

**BARTON CREEK WEST
WATER SUPPLY CORPORATION
P.O. BOX 1220
DRIPPING SPRINGS, TX 78620
TELEPHONE 512 280-6622**

MINUTES OF MEETING OF THE BOARD OF DIRECTORS

January 15, 2019

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on January 15, 2019 at 6:30 P.M.

The roll was called at 6:30 P.M. of the members of the Board of Directors by the President.

Steve Cooper	Present
Beth Kirkhart	Absent
Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Present
Meryl Stoller	Present

A quorum of the Board was met. Also, present were William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E.

The next item to come before the Board was to hear citizen communications. There were no citizen's communications.

Item 3 was to review and approve the minutes of the December 18, 2018 regular meeting. Director Stettner made the motion to approve the minutes as presented. Director Manning seconded and the motion carried.

Item 4 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills to the board for review. Director Manning made the motion to pay the bills as presented. Director Specchio seconded and the motion carried.

Mr. Swanks gave the General Manager and Operator report. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. The Creeks Edge lift station repairs should be complete by Wednesday, January 16, and if everything is working properly he will release the temporary pump on Friday afternoon. He mentioned he had ordered a new pump for the irrigation station and a new blower for the sewage treatment plant. He discussed the power outage that occurred at the Cliffs Edge lift station, January 5, 2019 that led to a sewage spill at the lift station. The area was cleaned and

disinfected according to TCEQ procedures. The TCEQ was informed and the formal written report was filed. The City of Austin repaired the fuses and service lines on the incoming power lines. The auto dialer alarm failed during the power outage and Mr. Swanks replaced the unit with a new one from inventory. Director Luin requested Mr. Swanks come back to the next meeting with a detailed proposal to add additional cellular technology auto dialers in the lift stations to provide redundant emergency notification to ensure protection from spills.

Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. After disbursements the checking account balance was \$5,067.91 and the invested funds were \$812,980.35. Mrs. Wheeler reviewed the November and December budgets that were included in the packet.

Mr. Aupperle mentioned he is working on the permit renewal for the sewage treatment plant and requested an additional \$6,000 be put in the 2019 budget to cover the newspaper ads that will be required to publish notice for the new permit. There was nothing further from Mr. Aupperle.

Item 6 was to review discuss and take any action necessary concerning any Firewise work on Barton Creek West WSC property. Director Stettner and Mr. Swanks reported on the progress being made on the cleanup. Director Luin requested Mr. Swanks take over the supervision of the cleanup work.

Item 7 was to review, discuss and take any action concerning electronic water meters. Director Luin mentioned he and Mr. Swanks were meeting with different meter representatives and would be ready to report next month. No action was taken.

Item 8 was to review, discuss and take any action on the TUMCO Contract for management services. Director Luin requested this be deferred till after item 12 on the agenda.

Item 9 was to review and discuss the target goal for a Capital Reserve Fund. Director Luin requested this be deferred to after item 10 on the agenda.

Item 10 was to review and discuss the proposed fiscal budget for the year 2019. The Board discussed adding \$6,000 to account 78025 for Engineering Fees for Permit Renewal and adding \$10,000 to account 78600 for Firewise Protection. Director Cooper made the motion to approve the budget including those additions. Director Specchio seconded and the motion carried.

The Board then discussed item 9 to set a target goal for a Capital Reserve Fund. Director Luin requested Mr. Aupperle and Mr. Swanks prepare a report on the long term capital expenses for the next fifteen to twenty years for an agenda item next month. Director Luin asked that the draft report be sent to him prior to the meeting.

Item 11 was to set the date of the next regular meeting. The next meeting will be Tuesday, February 19, 2019 at 6:30 P.M. at the CE-BAR Fire Station.

Item 12 was to consider other business. There was no other business at this time.

At 8:21 P.M. the Board went into Executive Session.

At 8:45 the Board closed the Executive Session and reconvened the regular meeting.

No action was taken during Executive Session.

The Board returned to item 8 and Director Luin stated he would ask TUMCO to provide the current management agreement to all Board members to review before the next meeting. This item will be placed back on the agenda for the February meeting. No action was taken.

Item 13 was to adjourn. The Board adjourned at 9:00 P.M.

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MINUTES OF MEETING OF THE BOARD OF DIRECTORS

February 19, 2019

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on February 19, 2019 at 6:30 P.M.

The roll was called at 6:30 P.M. of the members of the Board of Directors by the President.

Steve Cooper	Present
Beth Kirkhart	Present
Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Present
Meryl Stoller	Present

A quorum of the Board was met. Also, present were Buddy Crane, Ce-Bar Fire Chief, William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E.

The first item was the 2019 Ce-Bar fire station contribution. Director Luin presented a check to Buddy Crane expressing the Board's gratitude for the use of the building to hold the monthly meetings. Mr. Crane thanked the Board for their support and left the meeting at that time.

The next item to come before the Board was to hear citizen communications. There were no citizen's communications.

Item 4 was to review and approve the minutes of the January 15, 2019 regular meeting. Director Stoller made the motion to approve the minutes as presented. Director Stettner seconded and the motion carried.

Item 5 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills to the board for review. Director Cooper made the motion to pay the bills as presented. Director Kirkhart seconded and the motion carried.

Mr. Swanks gave the General Manager and Operator report. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. The Creeks Edge lift station repairs were completed and the station is

operating efficiently. The irrigation pump replacement was completed and is operational. Director Stettner requested a summary of the total expenses incurred for the Creeks Edge lift station rehabilitation project for the March meeting. There was nothing further from the operator.

Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. After disbursements the checking account balance was \$2,313.57 and the invested funds were \$765,043.69. Mrs. Wheeler reviewed the December and January budgets that were included in the packet.

Mr. Aupperle brought copies of the soils report and latest Spring data for the Board to review. He mentioned the fees to the Eanes School District for wastewater usage need to be reviewed this year. Mr. Swanks recommended a temporary rental meter be installed to verify the accuracy of the existing flow meter provided by the School District. The rental will be \$1,700 for a week long test. The Board authorized Mr. Swanks to proceed. There was nothing further from Mr. Aupperle.

Item 7 was to review, discuss and take action as necessary concerning the purchase of redundant auto dialers for the lift stations to ensure emergency notification protection. Mr. Swanks presented quotes from Austin Armature Works, LP for complete installation of an OmniSite Crystal Ball Auto Dialer and Controller for each lift station (4) for \$16,308.74 plus the cost of the Auto Dialers purchased from Smith Pump Co., Inc. for each lift station (4) at \$10,800. There is an annual \$175 fee per station (4) for phone lines at \$700. Total cost for Austin Armature Works, LP would be \$27,808.74 for all stations or approximate \$6952 for each lift station. A second proposal was from Smith Pump Co., Inc. for installation of the OmniSite Crystal Ball Auto Dialer and Controller for all four lift stations at \$8,924.00. This price does not include field installation of conduit from the panel rack to control panel located in the dry pit station of each lift station. A separate contractor will need to be hired for that installation. Smith Pump Co., Inc. will provide the Auto Dialers for each lift station (4) at \$10,800. The annual fee \$175 fee per station (4) for phone lines is \$700. Director Luin requested Mr. Swanks obtain a quote from an electrician for the conduit installation and also look into the auto dialer system for the sewage treatment plant for the next meeting. No action was taken on this item.

Item 8 was to review, discuss and take any action necessary concerning any Firewise work on Barton Creek West WSC property. Mr. Swanks reported the work performed by Eugene Segura for the Water Supply Corporation was finished satisfactorily.

Item 9 was to review, discuss and take any action concerning electronic water meters. Director Luin mentioned he and Mr. Swanks were meeting with different meter representatives and were not ready to present a report at this time. No action was taken.

Item 10 was to review, discuss and take any action on the TUMCO Contract for management services. Director Luin requested this be deferred till after item 13 on the agenda.

Item 11 was to review and discuss the Long Term Capital Expense Plan Report and set a target goal for a Capital Reserve Fund. Mr. Aupperle presented a draft long term expense plan through the year 2034. Director Luin explained this needs to be reviewed and discussed each year. He requested each Board member review the plan and come back next month with suggested changes

or additions. No action was taken.

Item 12 was to set the date of the next regular meeting. The next meeting will be Tuesday, March 19, 2019 at 6:30 P.M. at the CE-BAR Fire Station.

Item 13 was to consider other business. A question about trespassing on Water Supply property was asked and Director Luin requested Mr. Swanks look into the No Trespassing Policies of the PUA to report on next month. There was no other business at this time.

At 7:55 P.M. the Board went into Executive Session.

At 8:33 the Board closed the Executive Session and reconvened the regular meeting.

No action was taken during Executive Session.

The Board returned to item 10 concerning the TUMCO contract for management services. Director Kirkhart proposed a motion with the following points;

-There will be no rate changes to the existing contract between BCW WSC and TUMCO.

-The 2.5% annual fees increase adjustments will commence on February 1, 2019 through December 31, 2019. (The January 2019 modified rate/invoicing is considered closed)

-The Board has approved a onetime incentive bonus to be paid to TUMCO in March in the amount of \$3,200.

The motion was seconded by Director Manning and approved unanimously by the Board.

Director Stettner called for the regular meeting to be adjourned at 8:35 PM. Director Manning seconded the motion, the Board approved unanimously.

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MINUTES OF MEETING OF THE BOARD OF DIRECTORS

March 19, 2019

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on March 19, 2019 at 6:30 P.M.

The roll was called at 6:30 P.M. of the members of the Board of Directors by the President.

Steve Cooper	Present
Beth Kirkhart	Present
Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Absent
Meryl Stoller	Present

A quorum of the Board was met. Also, present were William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E.

The first item was to hear citizen communications. There were no citizen's communications.

Item 3 was to review and approve the minutes of the February 19, 2019 regular meeting. Director Specchio made the motion to approve the minutes as presented. Director Kirkhart seconded and the motion carried.

Item 4 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills to the board for review including an invoice from Wastewater Transport Services received after the board packets were put together. There was a date error on the five-month overdue invoice. Therefore, the invoice was withdrawn from presentation. Mr. Swanks will request a corrected invoice, investigate the reason for late receipt, and present for payment next meeting. Director Kirkhart made the motion to pay the bills as adjusted. Director Specchio seconded and the motion carried.

Mr. Swanks gave the General Manager and Operator report. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. He mentioned the over seeding project was finished. There was nothing further from the operator.

Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. After disbursements the checking account balance was short \$4,923.32 and the invested funds were \$766,622.14. Mrs. Wheeler recommended moving money from the money market account at UBS to cover the shortfall. Next month there will be some large expenses due to repairs from the Creeks Edge lift station, insurance and equipment purchase of auto dialers for the lift stations that Mrs. Wheeler will look at the costs and determine the amount to be transferred to cover the upcoming expenses. Mrs. Wheeler reviewed the January and February budgets that were included in the packet.

