

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

August 21, 2018

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 21, 2018 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	Absent
Jennifer Specchio	Present
Bob Stettner	Present
Meryl Stoller	Present

A quorum of the Board was met. Also present were Valerie Wheeler and William Swanks of TUMCO, Bruce Aupperle arrived later in the meeting.

The next item to come before the Board was to hear citizen communications. Josh Zachary attended the meeting but had no questions or comments for the Board. There were no other citizens to come before the Board.

Item 3 was to review and approve the minutes of the July 10, 2018 regular meeting. Director Stoller made the motion to approve the minutes as presented. Director Kirkhart seconded and the motion carried.

Item 4 was to review and consider payment of bills and invoices. Mrs. Wheeler presented the Corporation's bills to the Board for review. Director Kirkhart made the motion to approve all the bills as presented. Director Specchio seconded and the motion carried.

Mrs. Wheeler next gave the general manager's report. She reviewed the cash statements and investments. After disbursements the checking account balance was \$35,666.57 and the invested funds were \$806,743.14. Mrs. Wheeler reviewed the June and July budgets that were included in the packet. Mrs. Wheeler then reported she had recently sold the ownership of TUMCO Consultants, Inc. to William Swanks. Mr. Swanks has been employed by TUMCO for the last twenty nine years and decided to purchase TUMCO upon Mrs. Wheeler's anticipated retirement.

Mrs. Wheeler will remain with TUMCO in a much smaller capacity and will continue to provide financial assistance. Mr. Swanks, President of TUMCO, will assume the General Manager duties and continue as Head Operator for Barton Creek West Water Supply Corporation.

Mr. Swanks presented the operations report. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. He reported one of the motors at the Creeks Edge lift station had failed and needs to be replaced. He presented information that a new motor will cost approximately \$18,000 and can be delivered and installed within the next two to three weeks. A new motor will carry a one year warranty. Director Specchio made the motion to purchase a new motor for the Creeks Edge Lift Station. Director Stoller seconded and the motion carried. Next, Mr. Swanks stated the flow meter at the sewage treatment plant had stopped and he had ordered and installed a new flow meter for \$5,200. He reported he had engaged Wastewater Transport Services to clean out the drain lines at the sewage treatment plant that were backing up with debris that passes through the bar screen at the treatment plant and builds up over time to clog the system. He noted two leaks had been found on the irrigation system and had been repaired. There was nothing further from the Operator.

There was no report from the Engineer.

Item 6 was to review and take any action concerning delinquent utility accounts. Mrs. Wheeler discussed the past due accounts that were included in the packet. She reviewed a draft letter to encourage more customers to sign up for automatic banking in order to decrease the amount of delinquent accounts each month. Director Specchio agreed to revise the letter to include language concerning those that use their banks to set up bill pay in addition to those desiring to use auto-pay. No action was taken and the Board will review this next month.

Item 7 was to review, discuss and take any action concerning the Service rules and Regulations of the Water Supply Corporation. The Board agreed to look at a proposed policy change about deposits and delinquencies at the next meeting. This item was Tabled until next month.

Item 8 was to review, discuss and take any action concerning the Expenditure Approval Policy. Director Specchio discussed the draft Capital Expenditure Policy she had prepared. This item was Tabled till next month. Mr. Swanks reviewed some sketches and a site layout for a small office building and estimated costs. He reviewed the estimates he had put together to purchase a generator and permanent storage building if needed. Director Luin suggested this should be reviewed with the Engineer, Mr. Swanks and himself at a soon to be scheduled meeting. The Board Tabled this discussion and will bring it back up at a future meeting if necessary.

Mr. Aupperle arrived at this time but had no further report.

Item 9 was to set the date of the next regular meeting. The next meeting will be Tuesday, September 18, 2018 at 6:30 P.M. at the CE-BAR Fire Station.

Item 10 was to consider other business. There was no other business at this time and the Board adjourned at 8:55 P.M.

