

**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 21, 2020

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 21, 2020 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	Absent
Steve Cooper	Absent

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 December 17, 2019 regular meeting. Director Specchio made the motion to approve the minutes as presented. Director Stoller 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 Stettner made the motion to pay the bills as presented. Director Manning 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 reported the Cliffs Edge lift station experienced a power outage caused by a squirrel on Sunday, January 5, 2020. The City of Austin was notified and responded and the lift station was evaluated and put back into service with no further problems. A broken angle stop at 9306 Scenic Bluff Dr. was replaced. The yearly hydro-jetting and videoing of the sewer main was performed on Barton Point Dr., no issues were detected. Hydro-jetting and videoing is done once a year on alternating streets on a five year rotation. He reported the motors and pumps ordered for the Cliffs Edge lift station should arrive and be installed in March. There was a short discussion concerning grinder pumps and will be addressed more thoroughly

as an agenda item next month. 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 \$81,117.21 and the invested funds are \$616,807.68. She recommended the CD coming due in January for \$100,058.00 be invested in another one year CD. Mrs. Wheeler reviewed the November and December budgets that were included in the packet.

Item 5c - Bruce Aupperle presented draft copies of the proposed TCEQ Permit for wastewater. The permit will expire ten years from the date of issuance. The wastewater permit application will be published in the Austin American Statesman again in January before receiving final approval and issuance. There was nothing further from the Engineer.

Item 6 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 monitor progress on expenses. The Board suggested moving the tertiary treatment expenditure of \$250,000.00 at the sewage plant to 2031 due to the wastewater permit being extended ten years. Mr. Aupperle was asked to update the report and bring copies to the next meeting. No further action was taken.

Item 7 was to set the date of the next regular meeting. The next meeting will be Tuesday, February 18, 2020 at 6:30 P.M. at the CE-BAR Fire Station.

Item 8 was other business. There was no other business.

Director Stoller called for the meeting to be adjourned at 7:52 PM. Director Manning seconded the motion, the Board approved unanimously.

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**MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS  
May 19, 2020**

The Board of Directors of the Barton Creek West Water Supply Corporation convened the Annual meeting; open to the public, via videoconference on May 19, 2020 at 6:30 P.M.

The roll was called at 6:44 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 and Bruce Aupperle, P.E. Mr. Swanks stated twenty nine (29) 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. Mr. Swanks 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 Meryl Stoller made the motion to adjourn at 7:20 P.M., Doris Manning seconded and the motion carried.

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**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

April 21, 2020

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on April 21, 2020 at 6:30 P.M.

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

Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Bob Stettner	Present, arrived at 6:50 P.M.
Meryl Stoller	Present, arrived at 6:45 P.M.
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 February 18, 2020 regular meeting. Director Kirkhart made the motion to approve the minutes as presented. Director Manning 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 Manning seconded and the motion carried unanimously.

Item 5a - Mr. Swanks gave the General Manager and Operator report. He mentioned he has had two inquiries concerning the new wastewater rate that went into effect on March 1, 2020. He reported maintenance and monthly inspections at the treatment plant; lift stations, irrigation fields and water system were routine and normal. He reported the scheduled maintenance project to replace the two existing pumps at the Cliffs Edge lift station is nearing completion. The first pump has been replaced and is working properly. The second pump is scheduled to be placed into service on Wednesday, April 22, 2020. He reported that one of the two blowers located at the sewage treatment plant is out of service and he is getting quotes to rebuild or replace the unit. This particular blower was repaired about ten years ago. The other blower is the original blower installed by the developer and is currently operating 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 \$60,098.12 and the invested funds are \$620,697.41. Mrs. Wheeler reviewed the February and March budgets that were included in the packet.

Item 5c - Bruce Aupperle presented information from the TCEQ that indicated no one had protested the new wastewater permit application and expects to get final approval of the permit soon. There was nothing further from the Engineer.

Item 6 was to review, discuss take action as necessary to amend the Service Rules of the BCWWSC. Mr. Aupperle reviewed the proposed changes to the Service Rules including a suggested change that was discussed. Director Stoller made the motion to accept the Service Rules as edited effective April 21, 2020. Director Manning seconded and the motion carried unanimously. An action was taken by Mr. Aupperle and Mr. Swanks to also review and update the Member Service Agreement for applicability to grinder pumps and associated warning systems.

Item 7 was to review, discuss and take action as necessary concerning grinder pumps. Director Luin reviewed the draft letter that was prepared to send to the eleven (11) homeowners that have grinder pumps reminding them of their responsibilities. The Board recommended a couple changes to the draft and asked the letter be mailed to the homeowners.

Item 8 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 stated there have been no changes in operations that would impact a change to the plan and that it would be discussed again at the June meeting.

Item 9 was to ratify actions taken by Board Officers to renew the 2020-2021 Directors and Officers Insurance Policy so the policy did not lapse. Director Kirkhart made the motion to ratify the action to approve the Directors and Officers Insurance Policy for 2020-2021. Director Specchio seconded and the motion carried unanimously.

Item 10 was to discuss the upcoming Board elections and Annual meeting. The Board discussed the Annual meeting should be held by videoconference on May 19, 2020. Director Stettner requested a return self-addressed envelope be included with the mail out information and the Board concurred.