Mr. Aupperle brought a copy of the latest in-specification spring data for the Board to review. He mentioned he will submit the wastewater permit application next week. TCEQ will take about thirty days to review the application. The first newspaper notice will be published in May and the second notice will be published in September or October. There was nothing further from Mr. Aupperle.

Item 7 was to review, discuss and take action as necessary concerning the purchase of redundant auto dialers for the lift stations to ensure emergency notification protection. Mr. Swanks presented two quotes for complete installation of an OmniSite Crystal Ball Auto Dialer and Controller for each lift station (4). Total cost from Austin Armature Works is \$27,109 and total cost from Smith Company is \$29,123. Mr. Swanks recommended using Austin Armature Works. Director Luin requested Mr. Swanks ask for an equipment discount from Smith Pump Co. for the purchase of the four auto dialers and come back next month with a revised proposal. No action was taken on this item.

Item 8 was to review, discuss and take any action concerning electronic water meters. Director Luin mentioned he and Mr. Swanks should be ready next month to give a full report on the proposals they have received and are reviewing. No action was taken.

Item 9 was to review and discuss the Long-term Capital Expense Plan Report and set a target goal for a Capital Reserve Fund. The board reviewed the draft long-term expense plan through the year 2034 prepared by Mr. Aupperle. There were some recommendations for changes and Mr. Aupperle will draft those changes and send the report by email to the board. Director Luin requested this item be placed on the agenda every other month beginning in May to review how it affects: cash flow, fee structures, and the overall ability to plan for the future and to monitor the progress on expenses.

Item 10 was to review and discuss No Trespassing Policies. Mr. Swanks stated he had spoken to the PUA and was told they do not have a formal policy. If someone is caught trespassing then the Sheriff is called and handles the situation according to code. The board agreed if Mr. Swanks needs to call the Sheriff then he should also call a board member to join him to meet with the Sheriff.

Item 11 was to review, discuss and take action for the 2019-2020 Directors and Officers Insurance. Director Luin reviewed the insurance proposal and noted there was a \$53 dollar increase over last year's policy. He stated he would contact the company for clarification concerning items that are

automatically included in the policy but don't seem to apply to BCW WSC. The board authorized the approval of the proposal.

Item 12 was to discuss the upcoming board elections and annual meeting. Mrs. Wheeler stated the meeting is scheduled for 6:30 P.M. on April 16, 2019 at the CE-BAR Fire Station.

Item 13 was to set the date of the next regular meeting. The next meeting will be Tuesday, April 16, 2019 immediately following the closure of the annual meeting at the CE-BAR Fire Station.

Item 14 was to consider other business. There was no other business at this time.

Director Cooper called for the regular meeting to be adjourned at 8:05 PM. Director Manning seconded the motion, the Board approved unanimously.

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**MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS
April 16, 2019**

The Board of Directors of the Barton Creek West Water Supply Corporation convened the Annual meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on April 16, 2019, at 6:30 P.M.

The roll was called at 6:30 P.M. of the members of the Board of Directors by the President.

Steve Cooper	Present
Beth Kirkhart	Present
Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Present
Meryl Stoller	Present

A quorum of the members was met. Also present were General Manager, William Swanks and Valerie Wheeler of TUMCO. Mr. Swanks stated thirty five (35) ballots were received thus constituting a quorum of the members.

The first item was to present the Annual Report. President Luin welcomed everyone to the meeting and thanked them for attending. He then proceeded to review the annual report and answered questions.

Item 2 was to hear communications by members. There were no further communications by the members.

Item 3 was election of Seven (7) Directors to hold office until the next annual meeting or until their successors shall be duly elected and qualified. Mrs. Wheeler announced the results of the ballots. Candidates Cooper, Kirkhart, Luin, Manning, Specchio, Stettner and Stoller were elected to the Board.

Item 4 was consideration of such other matters as may properly come before the members. There was no other business at this time and Bob Stettner made the motion to adjourn at 6:38 P.M., Doris Manning seconded and the motion carried.

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MINUTES OF MEETING OF THE BOARD OF DIRECTORS

May 21, 2019

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on May 21, 2019 at 6:38 P.M.

The roll was called at 6:30 P.M. of the members of the Board of Directors by the President.

Steve Cooper	Present
Beth Kirkhart	Present
Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Present
Meryl Stoller	Present

A quorum of the Board was met. Also, present were William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E.

The second item was to hear citizen communications. There were no citizen's communications.

Item 3 was to discuss, consider and take action as necessary to elect officers of the Board. The Board deemed it appropriate and necessary to maintain the same officers for the forthcoming year. Director Cooper made the motion Tom Luin serve as President. Director Stoller seconded and the motion carried. Director Stettner made the motion the other officers remain the same; Doris Manning, Vice-President, Jennifer Specchio, Treasurer, and Meryl Stoller, Secretary. Director Manning seconded and the motion carried.

Item 4 was to review and approve the minutes of the April 16, 2019 annual and regular meetings. Director Kirkhart made the motion to approve the minutes as presented. Director Stoller seconded and the motion carried.

Item 5 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills to the board for review. Director Kirkhart made the motion to pay the bills as presented. Director Stoller seconded and the motion carried.

Mr. Swanks gave the General Manager and Operator report. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. He mentioned the project to install the auto dialers in the lift station is in

process and should be completed shortly. There was nothing further from the operator.

Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. After disbursements the checking account balance was \$30,309.91 and the invested funds were \$692,347.56. Mrs. Wheeler reviewed the March and April budgets that were included in the packet.

Bruce Aupperle mentioned he has been the BCW WSC Engineer since 1986 and plans to retire in 2023. He has changed the name of his company to Avalon Engineering & Land Development and has added two partners, Michael Jones and Maria Tovar. Director Luin asked Mr. Aupperle to introduce Mr. Jones to the Board soon.

Item 7 was to review, discuss and take action as necessary concerning drought contingency and water conservation. Mr. Aupperle furnished a chart that explained the new PUA drought contingency plan proposal and noted there was not much change from their previous plan. The Board stated “we have reviewed the proposal from the PUA and we have made no changes to our drought contingency plan”.

Item 8 was to review, discuss and take action as necessary concerning the waste water flow meter test at the middle school. Mr. Swanks reported the school district has ordered the parts to repair their broken meter. It may be best to wait till school is back in full session to complete the meter test by Fluid Meter Service. Mr. Swanks will discuss this with fluid Meter Service. The plan is to resume the testing in the later part of August when school is back in session.

Item 9 was to review, discuss and take any action concerning electronic water meters. Director Luin reported he has received a proposal for a starter package. He plans on putting together an information report detailing the proposal for next month. No action was taken.

Item 10 was to review and discuss the Long Term Capital Expense Plan Report and how it affects: cash flow, fee structures, planning for the future and monitors progress on expenses. Director Luin and Mr. Aupperle reviewed the expense chart and noted the upgrade at the lift stations for \$28,000 is in progress. It is planned in 2020 to rehabilitate and upgrade the sewage treatment plant at an estimate of \$372,000. Director Luin requested Mr. Aupperle put together a schedule for cost and a punch list for the project for the next meeting.

Item 11 was to set the date of the next regular meeting. The next meeting will be Tuesday, June 18, 2019 at 6:30 P.M. at the CE-BAR Fire Station.

Item 11 was to consider other business. Director Stettner mentioned he thinks the Board should consider increasing the compensation to the President due to the high work load. Director Stettner also mentioned that due to the upcoming capital expenses and need to balance the rates the budget process should be moved up to September or October. Director Luin requested Mr. Aupperle study the rates and budget to report for an agenda item next month. There was no other business.

Director Manning called for the meeting to be adjourned at 7:48 PM. Director Stoller seconded the motion, the Board approved unanimously.

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MINUTES OF MEETING OF THE BOARD OF DIRECTORS

June 18, 2019

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on June 18, 2019 at 6:38 P.M.

The roll was called at 6:30 P.M. of the members of the Board of Directors by the President.

Steve Cooper	Present
Beth Kirkhart	Present
Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Present
Meryl Stoller	Present

A quorum of the Board was met. Also, present were William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E.

The second item was to hear citizen communications. There were no citizen's communications.

Item 3 was to review and approve the minutes of the May 21, 2019 regular meeting. Director Kirkhart made the motion to approve the minutes as corrected. Director Manning seconded and the motion carried.

Item 4 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills to the Board for review. Director Stoller made the motion to pay the bills as presented. Director Kirkhart seconded and the motion carried.

Mr. Swanks gave the General Manager and Operator report. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. He mentioned the project to install the auto dialers should be completed by the end of the week. He reported he had removed the air release valve that was originally installed at the entrance to the subdivision and no longer in use. There was nothing further from the operator.

Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. After disbursements the checking account balance was \$28,290.67 and the invested funds were \$693,631.86. Mrs. Wheeler reviewed the April and May budgets that were included in the packet. The Board authorized her to invest the money from the CD coming due on July 3, 2019 for another

one year term.

Bruce Aupperle reported on the lab reports for the Spring monitoring and indicated the results are still very good and below the allowed limit.

Item 6 was to review, discuss and take action as necessary concerning a Study to balance rates and the budget. Mr. Aupperle presented a report for the Board's review. No action was taken at this time. This will be revisited during the budget process.

Item 7 was to review, discuss and take action as necessary concerning a report on the sewage treatment plant rehabilitation and upgrade project. Mr. Aupperle reported he had the sewage treatment plant inspected and discussed the areas that need some repair. Mr. Luin furnished some pictures and explained the chlorine chamber outer wall has some rusted areas. Mr. Swanks stated he had obtained a quote of approximately \$10,000 from the welder to patch the rusted areas. He will need a drawing from the engineer to proceed. Mr. Swanks said the estimate from the painter to sand blast and paint the repaired area is estimated at \$3,000. The Board recommended moving forward with a \$20,000 budget for the repairs to begin as soon as possible. Mr. Swanks mentioned there was a rusted area and safety concern on the catwalk on top of the treatment plant and is having it repaired at a cost of approximately \$1,000.

Item 8 was to review, discuss and take action as necessary concerning the waste water flow meter test at the middle school. Mr. Swanks reported on his on-going correspondence with the school district to repair or replace the school's broken waste water flow meter. Mr. Swanks will continue to work with the school district.

Item 9 was to review, discuss and take any action concerning electronic water meters. Director Luin provided a summary report on electronic water meter evaluation. After discussing the issue the board agreed to do nothing and continue to monitor suppliers, technology maturity, and cost curve information. Director Luin and Mr. Swanks will continue to stay in contact with the companies that provided information and quotes. Mr. Swanks will continue to gather information from other water systems that use this type of technology.

