

**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 19, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on January 19, 2021 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 Ki O, a resident of Barton Creek West .

Item 2 was to hear citizen communications. Director Specchio reported on a customer that talked to her about an employee of Barton Creek West WSC that arrived at her home in regards to a sewer line repair. Her concerns were that Mr. Swanks had no identification on his person via a business card or badge around his neck or signage on his vehicle and was not wearing a mask. Mr. Swanks response was he was inquiring on the work being done on the property and concerns from the next-door neighbor that the repair was on his sewer line. Upon investigation with the plumbing company it was determined they were repairing the correct sewer line. Mr. Swanks stated he would look into correcting these matters and be more diligent when dealing with customers and taking proper precautions. 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 December 15, 2020 regular meeting. Director Specchio made the motion to approve the minutes as presented for the December 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 electronic packet for consideration Director Kirkhart made the motion to pay all the bills presented. Director Stoller seconded and the motion carried unanimously.

Item 5a - Mr. Swanks gave the General Manager and Operator report. He reported there were no irregular issues and that all customer bills were collected with no scheduled disconnects. He

reported maintenance and monthly inspections at the treatment plant, lift stations, irrigation fields and water system were routine and normal. He explained a bad breaker was replaced in the Barton Point lift station. He stated he had a breaker trip again and had the contactors rebuilt it and no further problems have occurred. 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 \$101,100.44 and the invested funds are \$704,842.81. Mrs. Wheeler was directed to check on CD rates and obtain a \$100,000 CD for one year. Mrs. Wheeler reviewed the November and December budgets that were included in the Director packet.

Item 5c – Mr. Swanks gave the engineer's report and stated he had been in contact with Raba Kistner, Inc. on the soils sample proposal. They discussed there were no changes from last year's contract. He stated he would sign it and get the project under way. Director Kirkhart asked Mr. Swanks about Spring samples after the rain fall. Mr. Swanks said he would look them up and if they were out of line report to the Board and proceed with corrective action. 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. Swanks stated that there still has been no response from the TCEQ in regards to Mr. Aupperle's letter. This will be re-assigned to a new engineer, once identified. 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 was asked to update the website using the text box below the main header spelling out Water Supply Corporation. Mr. Swanks stated he would do the update. President Luin asked Mr. Swanks to look into whether or not there was a way to monitor the website visits or a counter. He stated he would check with the web company. There was nothing further.

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 produced bids for the work from Brenntag and Austin Armature to complete the work. There was discussion on adding an external sensor and work was approved with the suggested changes not to exceed \$9,000.00. Director Kirkhart made the motion and Director Bingaman seconded and the motion carried.

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, specifically to review planning impact on possible sewer plant rehabilitation in the fiscal year 2022-2023. Mr. Swanks reported on some of the changes made to the planning and moving the lift station pump replacement to the year 2022. No action was taken.

Item 10 was to discuss and take action as necessary to replace our recently deceased Engineer, Bruce Aupperle. President Luin reported on meeting with the Engineering firm of Malone & Wheeler, Inc. to discuss their credentials, job duties / requirements and estimates on cost.

President Luin was tasked with inquiring with 2 more engineering firms and bringing back a report to the Board at the next meeting. There was nothing further and no action was taken.

Item 11 was to set the date of the next regular meeting. The next meeting date will be held by videoconference on Tuesday, February 16, 2021 at 6:30pm

Item 12 was other business. Director Manning updated the Board on the pending sale and closing of her home and will keep President Luin informed.

Item 13 A motion to adjourn was made by Director Kirkhart and seconded by Director Manning. The motion was approved unanimously and the Board adjourned at 8:09 P.M.

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

February 22, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on February 22, 2021, 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
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 Ki O, Paul Roush, Jay Kamm and Larry Irvin, residents of Barton Creek West.

Item 2 was to hear citizen communications. Paul Roush mentioned he and other residents of Barton Creek West were appreciative of the response and preparedness and the way the utility system was handled by the Barton Creek West Water Supply Corporation during the recent ice and snow storms. Director Stoller asked Mr. Roush if he knew how many leaks the residents had in the neighborhood. Mr. Roush stated approximately one in five homeowners. Director Cooper asked Mr. Swanks about meter readings. He responded he would be reading meters in a week on March 1<sup>st</sup>. Mr. Swanks reported he compared master meter readings from February 2020 to February 2021 and that usages were higher by an average of 100,000 gallons more. He reported that during the time period that home owners were asked to conserve, the plant flow dropped only about 10,000 gallons a day. Director Luin mentioned he had a conversation with Nancy Ward concerning the HOA emergency preparedness plan and suggested it should be updated to include hard freezes. Jay Kamm mentioned there were leaks at the pool on Creeks Edge Parkway and asked how that affected wastewater averaging. The Board stated they would be discussing wastewater averaging later in the meeting. 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 January 19, 2021 regular meeting. Director Kirkhart made the motion to approve the minutes as presented for the January 19, 2021 regular meeting. 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 that were in the electronic packet for consideration. Director Bingaman 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 on the problems with power on the Barton Point lift station. He explained the functions of the phase monitors in the stations and what was causing the power issues from the City of Austin. Mr. Swanks reported power at the sewer plant went out sometime on Wednesday evening. The power loss was discovered when making rounds on Thursday. He explained it took three hours to get in touch with the City of Austin to report the problem. The City of Austin made minor repairs to city equipment and power was restored on Friday around 1 P.M. There were no further problems. Mr. Swanks reported he only had six calls for no water and he talked customers thru the process of turning water off to their homes. Mr. Swanks reported that he had Longhorn Landscape remove a downed oak tree on the Cliffs Edge lift station driveway and when Longhorn Landscape were free, they would take care of the rest of the BCW WSC property. Director Kirkhart requested not cutting any broken oak limbs as of now and to wait till summer when there is no oak wilt restriction unless the limbs are threatening property. 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 \$136,510.04 and the invested funds are \$704,862.60. Mrs. Wheeler reviewed the December and January budgets that were included in the Director packet.

