

**Minutes of the Bartonville Water Supply Corporation  
Board of Directors Meeting  
Thursday, December 29, 2005  
Bartonville Water Supply Corporation Office  
1911 East Jeter Road  
Bartonville, Texas 76226**

**1. Call to Order**

President Paulson called the meeting of the Board of Directors of Bartonville Water Supply Corporation to order at 7:02 P.M. on Thursday, December 29, 2005 at the Corporation office, 1911 East Jeter Road, Bartonville, Texas.

**Directors in Attendance**

Michael Paulson, President  
Lloyd Hanson, Vice President  
Larry Kaufman, Secretary-Treasurer  
Scott Kilpatrick  
Bill Wilkinson  
Gracie Egan

**Directors Absent**

James McKinney

**Consultants in Attendance**

Jennifer Drury, CPA  
Wayne Ginn, PE  
Paul Lipscomb, PE

**Staff in Attendance**

Jim Leggieri, General Manager

**Others in Attendance**

Dick Cook, Mayor of Double Oak  
Mike Donnelly, Mayor Pro-Tem of Double Oak  
June Tyler, Member  
Tommy Kline - Developer  
Chris White – ViaSim Corp.

**18. Discussion and Action on All Matters Concerning Approval of the Town of Double Oak's Franchise Agreement.**

Motion by Kilpatrick and second by Egan to not approve the town of Double Oaks Franchise Agreement. Kilpatrick stated that Paragraph H. requiring BWSC to provide information at no charge to the town for the calculation of sewage rates was outside the intent of the franchise agreement and may also be in conflict with BWSC's confidentiality policy. Kilpatrick suggested a separate information sharing agreement.

After further discussion, it was recommended that the Town of Double Oak's attorney and BWSC's attorney review the agreement. Motion carries unanimously.

**3. Public Forum for Non-Agenda Items.**

June Tyler informed the board that the waterline that runs in front her property is on private property and has caused various issues for homeowners and BWSC with leaks. Ms. Tyler complimented the staff in their handling of the situation.

Mr. Kline spoke regarding his proposed sub-division on the north side of Hickory. He asked that concessions be made in extending the required 8" line. Mr. Kline indicated that the total cost for water would be \$177,000.00 and he felt that it was an excessive burden on the developer. He asked that the \$52,000.00 in equity buy-in fees be used to off-set his expense. Paulson stated that the board would take these comments under advisement.

**4. Presentation by Mr. Chris White Regarding a National Research Grant Program for Long-Term Strategic Planning.**

Mr. Chris White with ViaSim Corp. presented information concerning a research grant program that would provide BWSC with a computer model to be used for long-term strategic planning. Motion by Egan and second by Hanson to participate in this research project. After discussion Egan withdrew motion. The board requested that this item be placed on the agenda for next months meeting.

**2. Executive Session**

President Paulson announced at 8:10 pm that the Board would convene in Executive Session concerning:

- a) All Matters Concerning Upgrades to Existing Pump Stations, Including Additional Property Acquisitions, Pursuant to Government Code, Section 551.072.
- b) All Matters Concerning the Chinn Chapel Pump Station and Waterline Relocation, Pursuant to Government Code, Section 551.072.
- c) All Matters Concerning Personnel Including:
  - i) Roles & Responsibilities of the General Manager and,

- ii) Establishing a Process and Procedures for Setting Goals and Completing an Annual Evaluation for the General Manager and the Controller, Pursuant to Government Code, Section 551.074.

The Board took no action and reconvened in open session at 8:57pm.

**5. Discussion and Action on Mr. Kline's Request for Corporation Participation in Extending Water Mains to New Subdivisions.**

Motion by Kilpatrick and second by Egan to follow staff's recommendation that the subdivision regulations be followed, as they have been for all of the other developers that BWSC ever dealt with. Motion carries unanimously.

**6. Approve the Minutes of the November 28, 2005 Board Meeting.**

Paulson requested that item #11 be corrected to reflect McKinney's vote. Motion by Kilpatrick and second by Wilkinson to approve the minutes of the November 28, 2005 meeting with the corrections as noted. Motion carries unanimously.

**7. Approve the November 2005 Disbursements and Financial Reports.**

Motion by Kaufman and second by Kilpatrick to accept the November 2005 disbursements and financial reports. Motion carries unanimously.

**8. Discussion and Action on Presentation of Disbursements to be Included in the Board Packets.**

Motion by Egan and second by Wilkinson to include professional fees detail in the monthly board packet. 3 Ayes: Egan, Kaufman, and Wilkinson 2 Nay Kilpatrick and Hanson. Motion carries.

**9. Discussion and Action on the Payment of the Texas Rural Water Association Dues, Building, Disaster Relief, Legal, and Scholarship Fund Contributions.**

Motion by Kilpatrick and second by Egan to pay TRWA dues in the amount of \$1,848.70 and voluntary contribution of \$325.00 to the TRWA building fund, disaster relief fund, legal defense fund, and the scholarship fund. Motion carries unanimously.

