

**BARTON CREEK WEST
WATER SUPPLY CORPORATION
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MINUTES OF MEETING OF THE BOARD OF DIRECTORS

April 15, 2025

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public; via videoconference on April 15, 2025, at 6:30 P.M.

The roll was called at 7:04P.M. of the following Board of Directors by the President.

Tom Luin	President	Present
Meryl Stoller	Secretary/Treasurer	Present
Wade Bingaman		Present
Paul Roush		Present
Ki O		Absent
Wallace Harwood		Present
Steve Cooper	Vice President	Present

Item 1 was to determine that a quorum was present for the Board to meet. Also, present were William Swanks of Tumco, Steve Franke, CPA of Reynolds and Franke, Stephanie Albright of Bickerstaff Heath Delgado Acosta Law firm and Dennis Lozano of Malone/ Wheeler.

Item 2 was to hear citizens communication. Present at the meeting were residents Yoshi Odama and Karen Harris-Odama. Their comments were made at the earlier Annual Meeting. There was nothing further.

Item 3 was to review and approve minutes of the March 18, 2025 regular meeting. Director Stoller moved to approve the minutes as presented with a minor correction on item 7. Director Roush seconded and the motion carried unanimously. There was nothing further.

Item 4 was to review bills and invoices and approve payment of same. Mr. Swanks reported on normal bills. Director Cooper moved to pay the bills as presented. Director Bingaman seconded and the motion carried unanimously.

Item 5 was to review, discuss and take action as necessary for the Barton Creek West WSC fiscal year 2023 Audit. Steve Franke of Reynolds and Franke presented the draft audit to the board. Mr. Franke suggested we have a board member overview the monthly bank reconciliation. This has been assigned to the Treasurer.

Item 6a Mr. Swanks gave the General Manager and Operator reports. Mr. Swanks reported maintenance and monthly inspections at the treatment plant, lift stations, irrigation fields and water system were routine and normal. Mr. Swanks reported on mowing of the irrigation fields has been completed. He reported the pond liner has been repaired. He reported on power outage

at Creeks Edge Pkwy lift station and the floats that were replaced. Mr. Swanks reported on watering violations and that he had tagged 6 homes for watering violations. Mr. Swanks reported on violation tags being updated with current requirements and new ones being printed.

Item 6b Mr. Swanks next gave the financial report. Mr. Swanks reported on the statement of activities for the month of March. He reported that billing for the month of March was \$106,750 and that monies collected were \$97,088. Expenses totaled \$116,167. He reported on the schedule of investments at \$1,578,827. The checking account balance was \$135,460. Mr. Swanks reported on a treasury bill that came due in April and that he would reinvest the maturity result for a 6 months term. There was nothing further.

Item 6c Engineer report. Dennis Lozano reported on the data that were provided in the packet, with plant operations in the normal range. There was nothing further.

Item 7 was to review status of Malone/Wheeler project documentation bid package development and completion timeline. Stephanie Albright, legal counsel for BCW WSC, review the document bid package prior to authorization to Mr. Lozano to release the documents to prospective bidders. Mr. Lozano reported the bids were released to contractors. The expectation is bidders will engage with Malone/Wheeler for typical Q&A about the project with an anticipated initial response prior to the next board meeting. There was nothing further.

Item 8 was to review, discuss and take action as necessary for election ballot tabulation, Director election and acceptance of election results. Director Bingaman moved to accept ballot tabulation and election results. Director Stoller seconded and the motion carried. There was nothing further.

Item 9 was to review, discuss and take action as necessary for continued improvement of the BCW WSC web site. Mr. Swanks completed update suggestion made by Director Cooper last month. There was nothing further.

Item 10 was to discuss future water and wastewater rates. Stephanie Albright gave update on requirements for rate increase communications. Director Cooper moved to adopt the proposed new water rate structure as discussed, Director Bingaman seconded the motion carried unanimously. Director Cooper and Director Luin were assigned with drafting a communications letter for member customers, announcing the rate increase and effective date. Additional communications are to be made on the website and to the BCW HOA, for awareness. There was nothing further.

Item 11 was to review and discuss the Long-Term Capital Expense Plan report and how it affects: cash flow, fee structures, planning, and monitors progress on expenses, specifically to review planning impact on planned sewer plant rehabilitation in the fiscal year 2024-2025. No new updates. There was nothing further.

Item 12 Next Regular Meeting Date: May 20, 2025 at Ce-Bar Fire Department at 6:30pm.

Item 13 Other Business. Director Harwood, requested a future discussion on a scheduled maintenance tracking software for water lines wastewater, fire hydrants, etc. with GIS

technology. This may also be expanded into the wastewater treatment plant and operations, post of the rehab project being completed. Mr. Swanks is still working on finding an acceptable software. Director Luin introduced Stepanie Albright, of Bickerstaff, Heath, Delgado, Acosta LLP and discussed what might be requirements for future needs from a legal firm. Mrs. Albright provided the board with an overview of her professional expertise and history of working with utility customers. Mrs. Albright stated she would review previous minutes and agendas and make suggestions moving forward along with reviewing the final bid documentation package for legal accuracy and protection

Item 14 Adjourn. Director Stoller moved to adjourn. At 8:11 PM Director Roush seconded and the motion carried unanimously.