Item 5c – Mr. Swanks reported that Raba Kistner has been out and collected soil samples. He would forward those results to the future engineer. Director Kirkhart asked Mr. Swanks about spring samples. Mr. Swanks reported that the first sample in the previous month was 4.7 mg/l and the next sample was 2.4mg/l. He stated he directed the lab to sample once a week to track nitrate levels and those reports have not come in yet. Director Luin asked Mr. Swanks if the quarterly fecal sample from the spring has been done yet. Mr. Swanks stated he would check the flow at the spring site and collect the sample next week if there is adequate flow. Director Bingaman asked about putting generators at each lift station for emergencies. Director Stoller gave a brief summary of past history with failures. He explained how we handle emergency situations and why it isn't feasible to put generators at each station. There was nothing further from Mr. Swanks

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. Swanks stated that there still has been no response from the TCEQ on the letter from Mr. Aupperle. This will be assigned to the new engineer, once identified, to follow up with TCEQ.

Item 7 was to review, discuss and take action as necessary for continued improvement of the new web site. Mr. Swanks had no suggestions to make. He thanked Director Specchio for her help in updating the website during his internet interruptions. Director Luin suggested a committee of Directors Cooper, Specchio and Luin meet in a separate zoom call to work on emergency communication actions for the future. There was nothing further.

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 reported on the additional external sensor and added an alarm light to the project. The original bid from Brenntag was \$2,120.00 and the new price with upgrades was \$3,300.00. All parts are on order and should arrive the first week of March and be installed. There was nothing further on this item.

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, specifically to review planning impact on possible sewer plant rehabilitation in the fiscal year 2022-2023. No action was taken.

Item 10 was to adopt a Resolution acknowledging Bruce Aupperle for his many years of service to Barton Creek West WSC. Director Kirkhart made the motion to accept the Resolution as read. Director Stoller seconded and the motion carried unanimously. The Resolution will be presented to the Aupperle family in the near future.

Item 11 was to discuss and take action as necessary to replace the Engineer. Director Luin reported on meeting with the Engineering firm of Malone & Wheeler to discuss their credentials, job duties and estimates on cost. He reported on his conversation with Murfee Engineering and their lack of communication. Director Luin agreed to contact two more firms and report to the Board at the next meeting. No action was taken.

Item 12 was to discuss and take action as necessary to replace the Board seat vacated by Director Manning. Director Kirkhart nominated Ki O to the Board seat. Director Stoller seconded. No other nominations were presented and the motion carried unanimously.

Item 13 was to set the next regular meeting date: Tuesday, March 16, 2021, at 6:30 P.M.

Item 14 was other business. Director Kirkhart requested that the home owners be allowed to dispose of downed tree debris from the storms on BCW WSC property and the HOA would chip and haul the debris off. The Board took no action on this request. Mr. Swanks brought up the subject of waste water averaging for February usages. After discussion Director Stoller suggested we look at it on a case by case basis and report back to the Board after meter reading and more usage data has been obtained.

Item 15 was to adjourn. A motion to Adjourn was made by Director Bingaman and seconded by Director Kirkhart. The motion was approved unanimously and the Board adjourned at 8:11 P.M.

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

March 16, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on March 16, 2021, 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
Jennifer Specchio	Present
Meryl Stoller	Present
Beth Kirkhart	Present
Steve Cooper	Present
Wade Bingaman	Present
Ki O	Present

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

Item 2 was to hear citizen communications. Director Kirkhart mentioned she had heard from several residents expressing their appreciation to Barton Creek West Water Supply Corporation for its response and preparedness during the recent ice and snow storms. 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 February 22, 2021 regular meeting. Director Specchio made the motion to approve the minutes as presented for the February 22, 2021 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 Specchio 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 he replaced the meter on the effluent irrigation system. He replaced the curb stop at the Barton Point pool after he received a call from Derrick Rosales that the water service at the Barton Point pool would not shut off. He also replaced the broken curb stop at 9261 Scenic Bluff. He had the lift stations at Scenic Bluff and Creeks Edge Parkway cleaned due to floating grease. He stated he is waiting on the chlorine sensors to arrive to finish the chlorine safety project at the irrigation pump station. 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 \$144,485.20 and the invested funds are \$704,913.40. Mrs. Wheeler reviewed the January and February budgets that were included in the Director packet

Item 5c – Mr. Swanks gave the engineers report. The data for the February spring samples were 2.4 mg/l and 2.1 mg/l. He reported he took another sample last week. The irrigation has been turned off for the last six weeks and should not be a contributing factor for nitrates at this time. He reported the quarterly fecal streptococcus samples were taken to the laboratory in Houston and the results were less than 10 colonies per thousand milliliters of water. There was nothing further from Mr. Swanks.

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. Swanks stated that there still has been no response from the TCEQ on the letter from Mr. Aupperle. This will be assigned to the new engineer, once identified, to follow up with TCEQ.

Item 7 was to review, discuss and take action as necessary for continued improvement of the new web site. Mr. Swanks stated he would put photos of a water meter and customer service valves on the website. Director Stoller suggested moving the wastewater rates sheet to the customer service page. Director O suggested adding board member information on the website. Mr. Swanks was directed to create a directors list for the website and fix some spelling errors. There was nothing further.

Item 8 was to review, discuss and take action as necessary concerning adjustments to customer wastewater winter averaging. Mr. Swanks reported that he had a total of twelve customers to adjust the winter average. There was nothing further on this item.

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, specifically to review planning impact on possible sewer plant rehabilitation in the fiscal year 2022-2023. No action was taken.

Item 10 was to discuss and take action as necessary to replace the Engineer. Director Luin briefly discussed the response he had received from Malone/Wheeler, Inc. concerning the questions Director Bingaman had requested. He had contacted Jones/Carter and Carrillo Company for proposals and is waiting to hear back to set up discussions. No action was taken.

Item 11 was to discuss the upcoming Board elections and annual meeting. Mrs. Wheeler reviewed the material for the annual meeting that will be delivered to the members.

Item 12 was to set the next annual meeting and regular meeting date: Tuesday, April 20, 2021, at 6:30 P.M.

Item 13 was other business. Director Bingaman requested the Board consider investigating the future need for generators at the lift stations. Director Luin stated this could be looked at more



closely once an engineer is hired. Director Kirkhart mentioned it was time to remove the Multistar thistle from the Water Supply Corporation property. Mr. Swanks will have the removal done. Director O mentioned he wanted to take the facilities tour. Mr. Swanks agreed to set that up and include the new engineer when hired. There was nothing further.