Item 11 was to hear a report and take action as necessary concerning invasive non-native vegetation on BCWWSC property. Director Kirkhart discussed the progress concerning the ongoing invasive and non-native vegetation program on BCWWSC property. She reported the native grasses are growing well from the seeding that was done last year. The Malta Star Thistle has been greatly reduced from the removal efforts of the last couple of years. There is some Johnson grass that needs to be addressed and she asked Mr. Swanks to look into getting it removed. No further action was taken.

Item 12 was to review, discuss and take action as necessary to be more pro-active in communicating with the HOA. Director Luin agreed to reach out to the HOA director, Larry Irvin, who is working on the HOA's communication and website to see if a better line of communication between BCWWSC, its customers, the HOA, and Goodwin Property Management can be developed.

Item 13 was to set the date of the annual meeting and next regular meeting. The annual meeting will be held by videoconference on Tuesday, May 19, 2020 at 6:30 P.M. and the regular monthly meeting will immediately follow.

Item 14 was other business. There was no other business.

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

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**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

February 18, 2020

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 18, 2020 at 6:30 P.M.

The roll was called at 6:30 P.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 the presentation of the 2020 Ce-Bar contribution. The fire chief was not present so the presentation will be made next month.

Item 4 was to review and approve the minutes of the January 21, 2020 regular meeting. Director Specchio made the motion to approve the minutes as presented. Director Kirkhart seconded and the motion carried unanimously.

Item 5 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 unanimously.

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. There was nothing further from the operator.

Item 6b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. Mrs. Wheeler stated the checking account balance is \$86,256.25 and the invested funds are \$617,723.91. Mrs. Wheeler reviewed the December and January budgets that were

included in the packet.

Item 6c - Bruce Aupperle reported he had been contacted by the TCEQ to make the final publication of the wastewater permit application in the Austin American Statesman. There was nothing further from the Engineer.

Item 7 was to review, discuss take action as necessary concerning grinder pump rules. Mr. Swanks reported on the number of grinder pumps in the neighborhood and presented a draft letter to consider to mail to those homes. The Board discussed the service rules needed to be amended and will put that on next month's agenda before finalizing the letter. No action was taken.

Item 8 was to set the date of the next regular meeting. The next meeting will be Tuesday, March 17, 2020 at 6:30 P.M. at the CE-BAR Fire Station.

Item 9 was other business. Director Kirkhart mentioned she would like to present a status report regarding the Malta Star Thistle and native grasses on BCW WSC property. She also mentioned the HOA is undergoing changes with their web site. In addition, Director Luin requested an agenda item concerning communications with the HOA be included next month. A short discussion took place concerning the upcoming elections and this will be discussed further next month. There was no other business.

Director Kirkhart called for the meeting to be adjourned at 7:45 PM. Director Manning seconded the motion, the Board approved unanimously.



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**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

August 18, 2020

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on August 18, 2020 at 6:30 P.M.

The roll was called at 6:30 P.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

Item 1 determined a quorum was present for the Board to meet. 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 July 21, 2020 regular meeting. Director Kirkhart made the motion to approve the minutes as presented for the July 21, 2020 regular meeting. Director Manning seconded and the motion carried unanimously.

Item 4 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills that were in the packet and added the following invoices from: Longhorn Landscape Services \$10,880, Wastewater Transport \$1,440 and Wastewater Transport \$575 that were received after the packets were sent out. Director Stoller made the motion to pay all the bills presented. Director Kirkhart 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. The lift station at Cliffs Edge experienced a brief power outage causing the alarm system to malfunction and need reprogramming. The curb stop on the water line at 2731 Creeks Edge Parkway was replaced. The sewer tap at 10091 Circleview Dr. was damaged by tree roots and was repaired. The Board requested Mr. Swanks obtain a cost estimate to replace all the curb stops as opposed to replacing them individually in an emergency situation, as a result of the increased failure frequency over the past few months. This will be put on the agenda for next month. 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 \$85,740.64 and the invested funds are \$624,488.88. Mrs. Wheeler reviewed the June and July budgets that were included in the packet. Director Luin recommended purchasing a twelve month CD of \$150,000 to \$160,000 from the available money in the UBS money market account. Mrs. Wheeler will confirm the rate and date with Director Luin prior to purchasing the investment.

Item 5c – Mr. Aupperle reported he had sent a letter and email to the TCEQ notifying them of the stoppage of water testing at the spring due to lack of flow and also requesting help in identifying a local certified testing laboratory for the fecal testing. He has not received a response. The Board suggested waiting another month for their response. Mr. Aupperle is to send a follow up letter if he doesn't hear anything from TCEQ within that time. This will be put on the agenda for next month. The engineers report was accepted as presented.

Item 6 was to review options/ recommendations for electronic customer bill pay which would integrate with TUMCO business systems. Mr. Swanks reviewed the information he had obtained, several questions were discussed and will require further dialogue with the service provider. No action was taken and this will be placed back on the agenda for next month.

Item 7 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. The long term plan was included in the Board packet. Director Luin suggested no action was necessary at this time and the Board will review this again in two months.

Item 8 was to review, discuss and take action as necessary to be more pro-active in communicating with the HOA. Director Luin stated he had been in contact with the management at Goodwin and received an apology from the HOA property manager. He feels progress is being made and will continue to work to establish getting the BCW WSC files on the HOA web page. Director Stoller reported a summary paragraph about BCW WSC has been updated and put in the new HOA homeowner's packet that is given to new residents. Director Specchio suggested the water supply look into establishing its own independent web page. The Board asked this to be an agenda item for next month. No action was taken.

