

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting		
8.14.2017	7:00 p.m.	997 Bear Springs Trails, Pipe Creek, TX 78063
Meeting called by	Jan Serene, Board President	
Type of meeting	BST Water Supply Corporation Directors Meeting	
Note taker	Karla Seale, Secretary	
Attendees:	Jan Serene, President; jan.serene@att.net; 830-510-4282	
	Andy Watson, Vice President; awatson@vaughnconstruction.com; 281-831-4489	
	Karla Seale, Secretary; texaslazyk@gmail.com; 210-563-1302	
	Betty Serene, Treasurer; betty.serene@att.net; 830-510-4284	
	Flint Lemon, Director & IT Technical Advisor; flint-claudio@att.net; 830-446-9444	
	Ray Nolan, Member and BSTOA President, ray.nolen@sbcglobal.net; 830-510-2063	
	Dave Ketterer, Member	
Agenda		
Call to Order		
Roll Call and Quorum Determination		
Approval of July Meeting Minutes		
Water System Operations and Concerns		
BSTWSC Treasurer's Report		
Open Forum for Visitor's Suggestions, Proposals, and Grievances		
Calendar & Follow-Up Actions		
Adjournment		
Topic: Call to Order, Quorum Determination and Approval of Previous Meeting Minutes		
Presenter	Jan Serene	
Key Points		
All individuals listed as attendees above were present. All five (5) Directors were present, therefore there was a quorum.		
The July meeting minutes were approved by acclamation.		
Action Items	Person Responsible	Deadline
Approved minutes to be posted to BSTWSC website	Flint Lemon	Within one week
Topic: Water System Operations and Concerns		
Presenter	Jan Serene and Andy Watson	
Key Points		
<p>President Serene verified that water operator was to have sent a copy of the chlorine report (1st Qtr report) to President Serene for inclusion and/or reference of the notice of violation that needed to be sent to water customers. As a reminder, the testing was done and within standards, but not filed on time with TCEQ. The copy had not been received. President Serene also wants to verify the 2nd Quarter report was filed.</p> <p>Vice President Andy Watson had identified a potential new water operator (Smith) and was scheduling an interview for the week of 14 August 2017. Vice President Watson intended to go over the expected duties/responsibilities of the water operator. He also intended to discuss what services would be feasible and included in the BSTWSC budget. The Board desires to obtain water operator services within a \$600 - 700/month budget range. To lessen some of the water operator expenses, board members agreed to taking over installation of the water meters. There was a brief discussion regarding board installation of back flow preventers at the same time, but the Board decision was to leave this as a customer responsibility to avoid responsibility of future maintenance and repair issues. The Board agreed to limit water company responsibility to the water system side of the system, and not the homeowner/customer side of the system.</p> <p>The Board again discussed the requirements to be a certified water operator for the system. Class D Licensing Requirements require High school diploma or GED, no work experience requirements, completion of a Basic Water Operations training course, and completion of the Application and pass the examination. The application fee is \$111. There are continuing education requirements beyond that. Member Dave Ketterer agreed to become a water operator. The Board expressed its intent to have several (3-4) members become certified water operators to allow for back-up services when individuals were unavailable.</p>		