Item 14 was to adjourn. A motion to Adjourn was made by Director Kirkhart and seconded by Director Stoller. The motion was approved unanimously and the Board adjourned at 7:50 P.M.

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

April 20, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on April 20, 2021, at 6:30 P.M.

The roll was called at 6:38 P.M. of the following Board of Directors by the President.

Tom Luin	Present
Jennifer Specchio	Present
Meryl Stoller	Present
Beth Kirkhart	Present
Steve Cooper	Present
Wade Bingaman	Present
Ki O	Present

Item 1 determined a quorum was present for the Board to meet. Also, present were William Swanks and Valerie Wheeler of TUMCO. Dennis Lozano, P.E., Malone/Wheeler, Inc. joined later.

Item 2 was to hear citizen communications. 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 March 16, 2021 regular meeting. Director Cooper made the motion to approve the minutes as presented for the March 16, 2021 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. Check number 4661 was in error and voided. Director Cooper asked about the limits for expenditures with and without Board approval. Director Luin stated this was addressed in the Operating Expenditure Policy and the Capital Expenditure Policy that the Board previously approved. Director Luin will email everyone the policies. The Board delayed action until agenda item 8 was discussed concerning the insurance proposals and invoices. Upon completion of agenda item 8 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. Mr. Swanks reported that all the chlorine sensors and alarm lights were installed and working properly. He stated he was using a new contractor, Zane Furr, for mowing the irrigation fields due to the previous contractor

would not commit to the job. Upon soliciting bids he found the larger companies were not interested in mowing on an as needed basis. Mr. Furr agreed to mow for \$5,000 per mowing on a monthly basis. He reported Utility Specialist had repaired a main line leak in the irrigation field and replaced some broken water meters in the BCW neighborhood. The asphalt is scheduled to be repaired this week at 2903 Creeks Edge Parkway due a sewer line repair at that location, and there are two manholes that will be raised at the Cliffs Edge lift station driveway. Mr. Swanks reported he is dealing with clarity problems at the sewage treatment plant. The air diffusers and clarifier rake are not working properly causing a degradation of the effluent and need to be repaired. The Board discussed the need to step up the timeline to repair the sewage treatment plant. Director Luin requested Mr. Swanks gather the previous and current total suspended solids data in a graph report over the past six months on a weekly basis and send to him as soon as possible. He stated he has been contacted by TCEQ to do a routine compliance inspection of the facility. 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 \$150,850.65 and the invested funds are \$705,970.16. She mentioned a new CD was purchased from Goldman Sachs at the rate of 0.1% for a year to replace the CD that came due on April 12, 2021 for \$175,099.75. Mrs. Wheeler reviewed the February and March budgets that were included in the Director packet

Item 5c – Mr. Swanks gave the engineers report. The data for the March spring sample was 2.14 Mg/L and there was no flow at the other sample site. The fecal coliform count was reported as 1 colony per thousand milliliters of water. There was nothing further from Mr. Swanks.

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. Swanks stated that there still has been no response from the TCEQ on the letter from Mr. Aupperle. This will be assigned to the new engineer, once identified, to follow up with TCEQ.

Item 7 was to review, discuss and take action as necessary for continued improvement of the new web site. Mr. Swanks stated he has made the suggested changes from last month and will add some photos soon. Director Luin suggested adding a member informational letter dated 2012 from former director Suzy Swenson to the website. There was nothing further.

Item 8 was to review, discuss and take action to approve the Insurance Policies for 2021-2022 from the Higginbotham Agency. Mrs. Wheeler reviewed the Directors and Officers Policy and the Commercial Policy packages that were presented in the electronic Board packet. There were no changes to the Directors and Officers Policy but the fee had increased slightly from \$8,238 last year to \$8,502. Director Cooper requested some information from Higginbotham concerning the Commercial coverage and will send an email to Mrs. Wheeler with his request. The Commercial Policy is the second year of a three year package and there were no changes to the policy and the invoice for \$10,168 was the same as last year. Director Bingaman made the motion to accept the two insurance policies as written. Director Kirkhart seconded and the motion carried unanimously.

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, specifically to review planning impact on possible sewer plant rehabilitation in the fiscal year 2022-2023. No action was taken.

Item 10 was to discuss and take action as necessary to replace the Engineer. Dennis Lozano, P.E. from Malone/Wheeler, Inc. joined the meeting at this time. Mr. Lozano gave a presentation concerning his proposal for engineering services. The Board took no action and will hear further proposals next month

Item 11 was to set the next regular meeting date: Tuesday, May 18, 2021, at 6:30 P.M.

Item 12 was other business. There was nothing further.

Item 13 was to adjourn. A motion to Adjourn was made by Director Kirkhart and seconded by Director Specchio. The motion was approved unanimously and the Board adjourned at 8:23 P.M.

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

May 18, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on May 18, 2021, 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	President	Present
Jennifer Specchio	Vice President	Present
Meryl Stoller	Secretary/Treasurer	Present
Beth Kirkhart		Present
Steve Cooper		Present
Wade Bingaman		Present
Ki O		Present

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

Item 2 was to hear citizen communications. There were no communications and no motions were made and no action was taken.

Item 3 was to discuss, consider and take action as necessary to elect officers to the Board of Directors. Director Kirkhart nominated Tom Luin to continue as President of the Board. Director Stoller seconded and the motion carried unanimously. Director Kirkhart nominated Director Specchio to the Vice-President position and Director Stoller to be the Secretary and Treasurer. Director O seconded and the motion carried unanimously.

Item 4 was to review and approve the minutes of the April 20, 2021 annual meeting and regular meeting. Director Kirkhart made the motion to approve the minutes as presented for the April 20, 2021 annual and regular meetings. Director Specchio 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 electronic packet for consideration. Director Specchio made the motion to pay all the bills presented. Director Stoller seconded and the motion carried unanimously.