Item 9 was to set the date of the next regular meeting. The next meeting will be held by videoconference on Tuesday, September 15, 2020 at 6:30 P.M.

Item 10 was other business. Director Luin reported he had received a letter of resignation from Bob Stettner. No action was taken at this time to accept the resignation. The Board discussed the procedures to fill the Board position and will place this on next month's agenda. There was no other business.

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

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**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

July 21, 2020

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on July 21, 2020 at 6:30 P.M.

The roll was called at 6:30 P.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

Item 1 determined a quorum was present for the Board to meet. Also, present were William Swanks and Valerie Wheeler of TUMCO, Steve Franke, CPA with Reynolds & Franke, PC and Bruce Aupperle, P.E. joined later.

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

Item 3 was to review and approve the 2019 Financial Statements. Steve Franke reviewed the 2019 financial statements. There was one question concerning Property, Plant and Equipment. Mr. Franke said he would get back with an explanation shortly. Mrs. Wheeler received a note from him explaining there was \$2,677 in a fence at the lift station and \$682 for a gate at the sewage treatment plant that are listed in Park improvements. Director Kirkhart made the motion to accept the Financial Statements for 2019. Director Stoller seconded and the motion carried unanimously.

Item 4 was to review and approve the minutes of the June 16, 2020 regular meeting. Director Stoller made the motion to approve the minutes as presented for the June 16, 2020 regular meeting. Director Kirkhart seconded and the motion carried unanimously.

Item 5 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills that were in the packet and added the following invoices from: Lozado Services \$791, Wastewater Transport \$575, RVS Software \$834.31, Brenntag Southwest \$306.51, AquaTech \$4,123 and Avalon Engineering \$430 that were received after the packets were sent out. Director Stettner made the motion to pay all the bills presented. Director Kirkhart seconded and the motion carried unanimously.

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 a failed curb stop on the water line was replaced at 10028 Circleview. The Consumer Confidence Reports were mailed and he will find a new printing company to handle next year's report due to quality and delivery problems. He recently completed the annual water inspection by the TCEQ, without issue. One of the fountains in the effluent pond has stopped working and needs to be replaced. A new fountain will be \$2,982 and installation \$350. Director Kirkhart made the motion to purchase and install a new fountain. Director Manning seconded and the motion carried unanimously. There has been no flow at the spring to take Nitrate samples for July. The PUA has recently installed a new master meter at Palomino Ridge and is going to install a new master meter at Dominion Hill as soon as parts are available. Mr. Swanks will notify the residents of Dominion Hill that the water will be turned off during the installation and water samples will be taken. A boil water notice will be in effect for that area until the water sample results verify there are no harmful bacteria present. He mentioned new no trespass signs were purchased and are being installed. There was nothing further from the operator.

Item 6b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. Mrs. Wheeler stated the checking account balance is \$85,643.54 and the invested funds are \$624,340.67. Mrs. Wheeler reviewed the May and June budgets that were included in the packet. She recommended purchasing a new \$160,000 CD to replace the two CD's that came due on July 17, 2020. Mrs. Wheeler will confirm the rate and date with Director Luin prior to purchasing the investment.

Item 6c – The engineer stated TCEQ still has a requirement in our permit for fecal testing. Mr. Aupperle was requested to contact TCEQ, asking for a waiver on the test since there is no local laboratory testing service available. TCEQ will be asked to waive the requirement until they can reference a local testing service who can comply with TCEQ testing requirements. At present the nearest testing laboratory is located in Houston and the useful life of a sample is approximately 6 hours, making it extremely difficult and cost prohibitive to use a laboratory in Houston.

Item 7 was to review, discuss and take action to approve the Service Rules and Regulations. Mr. Aupperle presented the red lined copy of the rules that were reviewed in March, 2020. The Service Agreement (with homeowners) will be combined with the rules as the cover on the document. Director Luin requested TUMCO edit the file, remove the red lines, and then send to Mrs. Wheeler and Director Luin for final edits and approval. These rules had been accepted in March and only needed to be updated so nothing further was required.

Item 8 was to review, discuss and take action to approve the Customer Service Agreement. This document will be consolidated into the front of the Service Rules and Regulations.

Item 9 was to review options/ recommendations for electronic customer bill pay which would integrate with TUMCO business systems. Mr. Swanks has one more vendor to receive information from and will come back next month with a final recommendation.

Item 10 was to review, discuss and take action as necessary to be more pro-active in communicating with the HOA. WSC meeting minutes from 2014 – 2019 have been archived on the Goodwin / BCW HOA website (Town Square) in .zip files at the following URLs;

<https://app.townsq.io/w/5d4e0a996b62a810851f40b6/documents/community?sort=Date&direction=desc&search=wsc&categories=5e2903442c09f81137152e38>

BCW Water Supply Corporation Information Page;

<http://abcw.sites.townsq.io/10>

Director Luin stated his frustration with working with the new BCW HOA property manager in getting 2020 meeting minutes posted. Director Luin requested TUMCO confirmation of meeting minutes delivery to Goodwin for posting and will follow up with Goodwin to obtain a resolution. Director Kirkhart offered to get some different contact information to Director Luin. An update will be provided next month.

