

**BARTON CREEK WEST  
WATER SUPPLY CORPORATION  
P.O. BOX 1220  
DRIPPING SPRINGS, TX 78620  
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**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

November 21, 2023

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 and via videoconference on November 21, 2023, at 6:30 P.M.

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

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

Item 1 was to determine that a quorum was present for the Board to meet. Also, present were William Swanks of Tumco, and Wallace Harwood a resident of Barton Creek West.

Item 2 was to hear citizens communication. There was no citizens communication.

Item 3 was to discuss and take action as necessary to appoint a person to the open Director position which was vacated by Director Kirkhart, due to her resignation. Director Bingaman nominated Wallace Harwood to fill the vacancy. Director Ki O seconded the motion and it carried unanimously. There was nothing further. Director Harwood's term was effective immediately and runs to the Spring 2024 annual election.

Item 4 was to review and approve minutes of the October 17, 2023 meeting. Director Stoller motioned to approve minutes with a minor correction to Item 5c. director Ki O seconded and the motion carried. There was nothing further.

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 the bills as presented. Director Stoller seconded the motion and it carried unanimously.

Item 6a - Mr. Swanks gave the General Manager and Operator reports. He reported maintenance and monthly inspections at the treatment plant, lift stations, irrigation fields and water system were routine and normal. Mr. Swanks reported on fountain out of the retainment pond, one was pulled out so as not to wear the liner due to the annual lower water level. The other fountain was tripping the electrical breaker. Mr. Swanks delivered the fountain to the Aquatic Features shop

for cost estimate and repair. The repaired fountain was to be installed the following day. Mr. Swanks reported on Eanes ISD wastewater meter tracking. He stated that he has been in contact with the maintenance tech that will be collecting data and providing it in a monthly spreadsheet. Mr. Swanks reported on contact with Steve Franks with Franks and Reynolds auditing firm. He stated he has left messages and calls have not been returned as of meeting date. Mr. Swanks reported on hiring of a bookkeeper by the name of Olinda Gallagher, who is beginning her orientation of the financial data and accounting methods Mr. Swanks reported on setting up a google drive for district financial information archiving and director access. Mr. Swanks reported that in the future board members will be paid through Paychex and would forward forms needed for direct deposit. Mr. Swanks reported on contact with city of Austin regarding power fluctuations/outages and he has been sharing what data we currently have.

Item 6b – Mr. Swanks next gave the financial report. He reviewed the cash statements and investments. He stated that after the bills were paid, the checking account balance was \$122,260.37 and that the investments totaled \$1,070,699.37. Mr. Swanks reviewed the final September monthly budget and October preliminary budget that were provided in the board packets. Mr. Swanks reported on a treasury bill purchased in the amount of \$330,000.00 with a due date of July 2024.

Director Bingaman inquired how much a month we were collecting with the sewer rate increase. Mr. Swanks stated we were collecting approximately 45,000 Per month with a target start date on the rehab of in July or August, 2024. Director Luin directed Mr. Swanks to get a preliminary 2024 operating budget to the directors before next board meeting packet was completed. Director Luin requested we increase tree trimming and directors' fees budget amounts by 50%.

Item 6c – Engineer report. Mr. Swanks reviewed the data charts and graphs that were furnished by Malone / Wheeler.

Item 7 was to review, discuss, and take action as necessary for finalizing the wastewater treatment plant rehabilitation plan or replacing the wastewater treatment plant and to hear the report from the Wastewater Rehabilitation Committee. This project is on hold, pending accumulation of Capital Reserve funds to pay for the rehab project. No action was taken.

Item 8 Review, discuss and take action as necessary for Malone/Wheeler bid package for wastewater plant rehabilitation. No 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 has updated the current slides with thanksgiving holiday hours.

Item 10 was to review and discuss the Long-Term Capital Expense Plan report and how it affects: cash flow, fee structures, planning and monitors progress on expenses, specifically to review planning impact on possible sewer plant rehabilitation in the fiscal year 2022-2023. Director Luin updated the board on the new long term capital plan and it will be put in future board member monthly meeting packets. Mr. Swanks reported on the plan changes. No action was taken.

Item 11. Next Regular Meeting Date: December 19, 2023 at Ce-Bar Fire Department

Item 12 Other Business. Director Luin discussed buying Director Kirkhart a gift card for 8+ years of service. Director Luin discussed meeting with members of the HOA landscape committee to clean up the left entrance area of the neighborhood to look like the right-side entrance area. Director Luin suggested we use remaining funds (approximately \$8.5K) from the authorized emergency tree trimming allocation to facilitate this work.

14. Adjourn. Director Stoller motion to adjourn. 7:30 Pm Director Roush seconded.

Note: The Board of Directors will go into Executive Session, if necessary, pursuant to the applicable section of the Texas Open Meetings Act, Texas Government Code, Chapter 551, on any matter that may come before the Board. No final action, decision, or vote will be taken by the Board on any subject or matter while in Executive Session. Any action, decision or vote will be taken by the Board only in open meeting.