Item 6a - Mr. Swanks gave the General Manager and Operator report. Mr. Swanks reported he had Utility Specialist repair a sewer tap that had tree roots in it at 3301 Barton Point Dr. He reported on the solids data that was compiled for the wastewater treatment plant. This data was presented to

the Board in a graph included in the electronic packet and showed the current results and showed the increasing trend in total suspended solids(TSS) and BOD at the treatment plant in recent months. He stated the maximum limits of the BOD and TSS were 10 mg/l on BOD with a one-time maximum of 20 mg/l and a maximum of 15 mg/l on TSS with a maximum one time sample of 60 mg/l. He reported the limits were reached during the freeze in February and were reported to the TCEQ. He stated the home owner at 3002 Barton Point Dr. requested his home be tested for lead. Director Luin reported on a request from a home owner that wanted the water supply to remove and replace the fence surrounding the Barton Point lift station. He explained her request was denied due to TCEQ fence requirements for lift stations. Mr. Swanks reported the TCEQ had conducted their routine inspection of the treatment facility and had asked for an updated flow meter calibration and report. Mr. Swanks stated he would send the report when the calibration is completed. There was nothing further from the GM and operator.

Item 6b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. The checking account balance is \$137,034.76 and the invested funds are \$705,068.97. Mrs. Wheeler reviewed the March and April budgets that were included in the Director packet

Item 6c – Mr. Swanks gave the engineers report. The data for the April spring samples were 3.6 mg/l and 3.3 mg/l. The fecal coliform count was reported as 400 colonies per thousand milliliters of water. There was nothing further from Mr. Swanks.

Item 7 was to review, discuss and take action as necessary concerning a request to TCEQ to identify a certified testing laboratory for fecal testing. This will be assigned to the new engineer, once identified, to follow up with TCEQ.

Item 8 was to review, discuss and take action as necessary for continued improvement of the new web site. Mr. Swanks stated he had no updates or issues at this time. There was nothing further.

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, specifically to review planning impact on possible sewer plant rehabilitation in the fiscal year 2022-2023. No action was taken.

Item 10 was to discuss and take action as necessary to replace the Engineer. Director Luin stated he would set up a meeting with Dennis Lozano from Malone/Wheeler, Inc. and Directors' Bingaman and O to discuss the details of the contract next week. No action was taken.

Item 11 was to set the next regular meeting date: Tuesday, June 15, 2021, at 6:30 P.M. at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas.

Item 12 was other business. There was nothing further.

Item 13 was to adjourn. A motion to Adjourn was made by Director Bingaman and seconded by Director Specchio. The motion was approved unanimously and the Board adjourned at 7:50 P.M.

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

June 15, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on June 15, 2021, 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	President	Present
Jennifer Specchio	Vice President	Present
Meryl Stoller	Secretary/Treasurer	Present
Wade Bingaman		Present
Ki O		Present

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

Item 2 was to hear citizen communications. There were no communications and no motions were made and no action was taken.

Item 3 was to review and approve the minutes of the May 18, 2021 regular meeting. Director Specchio made the motion to approve the minutes as presented for the May 18, 2021 regular meetings. 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 that were in the electronic packet for consideration. Director Stoller made the motion to pay all the bills presented. Director Specchio seconded and the motion carried unanimously.

Item 5a - Mr. Swanks gave the General Manager and Operator report. Mr. Swanks reported the neighborhood was running smoothly all lift stations were running without any problems the wastewater treatment plant was running with a reported BOD of 4 mg/l and a TSS of 6 mg/l. Mr. Swanks reported that he received final word from TCEQ had conducted their routine inspection of the treatment facility and had asked for an updated flow meter calibration and report. Mr. Swanks stated he had sent the report when the calibration was completed. Mr. Swanks reported on mowers to mow irrigation field that current contractor decided he would not mow our property for agreed upon price and that he wanted to mow on an hourly basis. Mr. Swanks declined his offer and contacted another mowing company and hired them to complete the job. Mr. Swanks stated that he would get a better price estimate for future mowing so the board could discuss amending the budget. Mr. Swanks reported on maintenance on the fountains in holding

pond one was being picked up for repair quote and the other 2 would need wire replaced from control panel to each fountain Mr. Swanks will have a price for the board at the next meeting. Mr. Swanks reported on the lead testing at 3002 Barton point circle he reported that lead sample results were in line with the other home's tested in the neighborhood the results were 0.412 ug/l those results were delivered to Mr. Shanta. 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 \$153,133.42 and the invested funds are \$705,125.23. Mrs. Wheeler reviewed the April and may budgets that were included in the Director packet

Item 5c – Mr. Swanks gave the engineers report. The data for the May spring samples were 2.0mg/l. There was nothing further from Mr. Swanks.

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. This will be assigned to the new engineer, once identified, to follow up with TCEQ.

Item 7 was to review, discuss and take action as necessary for continued improvement of the new web site. Mr. Swanks stated he would be working on welcome letter for the website and would send to the board members review. There was nothing further.

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, specifically to review planning impact on possible sewer plant rehabilitation in the fiscal year 2022-2023. No action was taken.

Item 9 was to discuss and take action as necessary to hire the Engineer. Director Luin stated he met with Dennis Lozano from Malone/Wheeler, Inc. and Directors' Bingaman and O to discuss the details of the contract. Director Bingaman made the motion to hire Malone/ Wheeler as the corporations engineer. Director Specchio seconded and the motion passed. No further action was taken.

Item 10 was to set the next regular meeting date: Tuesday, July 20, 2021, at 6:30 P.M. at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas.

Item 11 was other business. There was nothing further.

Item 12 was to adjourn. A motion to Adjourn was made by Director Stoller and seconded by Director Specchio. The motion was approved unanimously and the Board adjourned at 7:21 P.M.



**BARTON CREEK WEST  
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**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

July 20, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on July 20, 2021, 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	President	Present
Jennifer Specchio	Vice President	Present
Meryl Stoller	Secretary/Treasurer	Present
Wade Bingaman		Present
Ki O		Present
Steve Cooper		Present
Beth Kirkhart		Present

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

Item 2 was to hear citizen communications. There were no communications and no motions were made and no action was taken.