Item 11 was to set the date of the next regular meeting. The next meeting will be held by videoconference on Tuesday, August 18, 2020 at 6:30 P.M.

Item 12 was other business. Director Stettner reported he had received communication from Anna Marie Phelps that her sister, Suzy Swenson, had passed away. Mrs. Swenson had formerly been a long time Director on the Board of the Barton Creek Water Supply Corporation. The Board agreed to send condolences to the family. There was no other business.

Director Manning called for the meeting to be adjourned at 8:20 PM. Director Kirkhart seconded the motion, the Board approved unanimously.

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**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

June 16, 2020

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on June 16, 2020 at 6:30 P.M.

The roll was called at 6:35 P.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

Item 1 determined a quorum was present for the Board to meet. Also, present were William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E. joined later.

Item 2 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. Director Stoller made the motion for the following officers; President, Tom Luin; Vice-President, Jennifer Specchio; Treasurer, Steve Cooper and Secretary, Meryl Stoller. Director Kirkhart seconded and the motion carried unanimously.

Item 4 was to review and approve the minutes of the May 19, 2020 annual meeting and regular meeting. Director Specchio made the motion to approve the minutes as presented for the annual meeting. Director Kirkhart seconded and the motion carried unanimously. Director Specchio made the motion to approve the regular meeting minutes as presented. Director Cooper seconded and the motion carried unanimously.

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 unanimously.

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 a leak was found and repaired in the irrigation field that may be the cause for the recent Spring samples being higher than normal but still within

compliance. He will continue to monitor the sample data from the Spring on a weekly basis as long as the spring is wet and/or until the readings improve. The 2019 Consumer Confidence Reports were mailed in June. It was later discovered that a typo error occurred on the maximum contaminant level (MCL) for Cyanide. The MCL allowed is 0.2 ppm but was incorrectly reported as 0.02 ppm. The testing data did meet all criteria and the report will be corrected, reprinted and resubmitted per TCEQ guidelines. He mentioned the wastewater irrigation pond is experiencing a larger than normal algae bloom due to the heat. There was nothing further from the operator.

Item 6b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. Mrs. Wheeler stated the checking account balance is \$85,951.17 and the invested funds are \$624,226.97. Mrs. Wheeler reviewed the April and May budgets that were included in the packet. The Board discussed investing \$100,000 from the UBS money market account into a longer term CD than 12 months. Mrs. Wheeler will confirm the rate and date with Director Luin prior to purchasing the investment.

Item 6c - Bruce Aupperle stated the new wastewater permit for ten (10) years was approved and received from the TCEQ. There was nothing further from the Engineer.

Item 7 was to review, discuss and take action as necessary to be more pro-active in communicating with the HOA. Director Luin stated he is working with the new BCW HOA property manager and would like to defer this until next month. No action was taken.

Item 8 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 Mr. Aupperle provide the latest update of the report to all the Board members as soon as possible and be prepared to discuss the report at the August meeting. No action was taken.

Item 9 was to review, discuss and take action to engage Reynolds & Franke, PC to review and prepare the 2019 financial statements. Director Luin discussed the engagement letter and the Board authorized him to sign the letter.

Item 10 was to set the date of the next regular meeting. The next meeting will be held by videoconference on Tuesday, July 21, 2020 at 6:30 P.M.

Item 11 was other business. Director Manning asked if the signs in the median could be replaced because they are badly faded. Mr. Swanks said he would replace them. There was no other business.

Director Manning called for the meeting to be adjourned at 7:35 PM. Director Kirkhart seconded the motion, the Board approved unanimously.

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**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

May 19, 2020

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on May 19, 2020 at 7:20 P.M.

The roll was called at 7:20 P.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 April 21, 2020 regular meeting. Director Stettner made the motion to approve the minutes as presented. Director Specchio 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 Stoller 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. The project to replace the two existing pumps at the Cliffs Edge lift station has been completed and working properly. The quote received to repair the blower at the sewage plant is \$14,873 and the quote for a new blower with warranty is \$15,000. He received a quote from Austin Armature to provide the new blower and motor, controls and wires, all installation, and laser alignment (required for warranty), for \$23,644. It will take about six weeks for delivery and about two full days for installation. Director Kirkhart made the motion to accept the proposal from Austin Armature for \$23,644 and install a new blower. Director Manning seconded and the motion carried unanimously. The Board inquired if Mr. Swanks was having any trouble getting personal protection equipment for his safety while working. He



mentioned he just replenished his supply and has everything he needs. 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 \$84,418.20 and the invested funds are \$623,477.24. Mrs. Wheeler reviewed the March and April budgets that were included in the packet.

Item 5c - Bruce Aupperle stated he has not received any communication from the TCEQ regarding the issuance of the new wastewater permit. The TCEQ staff is not working from the TCEQ offices due to COVID-19 so he expects to receive the final approval of the permit when things normalize. He mentioned the spring samples were still slightly above the average but within the permitted limit. He recommended continuing weekly testing and monitoring with the expectation of test results returning back to the normal average as a result of the recent rains. There was nothing further from the Engineer.

Item 6 was to review, discuss and take action as necessary to be more pro-active in communicating with the HOA. Director Luin mentioned he is working with the new BCW HOA property manager to work out procedures to get access to the HOA website to submit WSC documents and meeting minutes. No action was taken.

Item 7 was to set the date of the next regular meeting. The next meeting will be held by videoconference on Tuesday, June 16, 2020 at 6:30 P.M.

