

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
5.9.2016		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		
	Dave Ketterer, Outgoing Director & Vice President; Ketterer.david@gmail.com ; 210-749-8350		
	Karla Seale, Secretary; texaslazyk@gmail.com ; 210-563-1302		
	Betty Serene, Treasurer; betty.serene@att.net ; 830-510-4284		
	Andy Watson, Director & Technical Advisor; awatson@vaughnconstruction.com ; 281-831-4489		
	Flint Lemon, Newly-elected Director; flint-claudia@att.net ; 210-977-533?		
	Carl Schuman, Technical Advisor; c.schumann@sbcglobal.net ; 210-854-5832		
Agenda			
Call to Order			
Roll Call and Quorum Determination			
Election of New BSTWSC Officers			
Transfer of Officer Duties, Responsibilities, & Records Process Agreement Discussion			
Approval of April Meeting Minutes			
TCEQ 3-Year Inspection Update			
Water System Operations and Concerns			
BSTWSC Treasurer's Report			
OneDrive Account Update			
Annual Meeting Feedback Discussion			
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: Director Andy Watson attended by phone.			
April meeting minutes were approved by acclamation.			
Action Items		Person Responsible	Deadline
Provide President Jan Serene with annual meeting minutes from 2015		Karla Seale	Before next regular board meeting
Topic: Election of New BSTWSC Officers & Transfer of Officer Duties, Responsibilities, & Records Process Agreement Discussion			
Presenter	Jan Serene		
Key Points			
Former Director and Outgoing Vice President Dave Ketterer tendered his resignation at the BSTWSC annual meeting			
Secretary Karla Seale and Member Flint Lemon were elected as new Directors for 3-year terms at the annual meeting.			
Decisions			
The BSTWSC Officers for 2016/2017 are President Jan Serene, Vice President Andy Watson, Secretary Karla Seale, and Treasurer Betty Serene.			

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Director Flint Lemon will act as IT Technical Advisor assuming Dave Ketterer's website-related responsibilities.		
Topic: TCEQ 3-Year Inspection Update		
Presenter	Jan Serene	
Key Points		
Director Andy Watson has provided all outstanding documentation necessary for TCEQ to satisfy the inspection. President Serene would be faxing this to TCEQ on 10 May, 2016 well ahead of the 9 June 2016 deadline.		
The Austin TCEQ office sent a certified letter listing all the deficiencies from the inspection. It listed a requirement for a tank inspection that was not part of the original list of deficiencies. Vice President Watson spoke with the water operator to have them perform an external tank inspection within the week.		
Decisions		
The board agreed to wait to hear from TCEQ as to the necessity to have an internal inspection of the tanks performed, which is a 5-year recurring requirement. An internal inspection would require the tanks to be drained and water would be unavailable during the inspection.		
Action Items	Person Responsible	Deadline
Submit documentation satisfying outstanding inspection requirements	Jan Serene	9 June 2016
Topic: Water System Operations and Concerns		
Presenter	Jan Serene	
Key Points		
NTR		
Topic: BSTWSC Treasurer's Report		
Presenter	Betty Serene	
Key Points		
All BSTWSC customers have current accounts.		
New service agreements were sent to customers who had not returned the original agreement.		
Three lot owners recently requested hookups/meter installation. A new meter installation fee is \$1000.00. Aquatech charges \$250.00 to install a meter.		
Decisions		
New meter boxes will be provided for these lot owners to replace the ones currently there.		
Action Items	Person Responsible	Deadline
Contact Aquatech regarding replacing the meter boxes for the new meters. Lot owners to be reminded of the need for backflow preventers.	Betty Serene	Before the meter installation occurs
Topic: OneDrive Account Update		
Presenter	Dave Ketterer	
Key Points		
Rather than setting up a OneDrive account, then Vice-President Dave Ketterer set up a Gmail account.		
The web address and password was provided to the BSTWSC board members.		
There are 15 gigs of storage for the account.		
Action Items	Person Responsible	Deadline
Post all meeting minutes of BSTWSC to Gmail web share account	Karla Seale	30 June 2016
Post BSTWSC records and documentation to Gmail web share account	Jan Serene	31 July 2016
Topic: Annual Meeting Feedback Discussion		
Presenter	Jan Serene	
Key Points		
NTR		
Topic: Open Forum for Visitor's Suggestions, Proposals, and Grievances		
Presenter	Jan Serene	
Key Points		

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Technical Advisor Carl Schuman notified the board that the water meter, flush valve, and backflow preventer at Member Todd Duke's home was located too close to the driveway which is of concern.		
Action Items	Person Responsible	Deadline
Notify Mr. Duke that he will be responsible for any repairs to the water meter, flush valve, and/or backflow preventer caused by its being located too close to the driveway (i.e. inadvertently run over).	Andy Watson	Before next regular board meeting
Topic: Calendar & Follow-Up Actions		
Presenter	Jan Serene	
Next Meeting	13 June 2016 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	
Action Items	Person Responsible	Deadline
Backflow Inspection Follow Up	Andy Watson	Before next regular board meeting
Prepare Agenda for Next Month	Karla Seale	At least one week prior to meeting