Item 3 was to review and approve the minutes of the June 15, 2021 regular meeting. Director Kirkhart made the motion to approve the minutes as presented for the June 15, 2021 regular meetings. Director Bingaman 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 Specchio 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. Mr. Swanks reported the neighborhood was running smoothly all lift stations were running without any problems. Mr. Swanks reported that all mowing for the month was completed and back up and running. Mr. Swanks reported that he reached an agreement with Balbo services to completed the mowing this year for \$6000.00 Mr. Swanks reported on maintenance on the fountains in holding pond one quote for repair was \$1672.00 for motor repairs, also reported on wire replacements for all fountains, the fountain manufacture cables were \$2665.00 and replacement cables and splice kits from electrician were priced at a total price of \$6584.00 the board approved the current price and directed Mr. Swanks to proceed. Director Cooper asked Mr. Swanks about a Rabha/ Kisner

bill from last month? Mr. Swanks explained that those were soil samples that Mr. Aupperle did these under his work and billing and that he took this over for Bruce could not do it at the time he took care of it. 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 \$190,728.41 and the invested funds are \$705,114.25. Mrs. Wheeler reviewed the May and may budgets that were included in the Director packet

Item 5c – Mr. Lozano reported on his overview of his meeting with Mr. Swanks and tour of the sewer plant. Mr. Lozano reported that he had been in touch with Debbie Aupperle about collecting district records. There was nothing further from Mr. Lozano.

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. Dennis Lazano was tasked with contacting the TCEQ about getting Fecal Streptococcus test removed from the existing permit. There was no further action taken.

Item 7 was to review, discuss and take action as necessary for continued improvement of the new web site. Mr. Swanks stated he would be working on welcome letter for the website and would send to the board members review, with no changes made to the welcome letter Mr. swanks would post the approved letter to the website. Mr. Swanks stated he did get google analytics up and running for tracking of the website. There was nothing further.

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, specifically to review planning impact on possible sewer plant rehabilitation in the fiscal year 2022-2023. Mr. Lozano discussed some of the updates and his thinking on prices to the capitol plan. Mr. Lozano discussed working on the sewer plant repairs and suggested we do a pump and haul to do a brief inspection of sewer plant, this would give us a better understanding of what would be needed to repair plant. No action was taken.

Item 9 Review, discuss and take action as necessary to engage Reynolds& Franke, PC to review and prepare the annual financial and applicable federal tax returns for year ended December 31,2020. Director Luin will sign no further action.

Item 10 was to set the next regular meeting date: Wednesday, August 25, 2021, at 6:30 P.M. at the CE-BAR Fire Department, 353 S. Commons Ford Road, Austin, Texas.

Item 11 was other business. There was nothing further.

Item 12 was to adjourn. A motion to Adjourn was made by Director Specchio and seconded by Director Kirkhart. The motion was approved unanimously and the Board adjourned at 7:21 P.M.

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

August 25, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on August 25, 2021, at 6:30 P.M.

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

Tom Luin	President	Present
Jennifer Specchio	Vice President	Present
Meryl Stoller	Secretary/Treasurer	Present
Wade Bingaman		Present
Ki O		Absent
Steve Cooper		Present
Beth Kirkhart		Present

Item 1 determined a quorum was present for the Board to meet. Also, present were William Swanks and Valerie Wheeler of TUMCO and Dennis Lozano of Malone/Wheeler.

Item 2 was to hear citizen communications. There were no communications and no motions were made and no action was taken.

Item 3 was to review and approve the minutes of the July 20, 2021 regular meeting. Director Kirkhart suggested an action clarification correction and then made the motion to approve the minutes as corrected for the June 15, 2021 regular meetings. 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 that were in the electronic packet for consideration. Director Kirkhart made the motion to pay all the bills 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 and water system were routine and normal. Mr. Swanks reported the lightning storm that came thru last week damaged two of the irrigation control boards. The parts were ordered and will be installed this week. Director Bingaman inquired on cost and Mr. Swanks stated it was approximately \$300.00 to replace both control boards. Mr. Swanks reported he was in contact with the mowing contractor and mowing would begin next week. Mr. Swanks reported that he was contacted by the homeowner at 2636 Creeks Edge Parkway concerning a sewer blockage involving tree roots in the sewer tap. He

has it scheduled to be repaired next week. Director Kirkhart commented on mowing frequency. Mr. Lozano was asked to look into what types of over seeding could be used to promote better grass growth for discussion next month. 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 \$188,857.99 and the invested funds are \$705,138.96. She stated an investment CD would come due the next day for \$160,000. She was directed to look for the best rates for a one year investment and to get with President Luin for approval. Mrs. Wheeler reviewed the June and July budgets that were included in the Director packet.

Item 5c – Mr. Lozano reported that he had been in touch with Debbie Aupperle about collecting the Corporation's engineer's records. He was informed that Mr. Aupperle had purged the paper records. She would check if there are any digital records and referred Mr. Lozano to Caroline Aupperle about any electronic records, and Mr. Lozano will follow up with Avalon Engineering to see if they have any digital records from Mr. Aupperle's files. Mr. Lozano stated that he was receiving records from Mr. Swanks and was compiling data to put together a plan for the sewer plant rehabilitation. There was nothing further from Mr. Lozano.

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. Dennis Lozano reported that he has contacted the TCEQ about a testing waiver. He reported that we might have to amend the permit. He reported that he would have further information once he received communication from the TCEQ. Director Kirkhart asked if there was a better or alternate test to replace the current testing. No further action taken.

Item 7 was to review, discuss and take action as necessary for continued improvement of the new web site. Mr. Swanks stated he did get the google analytics up and running for tracking of the website. There was nothing further.

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, specifically to review planning impact on possible sewer plant rehabilitation in the fiscal year 2022-2023. No action was taken.

Item 9 was to set the next regular meeting date: Tuesday, September 21, 2021, at 6:30 P.M.

Item 10 was other business. There was nothing further.

Item 11 was to adjourn. A motion to Adjourn was made by Director Stoller and seconded by Director Kirkhart. The motion was approved unanimously and the Board adjourned at 7:13 P.M.

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

September 21, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on September 21, 2021, at 6:30 P.M.

The roll was called at 6:36 P.M. of the following Board of Directors by the President.

Tom Luin	President	Present
Jennifer Specchio	Vice President	Present
Meryl Stoller	Secretary/Treasurer	Present
Wade Bingaman		Present
Ki O		Present
Steve Cooper		Present
Beth Kirkhart		Present

Item 1 determined a quorum was present for the Board to meet. Also, present were William Swanks of TUMCO, Dennis Lozano of Malone/Wheeler and Steve Franke of Franke & Reynolds.

Item 2 was to hear citizen communications. Director Bingaman reported of a customer, Linda Fredrickson that had a drain line issue and was very happy that the operator came out and videoed her sewer line saving her time and money on her repair. There was nothing further.