Item 10 was to review, discuss and take any action concerning the compensation for the Board President. Director Stettner recommended the Board look at this in October during the budget process. No action was taken

Item 11 was to set the date of the next regular meeting. The next meeting will be Tuesday, July 16, 2019 at 6:30 P.M. at the CE-BAR Fire Station.

Item 12 was to consider other business. There was no other business.

Director Stettner called for the meeting to be adjourned at 8:12 PM. Director Kirkhart seconded the motion, the Board approved unanimously.

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MINUTES OF MEETING OF THE BOARD OF DIRECTORS

July 16, 2019

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on July 16, 2019 at 6:38 P.M.

The roll was called at 6:33 P.M. of the members of the Board of Directors by the President.

Steve Cooper	Present
Beth Kirkhart	Present
Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Absent
Meryl Stoller	Present

A quorum of the Board was met. Also, present were Steve Franke, with Reynolds & Franke, PC., William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E.

Item 2 was to hear citizen communications. There were no citizen's communications.

Item 3 was to review and approve the minutes of the June 18, 2019 regular meeting. Director Manning made the motion to approve the minutes as presented. Director Kirkhart seconded and the motion carried.

Item 4 was to review, discuss and take action as necessary to approve the 2018 Financial Statements. Mr. Franke reviewed the report that was included in the board packet. The Board asked if he thought there was a minimum cash reserve that should be maintained. Mr. Franke responded the Corporation should probably keep enough cash to cover five to six months of expenses and noted that is currently being done. Director Kirkhart made the motion to approve the Financial Statements as presented. Director Stoller seconded and the motion carried.

Item 5 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills to the Board for review. Director Kirkhart made the motion to pay the bills as presented. Director Manning seconded and the motion carried.

Item 6A - Mr. Swanks gave the General Manager and Operator report. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. He mentioned the project to install the auto dialers is complete and operating

properly. He repaired a water line at 9301 Scenic Bluff that had broken at the service angle stop before the meter. The break was on the Corporations side and did not affect the homeowner's usage. No boil water notice was required. There was nothing further from the operator.

Item 6B - Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. After disbursements the checking account balance was \$33,659.57 and the invested funds were \$695,361.69. Mrs. Wheeler reviewed the May and June budgets that were included in the packet.

Item 6C - Bruce Aupperle reported on the lab reports for the Spring monitoring and indicated the results are still very good and below the allowed limits.

Item 7 was to review, discuss and take action as necessary concerning a report on the sewage treatment plant rehabilitation and upgrade project. Mr. Aupperle reported he is still gathering information necessary to begin repairs. Mr. Luin requested a meeting on July 30, 2019 at 11:30 AM. to finalize plans for moving forward with the project. Director Stoller provided a name of a contact that may be helpful for testing the steel strength of the tank. Mr. Swanks has asked the welder to schedule the work in August.

Item 8 was to review, discuss and take action as necessary concerning the waste water flow meter replacement at the middle school. Mr. Aupperle was notified the school district has purchased a new meter and it will be installed at the end of July. Mr. Swanks will continue to work with the school district and have the meter tested after school resumes.

Item 9 was to review and discuss the Long-Term Capital Expense Plan Report and how it affects: cash flow, fee structures, planning for the future and monitors progress on expenses. Director Luin requested to defer this discussion until there is a better understanding of the necessary repairs for the sewage treatment plant rehabilitation and upgrade project. This item was tabled until the September meeting.

Item 10 was to set the date of the next regular meeting. The next meeting will be Tuesday, August 20, 2019 at 6:30 P.M. at the CE-BAR Fire Station.

Item 11 was to consider other business. Director Luin mentioned he had completed a questionnaire and phone interview with the Cincinnati Insurance Co (liability carrier) to validate their records. There was no other business.

Director Stoller called for the meeting to be adjourned at 7:59 PM. Director Kirkhart seconded the motion, the Board approved unanimously.

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MINUTES OF MEETING OF THE BOARD OF DIRECTORS

August 20, 2019

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on August 20, 2019 at 6:30 P.M.

The roll was called at 6:30 P.M. of the members of the Board of Directors by the President.

Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Present
Meryl Stoller	Present
Steve Cooper	Not Present
Beth Kirkhart	Not Present

A quorum of the Board was met. Also, present were William Swanks of TUMCO and Bruce Aupperle, P.E.

Item 2 was to hear citizen communications. There were no citizen's communications.

Item 3 was to review and approve the minutes of the July 16, 2019 regular meeting. Director Manning made the motion to approve the minutes. Director Specchio seconded and the motion carried.

Item 4 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills to the Board for review. Director Stoller made the motion to pay the bills as presented. Director Specchio seconded and the motion carried.

Item 5a. Mr. Swanks gave the General Manager and Operator reports. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. He reported on the emergency call outs at the Barton Point lift station. One call out was a power outage and the second one was an electrical problem in the control panel. All were resolved. Mr. Swanks also reported on irrigation system main line repairs of a broken PVC coupling. There was nothing further from the operator.

Item 5 b. Mr. Swanks next gave the financial report. He reviewed the cash statements and investments. After disbursements the checking account balance was \$18,443.07 and the invested funds were \$696,913.47. Mr. Swanks was instructed to place the upcoming CD, due 9/16/19, in

the money market account to facilitate upcoming repairs on the sewer plant. Mr. Swanks reviewed the June and July budgets that were included in the packet.

