

**Minutes of the Bartonville Water Supply Corporation  
Board of Directors Meeting  
Monday, November 28, 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 7:05 P.M. on Monday, November 28, 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  
James McKinney  
Gracie Egan

**Consultants in Attendance**

Jennifer Drury, CPA  
Wayne Ginn, PE - The Ginn Corporation  
Ronnie Phillips, Esq.  
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  
David Smith, Prime Controls  
Sandra Batchelor, AIA Insurance

**4. Presentation by AIA Insurance Services Regarding BWSC's Corporate Coverage Including Directors' & Officers' Liability Insurance.**

Sandra Batchelor, AIA Insurance Representative, presented to the Board of Directors an overview of the Corporate Coverage, including Directors' & Officers' Liability Insurance.

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

David Smith reported to Board regarding the SCADA system and explained some of the issues that they are trying to resolve. Mr. Smith answered questions from the Board and advised the Board that he would request that Badger Meter send a representative to the next Board meeting to answer questions.

**2. Executive Session**

President Paulson announced at 7:41 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 Policy for the Removal of a Director from Office by Board of Directors, Pursuant to Government Code, Section 551.071.**
- d. **All Matters Concerning Personnel, Pursuant to Government Code, Section 551.074.**

The Board took no action and reconvened in open session at 9:26 p.m.

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

No one spoke.

**5. Presentation by Tracy Miller / spokesperson of the "Action Committee."**

No was present to speak and after discussion it was decided that this item would be removed from future agendas.

**6. Approve Minutes of the October 11, 2005 Board Meeting.**

Paulson requested that Sue Tejml's title be corrected, as she is the Mayor of Copper Canyon. Drury advised that it has already been corrected. Motion by Hanson and second by Wilkinson to approve the Minutes of October 11, 2005, as amended. Motion approved unanimously.

**7. Approve the October 2005 Disbursement and Financial Reports.**

Drury stated that for the year BWSC is 19% above budget for water sales and for the month BWSC is 93% above budget.

Motion by Hanson and second by Kaufman to approve the October 2005 Disbursement and Financial Reports. 5 Ayes: Hanson, Kilpatrick, and Kaufman. 2 Nays: Egan and Wilkinson. Motion carries.

**8. Discussion and Action on Final Acceptance of Broome Rd. Waterline Extension and Authorization for Final Payment and Release of Retainage to Bussel & Sons, LLC.**

Ginn advised the Board that it is his recommendation that the Board accept the Broome Rd. waterline extension and authorize final payment and release of the retainage to Bussel & Sons, LLC. Motion by Kilpatrick and second by Wilkinson to approve final acceptance of Broome Rd. waterline extension and authorize final payment and release of retainage to Bussel & Sons, LLC. Drury stated that as soon as the Board approves the final payment the staff would then send the Town of Bartonville an invoice for their share of the project, which is \$40,500.00. Motion approved unanimously.

**9. Discussion and Action on All Matters Concerning Personnel and Hiring a Permanent Full-Time Controller for BWSC.**

Motion by Kaufman and second by Hanson to hire a full time controller for BWSC. Motion approved unanimously.

**10. Discussion and Action on All Matters Concerning Approval of the 2005 Audit Engagement Letter with Hankins, Eastup, Deaton, Tonn, & Say.**

Motion by Hanson and second by McKinney to approve the 2005 audit engagement letter with Hankins, Eastup, Deaton, Tonn, & Seay. Drury advised the Board that this would be the fifth year Dan Tonn has led the audit. Drury explained that last year the fee was \$9,000.00 and this year the fee is same. Motion approved unanimously.

**11. Discussion and Action on All Matters Concerning Approving a General Service Contract for Engineering Services with Paul A. Lipscomb.**

Egan made a motion and second by McKinney that this item is postponed until further clarification. 3 Ayes: Egan, McKinney, and Wilkinson. 4 Nays: Hanson, Kaufman, Kilpatrick, and Paulson. Motion does not pass.

Motion by Hanson and second by Kilpatrick that BWSC approve a General Service Contract for Engineering Services with Paul A. Lipscomb. Paulson requested that the motion be amended to approve contract pending review by Ronnie Phillips, Esq. 3 Ayes: Hanson, Kaufman, Kilpatrick, and McKinney. 1Nay: Egan 1 Abstention: Wilkinson Motion carries.

**12. Discussion and Action on All Matters Concerning the Operating and Capital Budgets for the 2006 Year.**

Drury gave the Board an overview of the proposed rate increase. Motion by Kaufman and second by Hanson to approve the Operating and Capital budget for the 2006-year. Motion approve unanimously.

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

No discussion. No action.

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

No discussion. No action.

**15. Discussion and Action on All Matters Concerning Policy for the Removal of a Director from Office by the Board of Directors.**

Paulson requested that the staff submit to the Board an amendment to the By-Laws for this item. He reminded the staff that this will need to be submitted in the January or February meeting, as the members will need to be notified of the amendment in the mail-outs for the Annual Meeting.

**16. Discussion and Action on All Matters Concerning Approving Paul A. Lipscomb to Conduct a Future Water Need Analysis.**

Motion by Kilpatrick and second by Kaufman to request that Paul A. Lipscomb perform for the short version scope of work as discussed and amended by the Board. This should answer two questions. 1.) Do we need more water today? 2.) and if so, what is the prioritization as to where BWSC goes to get this water. The project will include the costs associated with projects. Motion approved unanimously.

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

Kilpatrick asked that this remain on future agendas. No action.

**19. General Manager's Report.**

Kilpatrick asked Leggieri how the future projects in his report fit into the master plan and asked if hydraulic modeling would be beneficial? After discussion it was decided that hydraulic modeling would not be necessary. Paulson stated that he would like to compliment Leggieri on his award from the Bartonville Town Council.

Drury advised that next month BWSC would renew the Franchise agreements with the Towns of Bartonville, Copper Canyon, and Double Oak. Drury advised the Board that

Copper Canyon has requested that they raise their franchise fees from 2% up to 4% and she has not heard from the Town of Double Oak in regard to an increase.

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

Ginn advised the Board that he received a letter today from the TCEQ stating that they have approved the plans for the ground storage tank and the letter for Stargate is anticipated very soon.

**21. Review Future Agenda Items, Activities, Announcements, and set the date for the December meeting and set the time for the BWSC Christmas Party.**

The next regular Board meeting is scheduled for December 29, 2005 at 7 p.m. BWSC's Holiday Celebration will be held on January 3<sup>rd</sup>, 2006 at Palermo's Italian Restaurant.

Kilpatrick requested that Initiate the Stargate Project be included in the next agenda.

Motion by McKinney and second by Wilkinson to adjourn the meeting. Motion approved unanimously. The meeting was adjourned at 11:15 P.M.

---

Recorded by Jennifer L. Drury

---

Certified by Larry Kaufman, Secretary-Treasurer