Item 8 was other business. There was no other business.

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

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**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

September 15, 2020

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on September 15, 2020 at 6:30 P.M.

The roll was called at 6:30 P.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

Item 1 determined a quorum was present for the Board to meet. Also, present were Wade Bingaman and Ki O residents of Barton Creek West; William Swanks and Valerie Wheeler of TUMCO, and Bruce Aupperle, P.E. joined later.

Item 2 was to hear citizen communications. Mr. O and Mr. Bingaman both expressed their appreciation for the invitation to the meeting and the opportunity for a possible appointment to the Board of Directors to last until the next election.

Item 3 was to review and approve the minutes of the August 18, 2020 regular meeting. Director Kirkhart made the motion to approve the minutes as presented for the August 18, 2020 regular meeting. Director Manning seconded and the motion carried unanimously.

Item 4 was to review bills and consider payments of bills and invoices. Mr. Swanks presented the bills that were in the packet and added the following invoices from: City of Austin \$3,120.17 and Lozada Services LLC \$791 which were received after the packets were sent out. Director Stettner made the motion to pay all the bills presented. Director Kirkhart 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 notified by the City of Austin of a planned electrical shut off on Barton Point Dr. for September 16, 2020 to do maintenance. Mr. Swanks reported he had received some complaints about high water bills that were reported on Facebook. He noted he had checked the meters of those he had spoken with and found all the meters were

correct except two that he discovered had minor leaks. The customers he'd spoken with were satisfied and appreciated the customer service provided. Mr. Swanks reported the repairs by the PUA to their raw water main break were finished on Friday, September 11, 2020. He noted that the residents of Barton Creek West had responded well by reducing their water usage accordingly to the stage 4 water restrictions in force at the time. 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 \$99,272.71 and the invested funds are \$624,688.07. Mrs. Wheeler reviewed the July and August budgets that were included in the packet.

Item 5c – Mr. Aupperle stated he is working on the annual soils and spring monitoring reports that are due to the TCEQ by the end of September. There was nothing further from the Engineer.

Item 6 was to review, discuss and take action as necessary concerning a request to TCEQ to identify a certified testing laboratory for fecal testing. Mr. Aupperle reported he has not received a response from TCEQ concerning the letter he sent last month notifying them of the stoppage of water testing at the spring due to lack of flow and also requesting help in identifying a local certified testing laboratory for the fecal testing. Mr. Swanks mentioned the spring is now flowing and a sample needs to be taken before the end of the month. He has located a laboratory in Houston and will make an effort to get the sample to them within the allowed hold time of 6 hours.

Item 7 was a discussion validating the recent TCEQ compliance investigation. Mr. Swanks stated the annual TCEQ Compliance report was received and no violations were sited and there were no recommendations to improve any procedures.

Item 8 was to review options/ recommendations for electronic customer bill pay which would integrate with TUMCO business systems. Mr. Swanks reviewed the information he had obtained from further dialogue with the service provider. Director Luin requested Mr. Swanks begin the application process and review it with Directors Specchio, Cooper and himself before submitting the application to link up to the system.

Item 9 was to review, discuss and take action as necessary to consider replacing the curb stops on the water lines. Mr. Swanks presented a proposal to pro-actively replace all the curb stops for approximately \$1000 each or approximately \$200,000 for all. The current procedure of replacing a curb stop in an emergency situation costs over \$2,000 each. The Board requested Mr. Swanks test approximately 20 sites to get a feel for their exposure before they jump into replacing all the curb stops. No action was taken.

Item 10 was to review, discuss and take action as necessary to establish an independent web page for BCW WSC. After discussion Director Stoller made the motion to pursue obtaining a website for the Corporation. Director Specchio seconded and the motion carried unanimously. This will be placed back on the agenda for next month to finalize the details.

Item 11 was to review, discuss and take action as necessary to be more pro-active in communicating with the HOA. Director Luin stated it will be in the best interests of the Corporation to have its own website. Once a website has been established then he will ask Goodwin (the HOA's) property Management Company to remove the Corporation from the HOA website and move the files to the new website. No action was taken.

Item 12 was to discuss and take action as necessary to accept the resignation of Director Stettner. Director Stoller made the motion to "begrudgingly" accept Director Stettner's resignation. Director Manning seconded and the motion carried unanimously.

Item 13 was to discuss and take action as necessary to replace the Board seat vacated by Director Stettner. Director Luin asked the Board to be ready to decide and finalize filling the position next month. He asked the two guests to send him an email detailing their interest and qualifications to become a Board member.

Item 14 was to set the date of the next regular meeting. The next meeting will be held by videoconference on Tuesday, October 20, 2020 at 6:30 P.M.

Item 15 was other business. Director Stettner stated how he had enjoyed working with all the Directors and staff over the years. Director Luin presented him with a gift card to the Salt Grass restaurant as a thank you for all the years he served on the Board. Director Cooper requested Mrs. Wheeler prepare a 2021 draft budget for his review before the next meeting. There was no other business.

Director Kirkhart called for the meeting to be adjourned at 8:30 PM. Director Stoller seconded the motion, the Board approved unanimously.

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**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

October 20, 2020

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on October 20, 2020 at 6:30 P.M.

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

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

Item 1 determined a quorum was present for the Board to meet. Also, present were Wade Bingaman and Ki O, residents of Barton Creek West; William Swanks of TUMCO and Bruce Aupperle, P.E. were also present.