Bear Springs Trails Water Supply Corporation Meeting Minutes

<p>President Serene inquired of the attendees if anyone was having any water pressure issues since the new pump was properly installed. Everyone replied that their pressure has been fine since the installation and repairs. There have been no further complaints. President Serene notified the Board that Ms. Weidler's issues were resolved after her valve was fully opened.</p>		
<p>Vice President Watson notified the Board that he had sent an engineer all of the system drawings to analyze and ensure that the water system remains adequate to support the maximum number of future water customers (50-55 customers).</p>		
<p>There continues to be a leak in the pump house in the 4-inch main line. BSTOA President and water customer member expressed concern about the water loss and damage to the foundation if the leak goes unrepaired. He estimated that the water system would only need to be offline 1.5 hours for the cement to set up after repair. The Board agreed to get an estimate from Aquatech for repairing the leak, and to check the possibility of performing the repair at night.</p>		
<p>President Serene notified that Board that the state recently sent a copy of lab testing results from 25 July 2017 for haloacetic acid analysis and trihalomethane analysis report(s) which indicated that we were compliant. We were charged \$103.00 for this testing.</p>		
<p>Director Flint Lemon notified the Board that Technical Advisor Carl Schuman's meter was broken. President Serene responded that Aquatech had been notified of the needed repair. President Serene indicated that Technical Advisor Schuman had never been over the minimum monthly water allotment (5000 gallons), and there were no concerns to hurry the repair. A new meter had been ordered.</p>		
<p>The Board discussed a water meter box that needed to be replaced that had been damaged by a contractor. BSTOA President Ray Nolan spoke with the contractor and is expecting a check of \$200.00 to cover the road and meter damages/repair. Member Ketterer reminded the Board of the HOA annual meeting minute discussion regarding damage caused by construction workers. <i>(Notes from 2017 HOA Annual Meeting Minutes: At the 2017 Annual HOA meeting, David Ketterer suggested that moving forward, when plans are submitted to the HOA for approval a \$2500 deposit would be made to the HOA to cover any road repairs that could be necessary due to damage caused during construction. The HOA board of directors will ultimately determine the amount of the deposit and if all or any portion of the money will be returned to the homeowners once construction activities are completed. Two scenarios were discussed. One was that the money would not be returned and it would be utilized to help fund the resurfacing. The other was to return any money remaining after repairs (if any) were necessary once construction was complete.)</i></p>		
<p>President Serene notified the Board that he had completed the application for tax exemption status. The fee for filing is \$850.00. If approved, it will be effective for 2017, and possibly retroactive for 2016.</p>		
Action Items	Person Responsible	Deadline
Contact water operator regarding chlorine, copper and lead testing/reports.	Andy Watson	Before next meeting
Interview potential new water operator, Mr. Jason Hendricks. Notify the Board when scheduled for possible attendance.	Andy Watson	Before next meeting
Obtain quote from Aquatech for repairing the leak in the pump house.	Andy Watson	Before next meeting
File for tax exempt status.	Jan Serene	Before tax deadline
Send out chlorine testing violation report to water customers	Jan Serene	Before September deadline
Once approved, post tax exemption application and approval on the BSTWSC website	Flint Lemon	Within one week of receipt
Topic: BSTWSC Treasurer's Report		
Presenter	Jan Serene	
Key Points		
<p>BSTWSC account balance is \$9,705.00.</p>		
<p>As part of the tax exemption filing, President Serene had to prepare a profit and loss statement. He shared with the Board the BSTWSC's current status as of 31 July: \$14,310.00 collected as income; \$20,760.00 in expenses; Net loss of \$6,459.00. The increase in water rates is expected to alleviate this loss before the end of the year.</p>		
<p>Treasurer Betty Serene notified the Board that the Chlorine Pump replacement cost \$625.00. Vice President Watson indicated that the Board could expect to have to replace the chlorine pump approximately every two years.</p>		

Bear Springs Trails Water Supply Corporation Meeting Minutes

Treasurer Serene asked to Board to consider and clarify what actions needed to be taken to resolve the issue of a water customer habitually paying their water service late. (Minutes Clarification: After the due date, 1 - 5 days late, a \$5 late fee will be imposed. After 5 days late, a \$25 late fee will be imposed each month. This is not \$25 in addition to the \$5 late fee. Under TCEQ's rules BSTWSC can only charge a late fee once for each delinquent month, so a subsequent month of failure to pay late would incur an additional \$25. TCEQ allows BSTWSC to terminate for failure to pay after a month if ten (10) days' notice of intent to terminate is given.)

Action Items	Person Responsible	Deadline
Review previous minutes to determine previous Board decision regarding actions to be taken with late water payments.	Karla Seale	Before next meeting
Post late and/or delinquent water payment policy on BSTWSC website and in the billing statement that is mailed out.	Flint Lemon	Before next meeting

Topic: Open Forum for Visitor's Suggestions, Proposals, and Grievances

Presenter	Jan Serene
Key Points	

President Serene opened the floor for suggestions, proposals, and grievances.

Secretary Karla Seale inquired if anyone had attended the recent water operator's conference in Austin. The response from all was negative, no one attended.

Action Items	Person Responsible	Deadline
NTR	N/A	N/A

Topic: Calendar Update

Presenter	Jan Serene
Next Meeting	Regular Meeting: 11 September 2017 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063