

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting		
10.9.2017	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	
	Carl Schuman, Technical Advisor; c.schumann@sbcglobal.net; 210-854-5832	
Agenda		
Call to Order		
Roll Call and Quorum Determination		
Approval of September 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 September 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		
President Serene filed notification with TCEQ of BSTWS's new water operator. Receipt was acknowledged by TCEQ on 9 October 2017.		
President Serene notified TCEQ that the lead/copper report was sent to BSTWSC membership.		
The new water operator has been paid for his first month of services. The bill for \$225 for the lead and copper testing has been received, as well as a \$30 bill from the lab used for testing chlorine residuals. This monthly chlorine residual test had a result of .58 mg/liter.		
The new water operator has inquired as to the chain of custody documents for the monthly reports. Unfortunately, BSTWSC was unaware and had not received any of these chains of custody documents from any previous water operators. The water operator planned to reach out to previous water operator or lab for copies prior to completing the quarterly report.		
No word from the IRS regarding tax status. BSTWSC is not expecting to hear anything before December.		
The TCEQ website contains the new water operator's credentials and licenses expiration dates. President Serene has a copy for review.		
President Serene inquired as to the status of annual backflow inspections. Vice President Watson indicated that it would be completed before the end of the year.		

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<p>Vice President Watson informed the Board that the engineer unofficially evaluating the BSTWSC water system for its ability to meet future customer need has notified him that the system should be able to handle the maximum number of customers/full build-out capacity of the development. To get an official report, a civil engineer's services will be required. The Board agreed that since the original system was engineered and stamped/approved, it was an unnecessary expense to hire a civil engineer simply for the purpose of revalidating the original report/assessment.</p>		
<p>Vice President Watson summarized for the Board the high pressure water pump repair. A new motor was installed. New piping along with some extra material has been received for repairing the leak in the pump house. The water leak repair is anticipated to be completed by the end of next week. Also, the replacement meter for the Schuman's house has arrived and is ready for installation. The valve fittings for the leak near the (former) Holland's home on the water system side are in and ready for installation once the shut-off valve is located.</p>		
<p>Third Coastal Environment is scheduled to come take water samples the week of the 9th of October. They normally take ten samples of water twice per year evaluating multiple items such as lead/copper, bacteria, chlorine levels, etc.</p>		
Action Items	Person Responsible	Deadline
Annual Backflow Preventer Inspections	Andy Watson	Before end of the year
Locate shut-off valve for leak repair near former Holland's home. Water customers affected will be notified of any water service disruptions prior to completion of the repair.	Andy Watson	Before the end of the month
Topic: BSTWSC Treasurer's Report		
Presenter	Jan Serene	
Key Points		
<p>BSTWSC account balance is \$10,172.55 as of 6 October 2017.</p>		
<p>The Board held a brief discussion regarding when to consider purchasing the second high pressure pump for the water system based on achieving an undetermined amount of surplus funds in the BSTWSC bank account. Because a new pump costs approximately \$5,000.00, the Board agreed to conduct an assessment for replacement when there was a minimum of \$15,000.00 in the account, but also agreed to revisit the issue in February after more history was built with the newly implemented rating structure.</p>		
Action Items	Person Responsible	Deadline
NTR	N/A	N/A
Topic: Open Forum for Visitor's Suggestions, Proposals, and Grievances		
Presenter	Jan Serene	
Key Points		
<p>President Serene opened the floor for suggestions, proposals, and grievances: NTR</p>		
Action Items	Person Responsible	Deadline
NTR	N/A	N/A
Topic: Calendar Update		
Presenter	Jan Serene	
Next Meeting	Regular Meeting: 13 November 2017 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	