Item 3 was to review and approve the minutes of the August 25, 2021 regular meeting. Director Kirkhart made the motion to approve the minutes as amended for the August 25, 2021 regular meeting. Director Specchio seconded and the motion carried unanimously.

Item 4 Review and approve the 2020 Financial Statements. Steve Franke presented the 2020 financial statements to the Board. Director Kirkhart made the motion to accept the reports as presented, Director Stoller 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 electronic packet for consideration. Director Cooper 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 stated the sewer stoppage involving tree roots in the sewer tap at 2636 Creeks Edge Parkway had been repaired. Mr. Swanks reported that the irrigation main line

break was repaired and back in operation. Mr. Swanks reported that he had repaired the irrigation controller but stated the controller needed to be updated and that an upgrade is \$1500.00 or a new controller would be \$3,000 and comes with a 5-year warranty. The Board directed Mr. Swanks to replace the controller with the warranty. Mr. Swanks reported the new wiring for the fountains has been completed.

Item 6b – Mr. Swanks next gave the financial report. He reviewed the cash statements and investments. The checking account balance is \$202,015.93 and the invested funds are \$705,083.95. Mr. Swanks reviewed the July and August budgets that were included in the Director packet. Mr. Swanks was directed to shop for the best rates for the CD that is up for renewal in October and get with President Luin for approval.

Item 6c – Mr. Lozano reported that he had been preparing soil sample reports for the current year and compared the permit requirements for soil analysis to what Raba Kistner had been providing. They were performing more analysis than required by the permit. Mr. Lozano contacted Aqua-Tech for a price to perform the required testing. Aqua-Tech will provide the services for \$994 versus the price from Raba Kistner of \$9,000. Mr. Lozano recommended using Aqua-Tech to do the future sampling. Director Bingaman made the motion to go with Aqua-Tech for future soil sampling. Director Kirkhart seconded and the motion passed. Mr. Lozano stated that he was providing a proposal for the wastewater treatment plant rehabilitation services. He was using the same terms of their engineering agreement and put a dollar amount of \$10,000 to cover the cost of his services. Director Bingaman made the motion to approve the rehabilitation contract for \$10,000. Director Kirkhart seconded and the motion passed. Mr. Lozano reported he is obtaining data from TUMCO and asked for direction from the Board of how they wanted him to manage and report to the Board in the future. The Board directed Mr. Lozano to gather the information he needed and make it as understandable as possible for the Board and general public. Mr. Lozano has not received any data files from Debbie or Caroline Aupperle at this time. There was nothing further from Mr. Lozano.

Item 7 Review, discuss and take action as necessary to look at different seeding methods and vegetation on irrigation fields. No action was taken.

Item 8 was to review, discuss and take action as necessary concerning a request to TCEQ to identify a certified testing laboratory for fecal testing. Dennis Lozano reported that he has contacted the TCEQ about a testing waiver. He reported that we might have to amend the permit. He reported that he would have further information once he received communication from the TCEQ. Mr. Lozano said his discussions with the TCEQ indicate there is no specific documentation on the requirement for the required testing and he believes this might be part of a settlement agreement but no one has any documentation for verification. There is no other test to substitute with since fecal coliform testing is already being done. Mr. Lozano suggested we just ask TCEQ to remove the testing requirement and see how TCEQ replies. No further action was taken.

Item 9 was to review, discuss and take action as necessary for continued improvement of the new web site. Mr. Swanks stated he did not have any update for website. Mr. Swanks was directed to check with the website company concerning security or how to deal with a breach. There was

nothing further.

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 possible sewer plant rehabilitation in the fiscal year 2022-2023. No action was taken.

Item 11 was to set the next regular meeting date: Tuesday, October 19, 2021, at 6:30 P.M.

Item 12 was other business. There was nothing further.

Item 13 was to adjourn. A motion to Adjourn was made by Director Kirkhart and seconded by Director Stoller. The motion was approved unanimously and the Board adjourned at 8:26 P.M.

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

October 19, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on October 19, 2021, 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	President	Present
Jennifer Specchio	Vice President	Absent
Meryl Stoller	Secretary/Treasurer	Present
Wade Bingaman		Present
Ki O		Present
Steve Cooper		Present
Beth Kirkhart		Present

Item 1 determined a quorum was present for the Board to meet. Also, present were William Swanks, Valerie Wheeler of TUMCO and Dennis Lozano of Malone/Wheeler.

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 21, 2021 regular meeting. Director Kirkhart 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 that were in the electronic packet for consideration. 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. He checked into electronic check payment of bills as requested of president Luin. Mr. Swanks reported that the cost associated with making this happen was \$1200.00 for the accounting software module and a \$300.00 yearly maintenance fee. It was decided that the cost does not seem cost effective to do this as we only have had 2 or 3 checks lost over the last 2 years. Mr. Swanks reported that the grounding certification for the new irrigation controller was going to be done on 10-20-2021.

Item 5b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. The checking account balance is \$206,187.33 and the invested funds are



\$704,854.75. She reviewed the August and September budgets that were included in the Director packet. Mrs. Wheeler asked the discussion about the upcoming CD that renews November 4<sup>th</sup> be delayed until after the Engineer's report.

Item 5c – Mr. Lozano reviewed the written report that was included in the Directors electronic packet and noted some would be discussed as separate items on the agenda.

Item 6 was to review, discuss, and take action as necessary on the waste water plant rehabilitation plan being developed. Specifically, the initial temporary drain down/ haul/ inspection plan to scope the extent of degradation of the plant in preparation for finalizing the rehabilitation plan. Mr. Lozano reported on the pump and haul time frame as stated in his written report. The draw down and repairs are set to begin Monday, October 25<sup>th</sup> and are expected to be completed in approximately 4 days. Director Kirkhart made the motion to approve up to \$90,000 for the draw down and needed repairs. Director Stoller seconded and the motion carried unanimously.

Item 7 was to review, discuss and take action as necessary to look at different seeding methods and vegetation of the irrigation fields. Director Kirkhart provided some missing agreements to the board, its engineer and consultants for review to discuss at a later date. No further action was taken.

Item 8 was to review, discuss and take action as necessary concerning requesting an amendment from the TCEQ for changing the fecal testing requirements. Mr. Lozano stated he has been in contact with the TCEQ and has received a verbal comment that it will require a major amendment to the permit to change the fecal coliform testing parameter. Mr. Lozano briefly discussed the difference between a major and minor permit amendment and the associated costs. The Board decided to review this next month when they have a written response from the TCEQ. For now, the operator will continue taking the fecal samples and transporting them to the Houston laboratory. No further action was taken.