Item 2 was to hear citizen communications. Bob Stettner (relayed by Beth Kirkhart) expressed his concern of possible damage to the water service located at 3108 Creeks Edge Parkway. Someone keeps removing the small rocks placed in front of the meter box to deter traffic from running over the service and causing damage. Mr. Swanks was asked to investigate along with Director Kirkhart for suggestions for the next meeting. No motions were made and no action was taken.

Item 3 was to review and approve the minutes of the September 15, 2020 regular meeting. Director Stoller made the motion to approve the minutes as presented for the September 15, 2020 regular meeting. 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 that were in the packet and added the following invoices from: Wastewater Transport in the amount of \$575.00, Austin Armature Works in the amount of \$3,321.57 and Leinweber Service in the amount of \$93.50 which were received after the packets were sent out. Director Stoller made the motion to pay all the bills presented with Mr. Swanks double checking the Leinweber Service invoice before paying. Director Manning 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 did note that one irrigation pump had recently been rebuilt after a wait for parts which had resulted in slower annual lowering of the retention pond level. He mentioned he had a billing error that impacted 12 customers who had been sent incorrect bills. Mr. Swanks stated that the error was caught after bills were sent out and corrected bills were sent out the next day. All affected customers were immediately notified and the problem resolved. Mr. Swanks reported that the current contractor hired to mow the irrigation fields went up considerably on his price, quite unexpectedly. Mr. Swanks hired a different landscape company to mow the irrigation fields at a cost of \$5,600.00. Mr. Swanks stated he would start getting bids for next year's mowing. There was nothing further from the operator.

Item 5b – Mr. Swanks next gave the financial report. He reviewed the cash statements and investments. He stated the checking account balance is \$136,195.06 and the summary of invested funds had not changed. Mr. Swanks stated he would get with Mrs. Wheeler to review a possible new CD deposit for the next meeting. Mr. Swanks reviewed the August and September budgets that were included in the Director packet

Item 5c – Mr. Aupperle stated he has nothing new to report to the Board at this time. There was nothing further from the Engineer

Item 6 was to review, discuss and take action as necessary concerning a request to TCEQ to identify a certified testing laboratory for fecal testing. Mr. Aupperle reported he has not received a response from TCEQ concerning the letter he sent two months ago notifying them of the stoppage of water testing at the spring due to lack of flow and also requesting help in identifying a local certified testing laboratory for the fecal testing. Mr. Swanks has taken the first sample to the Houston lab and has received the passing results. The spring is now flowing and samples will be taken for the next quarter, assuming the spring is still active at the time of sampling.

Item 7 was to review options/ recommendations for electronic customer bill pay which would integrate with TUMCO's business systems. Mr. Swanks reported that the new electronic bill pay system is up and running. Customers have already signed up and some payments have been processed.

Item 8 was to review, discuss and take action as necessary to consider replacing the curb stops on the water lines. Mr. Swanks reported that he tested 12 meters boxes per street in Barton Creek West and found only 1 curb stop to be difficult to operate. It was recommended an adjustment be made to the 2021 budget for an additional \$10-15K in maintenance and repairs to replace future frozen curb stops. Director Cooper will address adjustment in the operations budget for the next update review in November. The information concerning curb stop replacement is to be removed from future agendas.

Item 9 was to review, discuss and take action as necessary to establish an independent web page for BCW WSC. Mr. Swanks reported the website is now up and running. President Luin requested the other Directors view the website and send in their suggestions for improvement to Mr. Swanks for corrections. This will be placed back on the agenda for next month to review improvements.

Item 10 was to review, discuss and take action as necessary to be more pro-active in communicating with the HOA. Director Luin stated that since the new website is active there is no need to continue dealing with Goodwin's Townsquare website (the HOA's) property Management Company. No action was taken. President Luin asked that this item be removed from future agendas.

Item 11 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. President Luin directed Mr. Swanks and Mr. Aupperle to look at and review planning on possible sewer plant rehabilitation in the fiscal year 2022-2023.

Item 12 was to discuss and take action as necessary to fill the Board seat vacated by Director Stettner. Director Stoller moved to appoint Wade Bingaman to the vacant Director position to fill the remainder of the term until the next Board election. President Luin asked if there were any more nominations, hearing none Director Kirkhart seconded and the motion passed unanimously.

Item 13 was to set the date of the next regular meeting. The next meeting will be held by videoconference on Tuesday, November 17, 2020 at 6:30 P.M.

Item 14 was other business.

14a. Director Kirkhart introduced a request from the Barton Creek West HOA Board to consider mowing the area along Creeks Edge Parkway from the entrance wall to Scenic Bluff more frequently and in coordination with their street edge mowing. The HOA is requesting that the Barton Creek West WSC pay for the HOA's mowing of WSC property. Director Specchio made the motion to cover the cost of mowing the Water Supply Corporation property with a onetime payment of \$2,000.00 per year to the HOA. Director Kirkhart seconded and the motion passed unanimously.

14b. Mr. Aupperle and Mr. Swanks were asked to develop a proposal to accelerate the currently budgeted 2024 plant rehabilitation plan into 2022 and bring it to the November meeting for discussion and possible incorporation into an updated Long Term Capital Plan.