Item 5c. Bruce Aupperle reported on a request from Director Kirkhart about the possibility of testing the Hebbingston Hollow pond for neurotoxins in water relating to blue green algae. Mr. Aupperle stated that the information gathered from himself and Mr. Swanks indicated that testing for toxins was not readily available and that only algae testing was possible. No further action was taken on the matter. Mr. Luin reported on a 08/13/19 meeting with the West Travis County PUA leadership team, including two board members. Attending the meeting was Mr. Swanks, Directors Luin and Stoller and Bruce Aupperle. The West Travis County PUA presented their rate proposal and associated methodology and they also stated their rate proposal would be submitted to their board at their 08/15/19 meeting for expected final approval. Their meeting minutes have not yet been posted to the WTCPUA website.

Item 6 was to review, discuss and take action as necessary concerning sewer plant repairs. Mr. Aupperle reported on hiring a metallurgy testing company. Crossbridge Compliance was hired to do testing on sewer plant walls over areas that have rusted. The report was forwarded to Southwest Erectors to support their analysis and repair proposal. Mr. Swanks stated that he is scheduled to meet with Southwest Erectors 08/22/19 A.M. to discuss their recommendations and plans for repairs. Director Stoller made the motion, Director Stettner seconded and the Board approved. Director Luin and Mr. Swanks authorized expenditures up to \$35,000.00 for the costs associated with the emergency repairs (time and materials). The scheduled meeting with Bruce Aupperle, Mr. Swanks, Southwest Erectors and Director Luin will be to agree upon a plan for the repairs with a committed timetable for completion.

Item 7 was to review, discuss and take action as necessary concerning the waste water flow meter test at the middle school. Mr. Swanks reported the school district had replaced their wastewater meter. He will contact Fluid Meter Service to conduct a final 3 days of testing. After final results, Mr. Aupperle will evaluate the rates charged to the school district and make a recommendation to the board as necessary.

Item 8 was to set the date of the next regular meeting. The next meeting will be Tuesday, September 17, 2019 at 6:30 P.M. at the CE-BAR Fire Station.

Item 9 was to consider other business. There was a brief discussion of the new CE-Bar fire department reservation policy.

Director Stoller called for the meeting to be adjourned at 7:28 PM. Director Manning seconded the motion, the Board approved unanimously.

**BARTON CREEK WEST
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MINUTES OF MEETING OF THE BOARD OF DIRECTORS
September 17, 2019

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on September 17, 2019 at 6:30 P.M.

The roll was called at 6:30 P.M. of the members of the Board of Directors by the President.

Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Present
Meryl Stoller	Present
Beth Kirkhart	Present
Steve Cooper	Present

A quorum of the Board was met. Also, present were William Swanks of TUMCO and Bruce Aupperle, P.E.

Item 2 was to hear citizen communications. There were no citizen's communications.

Item 3 was to review and approve the minutes of the August 20, 2019 regular meeting. Director Stoller made the motion to approve the minutes with the minor corrections. Director Stettner seconded and the motion carried.

Item 4 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills to the Board for review. Director Stettner asked the engineer to explain his invoice. Mr. Aupperle explained the expenditures in his invoice all related to TCEQ permit renewal. Director Cooper made the motion to pay the bills as presented. Director Kirkhart seconded and the motion carried.

Item 5a - Mr. Swanks gave the General Manager and Operator report. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. He reported on the emergency call outs at the Barton Point lift station that had numerous callouts in one day resulting in Austin Armature replacing the controller. No further problems were reported. Mr. Swanks also reported mowing was completed and he has started checking sprinkler heads in the irrigation fields. Mr. Swanks reported he had requested Austin Armature to begin evaluation of replacing motors at the Cliffs Edge lift station. There was nothing further from the operator.

Item 5b - Mr. Swanks next gave the financial report. He reviewed the cash statements and investments. After disbursements the checking account balance was \$6,287.36 and the invested funds were \$698,466.96. Mr. Swanks stated that a CD in the amount of \$99,022.77 came due on 9-16-2019 and will be placed in the Money Market account to facilitate upcoming repair costs on the sewer plant. Mr. Swanks reviewed the July and August budgets that were included in the packet.

Item 5c - Bruce Aupperle reported on the TCEQ response to our permit renewal. TCEQ requested some minor wording edits. Mr. Aupperle will complete the edits as requested and post the paperwork at the Laura Bush Community Library. Mr. Aupperle reported on the yearly spring samples, he was pleased to report samples were well within normal limits.

Item 6 was to review, discuss and take action as necessary concerning a study to balance rates and the operating budget. Mr. Aupperle stated that after reviewing the 2018 water and sewer rates, the variance between the two was around a 2% difference. Mr. Aupperle's recommendation at this time is to not change the rate structure and look at it closer to budget time, later this fall. No action was taken.

Item 7 was to review, discuss and take action as necessary concerning the report on ongoing sewer plant repairs. Mr. Swanks reported that sewer plant repair work had started and that due to expected rain, the welders would plan to start on September 23 and work to completion. Mr. Aupperle stated he would notify the TCEQ about the repair work being done. No further action was taken.

Item 8 was to review, discuss and take action as necessary concerning the waste water flow meter test at the Westridge middle school. Mr. Swanks reported Fluid Meter Service does not have a portable meter at this time to conduct the flow test but will perform and complete the test when one becomes available soon.

Item 9 was to review and discuss the Long Term Capital Expense Plan report and how it affects: cash flow, fee structures, planning for the future and monitors progress on expenses. Mr. Aupperle reported the estimated cost on future sewer plant rehabilitation cost was approximately \$380,000. Director Luin suggested we defer this item till next month once we receive the invoices for the plant repairs.

