

Bear Springs Trails Water Supply Corporation Annual Meeting Minutes

BSTWSC Annual Member Meeting		
5.4.2019	10:00 a.m.	Bandera Electric Coop Community Room 3172 TX-16, Bandera, TX 78003
Meeting called by	Jan Serene, Board President	
Type of meeting	BST Water Supply Corporation Annual Members Meeting	
Note taker	Karla Seale, Secretary	
Attendees:		
Jan Serene, President		
Andy Watson, Vice President		
Betty Serene, Treasurer		
Karla Seale, Secretary		
Flint Lemon, Director		
Carl Schuman, Technical Advisor		
Member Sign-In Roster (attached)		
Agenda		
Call to Order		
Roll Call and Quorum Determination		
Brief History of BSTWSC		
2018 Budget Overview		
System Repairs and Upgrades		
2018 TCEQ 3-Year Inspection		
Proposed Change in By-Laws Concerning Compensation of Officers		
Board Member Election		
Open Forum		
Review of Calendar & Follow-Up Actions		
Adjournment		
Topic: Call to Order, Quorum Determination, & Brief BSTWSC History		
Presenter	Jan Serene	
Key Points		
All members listed as attendees above were present. President Serene called the meeting to order, presented the agenda for the meeting, and then determined that a quorum was present. President Serene notified the members that the slides for the annual meeting would be posted on the website, and available for further review.		
Quorum Determination: Under the bylaws, only 10% or five (5) owners need be present for a quorum. More than five (5) owners were present so a quorum was determined to exist for the purpose of conducting the meeting.		
President Serene provided a brief history of the BSTWSC for members: • June 2000 – Section 1 water distribution system installed and in 2004 – Section 2 distribution system added. • Spring 2013 - Bear Springs Trails Owners Association members approved acquisition of the water system • June 24, 2013 – BSTWSC formation steering committee conducted its first meeting • August 8, 2013 - BSTWSC incorporated by the State of Texas • May 6, 2014 – Application for transfer submitted to Texas Commission on Environmental Quality (TCEQ) • September 1, 2014 – State changed transfer approval authority to the Public Utility Commission of Texas (PUC) • November 20, 2015 – Public Utility Commission of Texas approved transfer of operation to BSTWSC • December 15, 2015 – TCEQ conducted three-year inspection and investigation • May 4, 2017 – TCEQ closed the three-year inspection and investigation • September 27, 2018 – TCEQ conducted three-year inspection and investigation		

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Topic: 2018 Budget Overview		
Presenter	Jan Serene	
Key Points		
President Serene provided an overview of the 2018 budget:		
Starting Balance	\$	11,691.73
Income	\$	27,451.35* (Note: new connections added to the income for 2018)
Total	\$	39,143.08
Expenses:		
Meter Reading	\$	650.00
Facilities and Equipment	\$	4,516.63
Operations	\$	11,657.51
Total Expenses	\$	16,824.14
$\$11,691.73 + \$27,451.35 = \$39,143.08 - \$16,824.14 = \$22,318.94$ (December 31 2018 Balance)		
Starting + Income = Total - Expense = Ending		
*Represents 31 water customers out of 51 Lot owners. 7 additional meters have been installed of which 2 homes are under construction.		
President Serene broke out the expenses as follows:		
Expenses		
Water Meter Readings	\$	650.00
Facilities and Equipment		
Bandera Electric	\$	1,264.43 (Note: Decrease from previous year)
Equipment Purchase & Install	\$	2,906.97
Meter Equipment Purchases	\$	345.23
Total	\$	4,516.63
Operations		
Water Testing	\$	490.00
Regulatory Assessments	\$	102.66
Postage/Ofc Supp/Misc	\$	402.85
Insurance	\$	1,522.00
Taxes	\$	0.00 (Tax Exempt Status Granted)
Water Operator	\$	9,140.00 (Note: Decrease from previous year)
Total	\$	11,657.51
Total Expenses	\$	16,824.14
Note: President Serene was asked to describe the role of the water operator. He did so, adding that a licensed water operator was required by the State of Texas. They ensure clean, safe drinking water.		
Account Balances January-December 2018		
01/01/2018	\$	11,691.73
12/31/2018	\$	22,318.94
Current (4/5/2018)	\$	21,984.09
Action Items	Person Responsible	Deadline
No Actions for this Topic	N/A	N/A
Topic: System Repairs and Upgrades		
Presenter	Jan Serene	
Key Points		

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President Serene, Vice-President Watson, and Water Operator Jason Smith outlined the system repairs and upgrades needed to date and why:

