

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
6.13.2016		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-claudia@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 Annual & May Meeting Minutes			
TCEQ 3-Year Inspection Update			
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. Five Directors were present (one by phone) therefore a quorum was present. Note: Vice President Andy Watson attended by phone.			
Corrected (for typo) annual meeting minutes and May meeting minutes were approved by acclimation.			
Topic: TCEQ 3-Year Inspection Update			
Presenter	Jan Serene		
Key Points			
All documentation regarding 3-Year Inspection deficiencies was submitted to TCEQ. An inquiry to Ms. Deshawn Blake regarding the status has yet to be answered. President Serene plans to send another email to TCEQ requesting a status check.			
Action Items		Person Responsible	Deadline
Send TCEQ a status check request / email reminder		Jan Serene	14 June 2016
Topic: Water System Operations and Concerns			
Presenter	Jan Serene and Andy Watson		
Key Points			

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- Aquatech performed an external inspection of the water tank. Results to the Board are pending.
- Aquatech notified Technical Advisor Carl Schuman that the well meter was broken. According to records, the meter was replaced by the former water operator (Kerr Country Pump) less than one year ago and may still be under warranty. Aquatech was directed to check on the status of the warranty with Kerr Country Pump, and to fix the meter.
- The last well meter reading was on 27 May per Technical Advisor Carl Schuman.
- Technical Advisor Carl Schuman notified the Board that water was seeping into the well house. The cinder blocks are not sealed and rain water seeps through.
- Technical Advisor Carl Schuman notified the Board that the pump house roof may be leaking. This is based on the presence of mold; however, lack of venting may also be the problem. The asphalt shingle roof is 15-16 years old. A sealer may solve the issue.
- Vice President Watson obtained a \$1300.00 estimate from Aquatech for the Coyote Pump Protectors (Pump Savers) for the end pump and two booster pumps.
- Vice President Watson notified the Board that the Backflow Preventer Inspector was in an accident and would be unavailable to conduct re-inspections any time in the near future.

Decisions

Replace the well meter at the pump house.

Obtain sealant for coating the cinder blocks at the pump house.

Expend \$1300.00 to Aquatech for the installation of pump savers.

Follow-up backflow preventer inspections will be pushed to the annual due date of September 2016.

Action Items	Person Responsible	Deadline
Check with Aquatech on the status of the external water tank inspection and the broken well meter.	Andy Watson	14 June 2016
Price sealant for coating the cinder blocks of the pump house.	Andy Watson	Before next regular board meeting.
Measure roof (or obtain measurements) of the pump house for potential needed repairs. Provide to Vice President Andy Watson.	Jan Serene and/or Carl Schuman	Before next regular board meeting.
Remind Aquatech to install new meter boxes when new meters are installed.	Betty Serene	When ordering new meter installations.

Topic: BSTWSC Treasurer's Report

Presenter Betty Serene

Key Points

BSTWSC account balance is \$15,882.15. This includes \$2100.00 profit from three new meter installations. There is one known lot contract pending.

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

Presenter Jan Serene

Key Points

- President Jan Serene and Treasurer Betty Serene will be away from the area between 24 June and 3 July. They will be reachable via email and cell phone, however they requested that the meter readings be held until their return on 3 July.
- Three new customer meters have been installed since the last Board meeting. One more is pending (Lot 1 Section 2).
- Director Flint Lemon provided the Board a copy of his Open Meeting Act training certification.
- Director Flint Lemon inquired as to paying water bills online. The Board informed Director Lemon that the Board does not currently support paying water bills online because of the expense associated with providing this service.
- President Serene provided Director Lemon with updates for the BSTWSC website.
- Secretary Karla Seale informed the Board of a technical issue associated with the Google Drive account which needs to be resolved prior to posting the following items:
 - BSTWSC Agendas
 - BSTWSC Meeting Minutes
 - Rates/Tariff Information
 - Drought Contingency Plan
- Director Lemon notified Secretary Seale that she may not need to post the agendas at the courthouse if she posts them on the website. This would eliminate the \$3.00 per month posting fees.
- President Serene and Treasurer Serene are currently completing the Customer Confidence Report which is due 1 July 2016.

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Action Items		Person Responsible	Deadline
Update BSTWSC website with information provided by President Serene		Flint Lemon	Before next regular board meeting
Provide the Board with the Google Drive Log-In information		Karla Seale	20 June 2016
Investigate the open meeting agenda posting requirements to determine if courthouse posting can be eliminated in lieu of website posting.		Karla Seale	Before next regular board meeting
File Customer Confidence Report		Jan and Betty Serene	1 July 2016
Topic: Calendar & Follow-Up Actions			
Presenter	Jan Serene		
Next Meeting	11 July 2016 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063		
Action Items		Person Responsible	Deadline
Prepare Agenda for Next Month		Karla Seale	At least one week prior to meeting