Item 10 was to set the date of the next regular meeting. The next meeting will be Tuesday, October 15, 2019 at 6:30 P.M. at the CE-BAR Fire Station.

Director Stoller called for the meeting to be adjourned at 7:19 PM. Director Kirkhart seconded the motion, the Board approved unanimously.

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MINUTES OF MEETING OF THE BOARD OF DIRECTORS

October 15, 2019

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on October 15, 2019 at 6:30 P.M.

The roll was called at 6:31P.M. of the following Board of Directors by the President.

Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Present
Meryl Stoller	Present
Beth Kirkhart	Absent
Steve Cooper	Present

A quorum of the Board was met. Also, present were William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E.

Item 2 was to hear citizen communications. There were no citizen's communications.

Item 3 was to review and approve the minutes of the September 17, 2019 regular meeting. Director Stoller made the motion to approve the minutes with the minor corrections. Director Stettner seconded and the motion carried.

Item 4 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills to the Board for review. Director Stettner made the motion to pay the bills as presented. Director Specchio seconded and the motion carried.

Item 5a - Mr. Swanks gave the General Manager and Operator report. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. There was nothing further from the operator.

Item 5b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. Mrs. Wheeler stated \$80,000 was transferred from the UBS cash account to cover the expenses leaving a checking account balance of \$52,005.75 and the invested funds were \$619,388.21. There is a CD for \$175,064.75 coming due on October 24, 2019. The Board recommended investing it in an 18 month CD. Another CD for \$75,053.25 will come due November 7, 2019 and the Board recommended placing that amount in a 12 month CD. Mrs.

Wheeler reviewed the August and September budgets that were included in the packet.

Item 5c - Bruce Aupperle reported he had responded to the TCEQ questions concerning the new permit. He stated the TCEQ will complete the language to be used in the notice that will be posted at the Laura Bush Community Library in about a month. He also mentioned the approximate five acre irrigation tract owned by BCW WSC located between Bee Cave Road and the entrance to the sewage plant has designated impervious cover that may never be needed by BCW WSC and the cover rights could be sold to someone else developing a tract nearby that needs more impervious cover. The land would not be sold but the rights to the impervious cover could be sold if needed. No action was taken.

Item 6 was to review, discuss and take action as necessary concerning the report on ongoing sewer plant repairs. Mr. Swanks reported that the sewer plant repair work is complete and the total cost of the project was \$40,612. Director Luin commented on how serious and necessary the repairs had been in preventing a major failure and extending the operational life of the sewer plant. No further action was taken.

Item 7 was to review, discuss and take action as necessary concerning the waste water flow meter test at the Westridge middle school. Mr. Swanks reported Fluid Meter Service completed three days of flow meter testing on the new meter. The Westridge Middle school produces approximately 10,000 gallons of sewage a day. The test on the new meter indicated it is accurate. Mr. Aupperle was asked to look at sewage rates associated with the flow meter data for the next meeting.

Item 8 was to review discuss and take any action concerning the compensation for the Board President. Director Stettner mentioned he thought that the Board President should be compensated for extra time and meetings he incurs on behalf of the Board. There is a policy in place to pay the President and other Board members when they work and attend meetings on behalf of the Board but in the past most of the Board members and President have very rarely asked for additional payment. It was noted that Director Luin has been very involved this year with ongoing repair projects and should be compensated. Mrs. Wheeler suggested the yearly budgeted amount for Director Fees be increased from \$13,500 to \$16,000. The Board agreed to increase the budget for Directors Fees to \$16,000 for the 2020 budget when it is approved in the next few months. No action was taken and this item will be looked at again with the 2020 budget discussion and approval.

Item 9 was to discuss the preliminary budget. Mrs. Wheeler reviewed the preliminary budget that was included in the Board packet. The Board discussed some items to change for the next meeting when the 2020 budget is reviewed again. No action was taken.

Item 10 was to set the date of the next regular meeting. The next meeting will be Tuesday, November 19, 2019 at 6:30 P.M. at the CE-BAR Fire Station.

Item 11 was other business. There was no other business.

Director Stettner called for the meeting to be adjourned at 8:13 PM. Director Manning seconded

the motion, the Board approved unanimously.

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MINUTES OF MEETING OF THE BOARD OF DIRECTORS

November 19, 2019

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on November 19, 2019 at 6:30 P.M.

The roll was called at 6:35P.M. of the following Board of Directors by the President.

Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Present
Meryl Stoller	Present
Beth Kirkhart	Present
Steve Cooper	Present

A quorum of the Board was met. Also, present were William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E.

Item 2 was to hear citizen communications. There were no citizen's communications.

Item 3 was to review and approve the minutes of the October 15, 2019 regular meeting. Director Kirkhart made the motion to approve the minutes with the minor corrections. Director Specchio seconded and the motion carried.

Item 4 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills to the Board for review. Director Manning made the motion to pay the bills as presented. Director Kirkhart seconded and the motion carried.

Item 5a - Mr. Swanks gave the General Manager and Operator report. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. He reported the Barton Point lift station had experienced some intermittent power outages during the freezing weather the previous week. He replaced the auto dialer and phase monitor at the station and the station is working properly. There was nothing further from the operator.