14c. Mr. Aupperle and Mr. Swanks were directed to look at possible approaches to upgrades on phosphorus and nitrogen removal in the future plant rehabilitations. There was no other business.

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

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**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

December 15, 2020

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on December 15, 2020 at 6:30 P.M.

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

Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Meryl Stoller	Present
Beth Kirkhart	Present
Steve Cooper	Present
Wade Bingaman	Present

Item 1 determined a quorum was present for the Board to meet. Also, present were William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E. were also present.

Item 2 was to hear citizen communications. No citizens commented

Item 3 was to review and approve the minutes of the November 17, 2020 regular meeting. Director Bingaman made the motion to approve the minutes as presented for the November 17, 2020 regular meeting. 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 that were in the packet with the revised update and the USA Blue Book invoice in the amount of \$169.88 which were received after the packets were sent out. Director Kirkhart made the motion to pay all the bills presented. Director Cooper seconded and the motion carried unanimously. Director Cooper suggested we need better accounting in bill approval during the month to reflect on future cash reports and check list. Director Cooper requested the monthly check register always include any checks that were approved electronically during the previous month so there is a full listing of all approved spending. Mr. Swanks will make adjustments TUMCO's bookkeeping procedures to make sure all checks approved or in consideration for approval are listed in the monthly check register presented during Board meetings.

Mr. Swanks reported on the Utility Specialist repair bill in the amount of \$8,655. During the yearly cleaning and videoing of BCWWSC sewer mains a sewer blockage was found at 2902 and 2904 Creeks Edge Parkway. Utility Specialist cut the section of main line out to clear the blockage and found remnants of a sewer snake from someone that had previously



cleaned out a blockage from a home. While the main was open Wastewater Transport used the hydro sewer jet to clean out the service line before putting it back in service. Mr. Swanks will be speaking with both homeowners to make them aware of the cause and expense of the repairs.

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. The December billing went smoothly without any errors this month. There were several power outages in the neighborhood where he had Wastewater Transport respond to prevent spills. The Scenic Bluff lift station pump assembly was reinstalled and is working properly. President Luin inquired on the warranty for repairs and was informed the warranty is for one year. Mr. Swanks reported on a float failure at the Scenic Bluff lift station over the Thanksgiving holiday that was repaired by Austin Armature. He reported when changing water meters he found a curb stop needing to be replaced on Scenic Bluff and has it on the schedule for replacement next week. An irrigation motor and electrical contacts at the irrigation pump house were replaced due to a seal leak on the pump which sprayed water into the electrical components. There was nothing further to report.

Item 5b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. The checking account balance is \$73,455.93 and the invested funds are \$704,934.75. She mentioned \$80,000 had been transferred to the UBS account from the checking account in order to purchase a \$150,000, one year, U.S. Treasury Bill with a rate of .1% approved by President Luin. Mrs. Wheeler reviewed the October and November budgets that were included in the Director packet.

Item 5c – Mr. Aupperle stated the lab results from the spring were above 2mg/l. Mr. Aupperle believes the sample was contaminated and we will continue monthly sampling provided there is water flow at the spring. He reported he talked to the Mahoney Group in an effort to identify a possible supplement and ultimately replacement for his duties as he transitions into retirement. President Luin reported he has started making other inquiries for a new engineer. He recommended working with Director Specchio to gather information on engineer candidates and make a recommendation to the Board in the near future. President Luin will forward to the Board members a summary that Mr. Aupperle provided of his job duties. There was nothing further from the Engineer

Item 6 was to review, discuss and take action as necessary concerning a request to TCEQ to identify a certified testing laboratory for fecal testing or waive the test requirement. Mr. Aupperle reported he has not received a response from TCEQ. This will remain on future agenda's until a response has been received from TCEQ.

Item 7 was to review discuss and take action as necessary for continued improvement of the new website for BCW WSC. Mr. Swanks reported he received feedback from Director Bingaman, Director Specchio and President Luin and he will incorporate those suggestions and update the website.

Item 8 was to review, discuss and take action as necessary to approve an additional chlorine safety sensor installation and connection to the auto dialer for the gas closet located below the

dam.

Mr. Swanks explained he had received verbal quotes for the work to be done. President Luin asked him to come back next month with written proposals for final approval.

Item 9 was to review, discuss and take action as necessary to adopt the 2021 Budget.

Mr. Swanks reported the need to increase the budget line item for mowing to \$47,000. He is having a hard time locating mowing contractors interested in doing the work. President Luin mentioned the engineering budget be increased \$5000 to \$17,000 due to the need to bring on a new engineer during the year. Director Kirkhart made the motion to adopt the budget with the adjustments. Director Manning seconded and the motion passed unanimously.

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. President Luin directed Mr. Swanks and Mr. Aupperle to look at and review planning on possible sewer plant rehabilitation in the fiscal year 2022-2023. Mr. Swanks discussed the information in the packet concerning the automatic bar screen and disk filters. He stated a rough number for budgeting was \$185,000.00. Mr. Swanks was directed to get with Mr. Aupperle to review the capital plan and report back to the Board next month.

Item 11 was to set the date of the next regular meeting. The next meeting will be held by videoconference on Tuesday, January 19, 2021 at 6:30 P.M.

Item 12 was other business. Director Manning reported that she hopes to be closing on the sale of her home on December 28<sup>th</sup> and will update President Luin of the result.