Item 9 was to review, discuss and take action as necessary for continued improvement of the new web site. Mr. Swanks reported he had visited with the website company concerning security and was assured the firewalls were in place and no personal data was at risk. Mr. Swanks stated he did not have any further updates for the website. There was nothing further.

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 possible sewer plant rehabilitation in the fiscal year 2022-2023. No action was taken.

Item 11 was to set the next regular meeting date: Tuesday, November 16, 2021, at 6:30 P.M.

Item 12 was other business. Mrs. Wheeler suggested waiting till the waste water treatment plant rehabilitation is completed to make sure there are no unforeseen large ticket items that need to be addressed. The CD matures on November 4<sup>th</sup> and the treatment plant repairs should be complete by that time. If the money is not needed for additional repairs then she will look at obtaining a

one year \$150,000 CD. Director Luin will be consulted before the purchase. There was nothing further.

Item 13 was to adjourn. A motion to Adjourn was made by Director Kirkhart and seconded by Director Stoller. The motion was approved unanimously and the Board adjourned at 7:25 P.M.

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

November 16, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on November 16, 2021, at 6:30 P.M.

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

Tom Luin	President	Present (arrived later)
Jennifer Specchio	Vice President	Present
Meryl Stoller	Secretary/Treasurer	Present
Wade Bingaman		Present
Ki O		Present
Steve Cooper		Present
Beth Kirkhart		Present

Item 1 determined a quorum was present for the Board to meet. Also, present were William Swanks, Valerie Wheeler of TUMCO and Dennis Lozano of Malone/Wheeler.

Item 2 was to hear citizen communications. Beth Kirkhart mentioned she had been contacted by some residents concerning Firewise clean up along Barton Creek West property. Mr. Swanks said there are eight homes that back up to BCW WSC property. The Board requested Mr. Swanks to look at the area and come back to the Board with a price before proceeding with any clean up. There were no other citizen's communications.

Item 3 was to review and approve the minutes of the October 18, 2021 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 that were in the electronic packet for consideration. Director Stoller made the motion to pay all the bills presented. Director Kirkhart seconded and the motion carried unanimously.

Item 5a – Director Luin arrived at the meeting. 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 stated the irrigation system was currently turned off and mowing would start the week of Thanksgiving. Mr. Swanks stated the irrigation controller parts were in and the grounding certification for the new irrigation controller will be completed soon. Director Cooper asked about the TCEQ registration process that he had received and sent to Mr. Swanks for completion. Mr. Swanks reported he had

completed the letter for SB3 and had sent it to the Public Utility Commission and the City of Austin and the Travis County Emergency Management division. Director Cooper then inquired about the electric transformers for the utility system if any needed replacing. Mr. Swanks reported on the transformers on BCW WSC property and which ones had been replaced. Director Luin requested Mr. Swanks to clean or replace the watering schedule sign at the entrance of the neighborhood. There was nothing further.

Item 5b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. The checking account balance is \$230,444.98 and the invested funds are \$704,840.83. She reviewed the September and October budgets that were included in the Director packet. Mrs. Wheeler stated the \$150,000 U.S. Treasury bill that matured on November 4, 2021 was placed in the UBS money market until the status of the wastewater treatment plant was determined. The Board will discuss this further after the Engineer's report.

Item 5c – Mr. Lozano reviewed the written report that was included in the Directors electronic packet and noted some items would be discussed as separate items on the agenda. Mr. Lozano reported that he had sent the information he found in the settlement agreement to TCEQ and their response was it would not require a major permit amendment but an administrative amendment and would allow for both the Fecal Coliform and the Fecal Streptococcus testing be removed from the permit. He reported he had received several files from Deb Aupperle and was still reviewing the information. Director Kirkhart asked if TUMCO could store historical documents relating to BCW WSC data. Mr. Swanks stated he can store the data on hard drives and backup on the cloud since his computers backup daily. Mr. Lozano can also store BCW WSC data digitally. Mr. Swanks asked about reimbursement to Mrs. Aupperle for postage in mailing the files to Mr. Lozano. The Board directed he wait for all documents to come in and then issue one reimbursement check. There was nothing further from the Engineer.

Item 6 was to review, discuss, and take action as necessary on the waste water plant draw down, inspection and extent of degradation of the plant in preparation for finalizing the rehabilitation plan. The treatment plant draw down began on November 9, 2021 and the clarifier was dewatered and cleaned by the morning of November 10, 2021. The corroded pieces were replaced while the unit was down and will result in a much improved performance. The dewatering and inspection was invaluable to the scoping of the rehabilitation project and the benefits of the cleaning will be seen immediately in operations and compliance. The treatment plant is back up and operating.

Mr. Lozano will provide a detailed report next month about his inspection of the waste water plant while it was down for servicing. The report will also include options and recommendations for the Board to consider regarding a comprehensive rehabilitation plan of the entire plant in the future.

Item 7 was to review, discuss and take action as necessary to look at different seeding methods and vegetation of the irrigation fields. Director Kirkhart and Mr. Lozano will meet later in the month to look at the fields and compare to the settlement agreement. No further action was taken.

Item 8 was to review, discuss and take action as necessary concerning requesting an amendment

from the TCEQ for changing the fecal testing requirements. This was discussed in Mr. Lozano's report in Agenda Item 5C. No further action was taken.

Item 9 was to review, discuss and take action as necessary for continued improvement of the new web site. Director Kirkhart asked if there was a way to store data on the website. Mr. Swanks stated that the website had limited data storage unless it was upgraded. Director Specchio suggested an addition to the sewer line inspection form to add: to schedule and inspection call the TUMCO office at 512-280-6622. There was nothing further.

Item 10 was to review and discuss the preparation of the 2022 annual budget. Mrs. Wheeler reviewed the draft budget included in the electronic packet. The Board requested the item be discussed next month after more expense data has been collected. No action was taken.

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, specifically to review planning impact on possible sewer plant rehabilitation in the fiscal year 2022-2023. No action was taken.