**10. Discussion and Action on all Matters Concerning Upgrading BWSC's Phone System, Including the Addition of Voice Mail.**

Motion by Kilpatrick and second by Egan to accept Comtec Inc.'s bid to upgrade BWSC's phone system for \$4,113.73. Drury explained that the current equipment is extremely old and has started to fail. The additional voicemail system will replace the need for an outside answering service and it will pay for itself in less than 18 months. Motion carries unanimously.

**11. Discussion and Action on Final Acceptance of the Crossroads Bible Church Addition On-site Waterlines.**

Motion by Kaufman and second by Hanson to accept the Crossroads Bible Church Addition on-site water lines. Leggieri reported that the developer has paid all the required fees for water service. Motion carries unanimously.

**12. Discussion and Action on all Matters Concerning Non-Potable, Bulk Water Rates.**

Motion by Kilpatrick and second by Kaufman to approve the rate for the 60,000 to 80,000 gallons is adopted for non-potable, bulk water sales for the months November through March. Motion carries unanimously.

**13. Discussion and Action on all Matters Concerning the Start Date for the Controller and the Second Reading of the Controller's Job Description.**

Staff recommends Controller's start date to be Jan. 1, 2006. No action taken.

**14. Discussion and Action on all Matters Concerning Personnel Including:**

**a. Roles & Responsibilities of the General Manager and,**

**b. Establishing a Process and Procedures for Setting Goals and Completing an Annual Evaluation for the General Manager and the Controller.**

Paulson stated that Leggieri has given his permission to discuss his goals for BWSC in open session. Motion by Kilpatrick and second by Egan for a 4.5% increase in salary for Leggieri. Paulson requested that the board members email their goals for the corporation and for the general manager to him for the next meeting. Motion carries unanimously.

**15. Discussion and Action on all Matters Concerning a Procedural Policy for the Interview and Selection Process for Consulting Firms.**

Motion by Egan and second by Kaufman for staff to develop a policy and procedure for selection of consultants. 2 Ayes: Egan and Kaufman 3 Nays: Kilpatrick, Hanson, and Wilkinson. Motion does not carry.

**16. Discussion and Action on All Matter Concerning Approval of the Town of Bartonville's Franchise Agreement.**

Motion by Kaufman and second by Kilpatrick to accept the Town of Bartonville's Franchise Agreement. Motion carries unanimously.

**17. Discussion and Action on All Matter Concerning Approval of the Town of Copper Canyon's Franchise Agreement.**

Motion by Kaufman and second by Wilkinson to approve the Town of Copper Canyon's Franchise Agreement. Motion passes unanimous.

**19. Discussion and Action on All Matters Concerning Upgrades to Existing Pump Stations, Including Additional Property Acquisitions.**

No discussion and no action.

**20. Discussion and Action on All Matters Concerning the Chinn Chapel Pump Station and Waterline Relocation.**

Motion by Kaufman and second by Kilpatrick to accept the swap of land for the Chinn Chapel pump station as per the plat presented. Motion carries unanimously.

**21. Discussion and Action on All Matters Concerning Approving the Ginn Corporation to Initiate the Stargate Project in a Timely Manner.**

Motion by Kilpatrick to approve the Ginn Corporation to provide a timeline and a technical plan, along with a financial plan provided by the Controller for initiating the Stargate Project. Egan offered a friendly amendment and second by Kaufman to have Ginn Corporation look at starting the Stargate Project after we have received the study that Paul Lipscomb will provide for water needs analysis. Amended motion by Kilpatrick and second by Hanson that the Ginn Corporation and the Controller bring a technical and business financial plan for the Stargate Project to cover the years 2006, 2007, 2008 for the next board meeting and that the Stargate Project be initiated immediately with The Ginn Corporation obtain board approval for each of the major pieces of that pump station. Motion carries unanimously.

**22. Discussion and Action on All Matters Concerning Strategic Planning for Long Range Water Supply.**

No discussion. No action taken.

**23. Presentation by Prime Control Concerning SCADA System Status as well as Pertinent Discussion and Action.**

Leggieri explained that the Badger representative could not be present due to an illness. No action taken.

**24. General Manager's Report.**

Leggieri answered questions regarding the General Manager's Report.

**25. Consulting Engineer's Capital Projects Report.**

Ginn reported on capital projects in progress.

**26. Review Future Agenda Items, Activities, Announcements, and set the date for the January 2006 Meeting.**

The next regular Board meeting is scheduled for January 16, 2006. Egan requested that the Goals and Annual Evaluation of the General Manager and Controller be on next agenda. Egan also requested that the General Manager's Job description be on next agenda.

**27. Adjournment.**

Motion by Hanson and second by Kaufman to adjourn. Motion carries unanimously. The meeting was adjourned at 10:34 pm.

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Recorded by Jennifer L. Drury

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Certified by Larry Kaufman, Secretary-Treasurer