Item 5b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. Mrs. Wheeler stated the checking account balance is \$83,622.53 and the invested funds are \$615,398.95. Mrs. Wheeler reviewed the September and October budgets that were

included in the packet. Director Luin reported he had received the completed tax filing for 2018 from Reynolds and Franke. He stated the tax report was completed and submitted to the IRS on time as required.

Item 5c - Bruce Aupperle reported he received notification from the TCEQ that the permit is administratively complete and needs to be published before December 9, 2019. Next, the TCEQ will begin their technical review.

Item 8 was moved ahead to review and discuss the Long Term Capital Expense Plan Report and how it affects: cash flow, fee structures, planning for the future and monitor progress on expenses.

The Board reviewed the expense plan and recognized there will be an approximate \$400,000 expense near the year 2023 for improvements to the sewage treatment plant. Director Luin asked Mr. Aupperle to update the plan as discussed and send to all the Board members for their files. No further action was taken.

Item 7 was to review, discuss and take action as necessary concerning the adoption of the 2020 budget. Mrs. Wheeler reviewed the proposed budget and suggested waiting till next month to approve the budget. No Action was taken.

Item 6 followed to review, discuss and take action as necessary concerning changes to the water and wastewater rates. Mr. Aupperle presented a summary comparison analysis of the water and wastewater costs. The Board requested the report be updated with any additions that are made to the proposed budget and be included for presentation next month. No Action was taken.

Item 9 was to set the date of the next regular meeting. The next meeting will be Tuesday, December 17, 2019 at 6:30 P.M. at the CE-BAR Fire Station.

At 7:50 P.M. the Board went into Executive Session.

At 8:00 P.M. the Board closed the Executive Session and reconvened the regular meeting.

No action was taken during Executive Session.

Item 10 was other business. There was no other business.

Director Manning called for the meeting to be adjourned at 8:00 PM. Director Kirkhart seconded the motion, the Board approved unanimously.

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MINUTES OF MEETING OF THE BOARD OF DIRECTORS

December 17, 2019

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting, open to the public, at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas on December 17, 2019 at 6:30 P.M.

The roll was called at 6:35P.M. of the following Board of Directors by the President.

Tom Luin	Present
Doris Manning	Absent
Jennifer Specchio	Present
Bob Stettner	Present
Meryl Stoller	Present
Beth Kirkhart	Present
Steve Cooper	Present

A quorum of the Board was met. Also, present were William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E.

Item 2 was to hear citizen communications. There were no citizen's communications.

Item 3 was to review and approve the minutes of the November 19, 2019 regular meeting. Director Stoller made the motion to approve the minutes as presented. Director Kirkhart seconded and the motion carried unanimously.

Item 4 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills to the Board for review. Director Kirkhart made the motion to pay the bills as presented. Director Specchio seconded and the motion carried unanimously.

Item 5a - Mr. Swanks gave the General Manager and Operator report. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. He mentioned he had been called to a home on Creeks Edge Parkway concerning a water leak. The leak was determined to be on the homeowner's side of the meter and not BCW WSC property. He reported he had an irrigation line repaired by Utility Specialists in the median on Creeks Edge Parkway. There was nothing further from the operator.

Item 5b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. Mrs. Wheeler stated the checking account balance is \$95,254.97 and the invested funds are \$616,394.18. Mrs. Wheeler reviewed the October and November budgets that were

included in the packet.

Item 5c - Bruce Aupperle reported the wastewater permit application has been published in the Austin American Statesman and will be published again mid-January. There was nothing further from the Engineer.

Item 6 was to review, discuss and take action as necessary concerning the adoption of the 2020 budget. Mrs. Wheeler reviewed the proposed budget. Director Stoller made the motion to adopt the budget as presented. Director Cooper seconded and the motion carried unanimously.

Item 7 was to review, discuss and take action as necessary concerning changes to the water and wastewater rates. The Board discussed how much was needed in the reserve fund for future capital expenditures and emergency operating funds. Director Luin mentioned the optimal range for reserve funds should be approximately \$700,000, based on future expenditure projections and the recommendation from the auditing firm to maintain a financial fallback of at least six months of operating costs. The Board expects to spend approximately \$500,000 to \$600,000 in capital expenditures during the next five years and will need to begin adding to the reserves to cover those upcoming expenses and maintain a stable backup. Mr. Aupperle presented a detailed report showing the cost comparison between water and wastewater expenses versus revenue. The report shows the wastewater revenue falls approximately \$50,000 short of a balanced recovery and Mr. Aupperle recommended the customer wastewater rate be increased. After much review and discussion, Director Stoller made the motion to raise the base rate for wastewater from \$73 per month to \$88 per month effective March 1, 2020. Director Stettner seconded and the motion carried unanimously. Director Specchio made the motion to increase the base rate for wastewater to Eanes Independent School District for Westridge Middle School to equal the base rate of the BCW WSC customers from \$2,383 to \$2,873 effective March 1, 2020. Director Kirkhart seconded and the motion carried unanimously.

Item 6 was revisited after the rate discussion to address amending the budget. Director Cooper made the motion to amend the 2020 budget to increase wastewater service fees \$63,000 from \$455,000 to \$518,000 for the year. Director Stoller seconded and the motion carried unanimously.

Item 8 was to set the date of the next regular meeting. The next meeting will be Tuesday, January 21, 2020 at 6:30 P.M. at the CE-BAR Fire Station.

Item 9 was other business. There was no other business.

Director Stettner called for the meeting to be adjourned at 8:23 PM. Director Kirkhart seconded the motion, the Board approved unanimously.