Item 12 was to discuss and take action as necessary to establish guidelines to meet in person at BCW WSC Board meeting including: the date to begin mandatory in person meetings and vaccination requirements for members and visitors that attend. Director Cooper requested the Board convene in Executive Session to discuss this item.

Item 13 was to set the next regular meeting date: Tuesday, December 21, 2021, at 6:30 P.M.

Item 14 was other business. The Board recommended waiting till next month's meeting to place the \$150,000 investment that came due earlier. Director Bingaman requested a copy of the Board's expense policy be sent to all members. There was nothing further.

At 8:05 P.M. the Board went into Executive Session.

At 8:20 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.

Item 15 was to adjourn. A motion to Adjourn was made by Director Specchio and seconded by Director Ki O. The motion was approved unanimously and the Board adjourned at 8:30 P.M.

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

December 21, 2021

The Board of Directors of the Barton Creek West Water Supply Corporation convened a regular meeting; open to the public, via videoconference on December 21, 2021, at 6:30 P.M.

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

Tom Luin	President	Present (arrived later)
Jennifer Specchio	Vice President	Present
Meryl Stoller	Secretary/Treasurer	Present (arrived later)
Wade Bingaman		Present
Ki O		Present
Steve Cooper		Present
Beth Kirkhart		Present

Item 1 determined a quorum was present for the Board to meet. Also, present were William Swanks, Valerie Wheeler of TUMCO and Dennis Lozano of Malone/Wheeler.

Item 2 was to hear citizen communications. Steve Cooper responded he would like to thank Mr. Swanks for responding and repairing the water leak at 3013 Barton Point Circle. There were no other citizen's communications.

Item 3 was to review and approve the minutes of the November 16, 2021 regular meeting. Director Cooper suggested we remove the paragraph after executive session. Director Kirkhart made the motion to approve the minutes as amended. Director Bingaman 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 – Director Stoller arrived at the meeting. 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 water leak at 3013 Barton Point Circle and stated the water line has been replaced and a temporary asphalt patch was put in place until the permanent street repair is completed. He reported the irrigation system was turned back on after mowing and he found 3 main line leaks he repaired and replaced some broken sprinkler heads in the median. Mr. Swanks reported that he had repaired a broken check valve in the Barton Point lift station and that it was back up and running. Mr. Swanks

reported that Director Luin recently asked about the sewer plant and how it was operating since it was placed back online. Mr. Swanks stated the plant was running smoothly but the total suspended solids (TSS) were in the 20mg/l range on the last 2 samples. He is watching this closely to monitor the permit parameters. Director Luin joined the meeting by phone. Director Bingaman asked if the plant were out of compliance would it move up or change the rehabilitation plans. Dennis Lozano responded on this that it could be a factor but not at this point in time. However, his opinion is to move forward with a rehabilitation scope of work. Mr. Swanks presented the proposal to do the fire wise maintenance along the water board property. Director Kirkhart made the motion to proceed with the bid as presented. Director Cooper seconded and the motion carried. There was nothing further.

Item 5b – Mrs. Wheeler next gave the financial report. She reviewed the cash statements and investments. The checking account balance is \$173,427.00 and the invested funds are \$704,705.83. She reviewed the October and November budgets that were included in the Director packet. Mrs. Wheeler stated \$169,000 was available to be placed in a CD and that she would check rates and get with Director Luin on placement. She suggested transferring approximately \$79,000 from the checking account to the UBS account to increase the size of the investment to approximately \$248,000. The Board requested the investment should be for six months.

Item 5c – Mr. Lozano reviewed the written report that was included in the Directors electronic packet and noted some items would be discussed as separate items on the agenda. Mr. Lozano reported that he had submitted a proposal for a permit amendment and that would allow for both the Fecal Coliform and the Fecal Streptococcus testing to be removed from the permit. However, Mr. Lozano is recommending we wait on the proposal. Mr. Lozano reported that both he and Director Kirkhart reviewed the City of Austin settlement agreements and testing requirements. He is planning a site visit to see how things are being done as compared to these agreements. He requested Board direction on handling the settlement agreements and the wastewater permit requirements. He wants to know where we stand legally since the agreements have expired. Director Kirkhart asked that Mr. Swanks take a look at these agreements and see what he is currently doing. She also asked if Director Bingaman and Director Ki O could give them an opinion. There was nothing further from the Engineer.

Item 6 was to review, discuss, and take action as necessary on the waste water plant draw down, inspection and extent of degradation of the plant in preparation for finalizing the rehabilitation plan. Mr. Lozano will provide a detailed report next month about his inspection of the waste water plant while it was down for servicing. The report will also include options and recommendations for the Board to consider regarding a comprehensive rehabilitation plan of the entire plant in the future.

Item 7 was to review, discuss and take action as necessary to look at different seeding methods and vegetation of the irrigation fields. This was addressed in Mr. Lozano's report in Agenda item 5c . No further action was taken.

Item 8 was to review, discuss and take action as necessary concerning requesting an amendment from the TCEQ for changing the fecal testing requirements. This was discussed in Mr. Lozano's report in Agenda Item 5c. No further action was taken.

Item 9 was to review, discuss and take action as necessary for continued improvement of the new web site. Mr. Swanks reported that he emailed the google analytics report and that he was keeping the site updated thru the holidays with office closures. There was nothing further.

Item 10 was to review and discuss the preparation of the 2022 annual budget. Mrs. Wheeler reviewed the draft budget included in the electronic packet. Director Luin requested an Executive Session to discuss engineering fees and management fees. No action was taken.

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, specifically to review planning impact on possible sewer plant rehabilitation in the fiscal year 2022-2023. No action was taken.

Item 12 was to discuss and take action as necessary to establish guidelines to meet in person at BCW WSC Board meetings including: the date to begin in person meetings and vaccination requirements for members and visitors that attend. Director Luin asked the Board's opinion about current conditions, future COVID-19 out breaks, and continuing with zoom calls for the next 6 months? The Board's opinion was to review this on a month to month decision.

Item 13 was to set the next regular meeting date: Tuesday, January 18, 2021, at 6:30 P.M.

Item 14 was other business.

At 8:00 P.M. the Board went into Executive Session.

At 8:19 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.

Item 15 was to adjourn. A motion to Adjourn was made by Director Kirkhart and seconded by Director Stoller. The motion was approved unanimously and the Board adjourned at 8:20 P.M.