12/24/2015	\$2,867.59	Install New Booster Pump
12/30/2015	\$ 671.50	Replace Chlorine Pump
03/24/2016	\$ 100.00	Service Call for Leaking Chlorine Line
09/16/2016	\$ 300.00	Install Pump Savers (Device for keeping pumps from running when dry.)
01/13/2017	\$5,534.98	Service Call to pull and Replace Pipe & Wire at the Well, plus Materials
02/10/2017	\$ 100.00	Service Call to replace tube on Chlorine Pump – Reattach weight
04/21/2017	\$ 100.00	Service Call to Unthread and Re-dope Fittings and Reattach Plumbing on Booster Pump
05/11/2017	\$ 283.50	Service Call to Re-Plumb Suction Lines
06/27/2017	\$3,131.44	Install New Pump and Labor Hours. Replace Ball Valve and Bushing for Chlorine
07/11/2017	\$ 164.00	Service Call to run new Signal Wire
07/31/2017	\$ 625.00	Replace Chlorine Pump
10/23/2017	\$ 200.00	Service Call to Install New Curb Stop.
01/31/2018	\$ 763.57	Rewire pumps
09/21/2018	\$ 913.40	Unclog flush valve
10/16/2018	\$ 1,230.18	Repair leak and unearthen flush valves

Total Cost of Repairs and upgrades to 12/31/2018 \$16,984.98

Total Cost of Repairs and upgrades 2018 \$ 2,906.97

President Serene notified the members of the following planned upgrades:

- Put the alternator back into service. BSTWSC currently has two high power high efficiency pumps. Prior to the installation of these pumps, the water system had an alternator in place which allowed the old pumps to share the load in an effort to extend the life of both pumps. The old alternator does not work with the new pumps, and a new alternator that will work with the new pumps is expensive (several thousand). Vice President Watson is continuing to search for another solution, but this upgrade is planned and will occur when the best value, most cost effective solution is determined. In the meantime, manual switching of the pumps is periodically occurring.
- Install emergency generator. The Board is planning to install an emergency generator in the future. This is a substantial expense (\$7-\$10k) and so the item is tabled for the time being. Note: Bandera Electric has the highest rating for continued service (no outages) in the state. This is considered a low priority, nice to have at this time because of the expense. Member Question: Has the Board looked into solar power and batteries? Response: The Board has not, but will take it under advisement and conduct some research.

Action Items	Person Responsible	Deadline
Research solar power and batter option as a backup power source	TBD	TBD
Topic: BSTWSC Board Member Elections and By-Laws Amendment		
Presenter	Jan Serene and Karla Seale	
Key Points		

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• Board Members serve three-year terms • Karla Seale's term has expired and she is not seeking re-election. • David Ketterer has been nominated to fill the vacancy • President Serene asked for any additional nominations. There were none. • President Serene notified the membership of a proposal to change the bylaws as follows: Addition to Article V: "Section 5. No officer of the Corporation can receive compensation for their services. An officer may receive reimbursement for any expenses incurred during the official execution of their duties." Note: No officers of the BSTWSC are currently being paid for their services. • Vote Results were counted twice and announced as follows: ◦ Dave Ketterer ran unopposed and was elected to BSTWSC Board of Directors for a three year term. ◦ The amendment passed (For the Amendment) by a vote of 12 in favor of the amendment to 8 against the amendment.		
Decisions	Person Responsible for Motion	Vote
David Ketterer elected to Board of Directors for a three-year term	Self-Nomination	16 – Dave 3 – No Vote 1 – Richard Robinson (Write-In) 1 – Pluto (Write In)
Motion to amend Article V of the By-Laws "Section 5. No officer of the Corporation can receive compensation for their services. An officer may receive reimbursement for any expenses incurred during the official execution of their duties."	David Ketterer	12 – For 8 - Against
Action Items	Person Responsible	Deadline
No Actions for this Topic	N/A	N/A
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.		
President Serene notified the membership of the findings of the TCEQ Three-Year Inspection: • BSTWSC was cited for 3 violations: ◦ Absence of Customer Service Inspections ◦ No record of a 5-year inspection of the water pressure tank ◦ Past violation for failing to follow proper procedures during a water outage • Note: In the previous inspection, BSTWSC was cited for approximately 10 violations. • All violations from the 2018 inspection have been resolved and cleared with TCEQ. A fine of \$280.00 was paid to TCEQ.		
Member Question? How often are the Fluoride Levels checked/tested? Response: They are tested annually with the Lead and Copper Testing. The results are posted on the BSTWSC website. Hill Country-wide, naturally occurring fluoride is detected in the water. A notice has been issued which recommends for children 8 and under, to not use the untreated water. BSTWSC is unable to do anything about this naturally occurring fluoride and advises customers to follow the recommendations in the notice.		
Member Question? How often is the chlorine checked? I can smell chlorine when I take a shower. Response: The chlorine level is checked weekly, tested monthly and always falls within the state guidelines.		
Member Question? Does anyone have an odor to their water? Response: There is some residual, naturally occurring iron in the water that could be causing some odor.		
Topic: Calendar & Follow-Up Actions		
Presenter	Jan Serene	
Next Directors Meeting	Regular Meeting: 20 May 2019 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	