are facilitated by former local government officials.

Total expenditures through 2023 will not exceed \$30,000. Up to \$12,000 is accounted for in the adjusted budget for 2022. Funds for the 2023 portion of the training will be included in the 2023 budget to be presented later this year.

There was much discussion on the need for this type of training in a time where inflation is heightened. Director Clark noted that it has been his experience that during times such as now, travel and training are the first things to be cut from the budget.

Director Hafer and Vice-President Dons expressed their support of this type of training, and both feel that growing the organization is a good investment.

Ms. Ramsey stated the classes allow up to 35 participants and BWA could ask other organizations to participate to help offset the cost of the program.

Motion was made by Vice-President Dons, seconded by Director Hafer to authorize the expenditure of up to \$30,000 for a supervisory leadership training program with Strategic Government Resources of Keller, TX.

Motion passed (3-0)

Director Clark abstained.

4. Discuss And Possibly Approve Interlocal Agreement With City Of Benbrook For Asphalt Street Repair Services.

Benbrook Water Authority currently has an Interlocal agreement with the City of Benbrook for the repair of asphalt pavement following BWA repairs of water or wastewater mains or services. The agreement, which benefits the Authority by providing for the repair while reducing staff coordination time, requires the City to schedule and complete asphalt street repairs with City crews. The current cost for repairs is \$8.91 per square foot and will remain the same for the upcoming year.

Motion was made by Director Hafer, seconded by Director Clark to approve the Interlocal Agreement with the City of Benbrook for asphalt street repairs at a cost of \$8.91 per square foot.

Motion passed (4-0)

5. Discuss And Possibly Approve Interlocal Agreement With City Of Benbrook For Refuse And Stormwater Billing And Payment Collection Services

The City of Benbrook contracts with BWA to place the refuse and stormwater charges on the monthly water bills. BWA bills and collects the fees for the City each month. Part of the agreement for this service is that the City does not charge BWA any stormwater fees.

The current cost is \$0.4958 cents per bill and staff proposes to maintain the current cost. The City of Benbrook agrees with this proposal.

Motion was made by Director Clark, seconded by Director Hafer to approve the Interlocal Agreement with the City of Benbrook for Refuse and Stormwater Billing and Payment Services.

Motion passed (4-0)

6. Discuss And Possibly Approve Interlocal Agreement With City Of Benbrook For Cooperation Agreement

Chapter 791 of the Texas Government Code and section 271.102 of the Texas Local Government Code authorize local governments to contract with each other and with state agencies in order to increase the efficiency and effectiveness of local government.

The agreement with the City of Benbrook will allow both parties to more efficiently procure supplies, equipment, and services while complying with state procurement laws. Combining the purchasing power of the City and BWA will also lead to better pricing, benefitting both parties.

Motion was made by Director Hafer, seconded by Director Clark to approve the Interlocal Agreement with the City of Benbrook for cooperative purchasing.

Motion passed (4-0)

Public Comment

There were no public comments

Director / Staff Comment

There were no comments.

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

There being no further business, the meeting adjourned at 3:48 p.m.

Board President

Date

Recording Secretary