

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
10.10.2016		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 September 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. All Directors were present (one by phone) therefore a quorum was present. Note: Vice President Andy Watson attended by phone.			
The corrected September meeting minutes were approved by acclimation.			
Topic: TCEQ 3-Year Inspection Update			
Presenter	Jan Serene		
Key Points			
President Serene has not heard back from TCEQ. Assuming everything provided to date is fine. The agenda item is tabled until the November meeting.			
Topic: Water System Operations and Concerns			
Presenter	Jan Serene and Andy Watson		
Key Points			
President Serene provided an update on the broken master meter in the well house which tracks the amount of water pumped out of the well (required by TCEQ.) It has been out of service for 5 months. The master meter remains with the manufacturer for repair/replacement, but the repaired/replaced meter is expected to be sent directly to Kerr Country Pump within a week (by 15 October). Until the master meter is back in service, total usage will be estimated for any reporting purposes based on individual customer usage amounts. Flushing usage will be undetermined. Any official reporting will be annotated with the dates that the master meter was out of service.			
President Serene informed the board that the lead and copper testing lab results had been returned. No problems were detected. The lab would report their findings directly to TCEQ. Director Lemon indicated that he would also post the lab report on the BSTWSC website.			
President Serene informed the board that Aquatech decided to downsize cutting Mike Cardenas from his employment. Mike Cardenas will continue as the BSTWSC water operator for the same amount as Aquatech charged. Aquatech will continue to provide water system repair services to BSTWSC. Mr. Cardenas will bill monthly for his services.			

Bear Springs Trails Water Supply Corporation Meeting Minutes

Technical Advisor Carl Schuman recommended that Vice President Watson contact the water operator regarding insufficient levels of chlorine in the reservoir. Customer complaints have been received regarding foul/funny odors associated with the water.		
Action Items	Person Responsible	Deadline
Post lead and copper testing results on the BSTWSC website	Flint Lemon	Before next regular board meeting.
Counsel water operator regarding maintaining adequate levels of chlorine in the water.	Andy Watson	Within the week.
Topic: BSTWSC Treasurer’s Report		
Presenter	Betty Serene	
Key Points		
The following bills were recently paid: \$5460.00 to Aquatec for final service invoice for water operator services; \$150.00 reimbursement to Vice President Watson for backflow inspection fees; \$482.00 to new water operator, Mike Cardenas; \$50.00 to Technical Advisor Carl Schuman.		
There were no new service requests other than for the one rental property. One sales property is expected to close in the near future. A new service agreement outlining the requirements for the installation of a backflow preventer will be sent at the appropriate time.		
BSTWSC account balance is \$14,304.00 as of the 4 th of October. Only one customer is late on his/her payment at this time, and they have been in touch regarding submitting payment.		
Action Items	Person Responsible	Deadline
Send updated service agreement outlining backflow preventer installation requirements to new customers when new service is requested.	Betty Serene	Before water service begins.
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. NTR		
Topic: Calendar & Follow-Up Actions		
Presenter	Jan Serene	
Next Meeting	14 November 2016 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	