Item 13 Adjourn. Director Kirkhart called for the 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**

November 17, 2020

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on November 17, 2020 at 6:30 P.M.

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

Tom Luin	Present
Doris Manning	Present
Jennifer Specchio	Present
Meryl Stoller	Present
Beth Kirkhart	Present
Steve Cooper	Present
Wade Bingaman	Present

Item 1 determined a quorum was present for the Board to meet. Also, present were William Swanks and Valerie Wheeler of TUMCO and Bruce Aupperle, P.E.

Item 2 was to hear citizen communications. Director Cooper mentioned he had been contacted by Tammy Buckman stating she was not happy with the decision of switching to new auto pay options. She was provided with an explanation that stated she still had the option of a no additional fee charge when paying her bill via her online banking or mailing in a check. There was a short discussion about updating the bill pay information on the website and Mr. Swanks agreed to make the improvements. There were no other citizen communications and no motions were made and no action was taken.

Item 3 was to review and approve the minutes of the October 20, 2020 regular meeting. Director Stoller made the motion to approve the minutes as presented for the October 20, 2020 regular meeting. 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 that were in the electronic packet for consideration. Director Cooper made the motion to pay all the bills presented. Director Kirkhart 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 explained there had been an error in the last billing due to a software glitch and he had to reprint and send corrected bills for all accounts. The problem was caused by a transfer failure between the software vendor and the TUMCO billing system and has been

corrected. Information was put on the BCW WSC website and on Facebook explaining the billing problem. Mr. Swanks mentioned he and Director Luin and Director Specchio had given the new director tour to Director Bingaman and discovered the seal on pump 1 at the Scenic Bluff lift station was leaking. Austin Armature pulled the pump and detected some pitting on the shaft. They took it to the shop for repairs and expect to be finished before the Thanksgiving holidays. There was nothing further from the GM and operator.

Item 5b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. The checking account balance is \$168,366.27 and the invested funds are \$624,889.47. She recommended transferring money from the checking account to the UBS account to purchase a new CD after 11/30/2020 when the CD for \$50,009 matures. Director Cooper suggested \$80,000 be transferred from the checking account and a one year CD be purchased for \$150,000. Mrs. Wheeler reviewed the September and October budgets that were included in the Director packet

Item 5c – Mr. Aupperle reported he had spoken with the General Manager at the PUA and they are expecting to announce a rate increase in March, 2021. Mr. Aupperle will continue to monitor the PUA activity concerning water rates. He stated he is planning on retiring in 2022. He recommended the Board should consider hiring a new engineer prior to the rehab on the sewage treatment plant being started. There was nothing further from the Engineer

Item 6 was to review, discuss and take action as necessary concerning a request to TCEQ to identify a certified testing laboratory for fecal testing. Mr. Aupperle was asked to draft a letter to TCEQ requesting to postpone fecal testing till a lab becomes available in Austin, Waco, or San Antonio. Director Luin requested he send him the draft letter for proof reading and also to Mr. Swanks before sending to the TCEQ. No further action was taken.

Item 7 was to review, discuss and take action as necessary for continued improvement of the new web site for BCW WSC. Mr. Swanks mentioned he drafted updates to the service agreement forms for the new site. Directors Luin, Specchio and Bingaman agreed to review the forms and advise Mr. Swanks of any changes that need to be made before posting to the website.

Item 8 was the introduction of a new OCR (optical character reading) electronic water meter reading pilot program with SPMR LLC/Datamatic, Inc. Mr. Swanks presented the proposal that was included in the packet from SPMR. This item was for discussion and information only to gain more knowledge for future meter reading needs. No action was taken.

Item 9 was to review updates and discuss the draft 2021 operations budget. Mrs. Wheeler and Director Cooper reviewed the preliminary draft budget. No action was taken and the Board will revisit this next month.

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, specifically to review planning impact on a possible sewer plant rehabilitation the fiscal year 2022-2023. The Board requested Mr. Aupperle and Mr. Swanks prepare estimates for the rehabilitation at the sewer plant for next meeting. No action was taken.

Item 11 was to set the date of the next regular meeting. The next meeting will be held by videoconference on Tuesday, December 15, 2020 at 6:30 P.M.

Item 12 was other business. Director Manning stated they were putting their house on the market and December may be her last meeting. She will provide the president with updates as they occur.

Mrs. Wheeler stated she has relocated to Aiken, South Carolina but will still be working for TUMCO remotely.

Director Luin mentioned this was the first time the Board packets were sent electronically and asked if everyone was satisfied with how that worked. He also requested when the packet is put together the page number be hand written on each page for ease of locating information during discussions. Director Bingaman stated he did not receive the Board packet. Mr. Swanks said he would verify his email address and asked in the future if a packet is not received by the end of day the Friday before the meeting to please contact him.

Director Luin asked when the HOA would be cleaning up the brush pile from the HOA's Firewise cleanup that was placed in the irrigation field. Director Kirkhart informed him it would be done in January. Director Luin asked Director Kirkhart to inform the HOA directors and their contractors that they may not place brush on WSC property unless previous approval has been given by the WSC board.

At 8:37 P.M. the Board went into Executive Session.

At 8:50 P.M. the Board closed Executive Session and reconvened the regular meeting.

No action was taken during Executive Session.

There was no other business to come before the Board.

Director Stoller called for the meeting to be adjourned at 8:50 PM. Director Manning seconded the motion, the Board approved unanimously.