

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
4.10.2017		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 March Meeting Minutes			
TCEQ 3-Year Inspection Update			
Water System Operations and Concerns			
BSTWSC Treasurer's Report			
For Decision: Repair Reimbursement, Rate Increase, and/or Overage Cost Increase Proposal			
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 therefore a quorum was present. Note: Vice President Andy Watson attended by phone.			
The March meeting minutes were approved as written.			
Topic: TCEQ 3-Year Inspection Update			
Presenter	Jan Serene		
Key Points			
President Serene received notification from TCEQ that all items from the inspection had been addressed with the exception of the tank inspection. TCEQ's notice and BSTWSC tank inspection report crossed in the mail. President has not heard anything further and he does not know if TCEQ accepted the tank inspection report. The only concern would be if an internal tank inspection was required, which was not done.			
Action Items		Person Responsible	Deadline
No Actions for this Topic		N/A	N/A
Topic: Water System Operations and Concerns			
Presenter	Jan Serene and Andy Watson		
Key Points			
Technical Advisor Mr. Carl Schuman discovered a leak at the pump over the weekend and notified Aquatech. As of the time of the board meeting on Monday, Aquatech had not yet repaired the leak. According to Mr. Schuman it was "not just a little drip." It was spraying water across the walls and the concern was that it would spray water on to the electric panel. Vice President Watson inquired if the nipples had ever been replaced. Mr. Schuman responded that not all of the nipples had been replaced.			
Action Items		Person Responsible	Deadline
Direct Aquatech to replace all of the pvc nipples with stainless steel nipples along with the water leak repair.		Andy Watson	Within 24 hours.

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Topic: BSTWSC Treasurer's Report		
Presenter	Betty Serene	
Key Points		
BSTWSC account balance is \$6,394.86.		
Action Items	Person Responsible	Deadline
No Actions for this Topic	N/A	N/A
Topic: Repair Reimbursement, Rate Increase, Overage Cost Discussion		
Presenter	Jan Serene and Dave Ketterer	
Key Points		
- President Serene reminded the BSTWSC BoD that the amount of rate increase was dependent upon whether or not BSTWSC received a reimbursement by the Bear Springs Trails Owners Association (BSTOA) for the repair. BSTWSC President Serene will discuss the issue during the BSTWSC annual meeting scheduled to occur before the BSTOA annual meeting. BSTOA President Dave Ketterer has added the reimbursement vote to the BSTOA annual meeting agenda for May 6th, 2017. - Since taking over the water system from the previous water company, BSTWSC has made over \$9k in repairs. Absent those repairs, the existing funds would be sufficient to cover normal operating expenses. President Serene will have the exact numbers for the annual meeting. Even with the reimbursement, BSTWSC BoD have agreed that a \$15 per month rate increase (\$60.23/month total) minimum is warranted to cover unanticipated future repairs. Without the reimbursement, the rate will need to be increased by at least \$20/month (\$65/month), and possibly more. - The distribution system is expected to need little repair in the foreseeable future. There is one new pump. We now have an alternator to distribute the wear and tear on both pumps. After discussing the costs of the various repairs over time, the conclusion was that BSTWSC has spent approximately \$5k per year in repairs. Therefore, the new rate charged to customers must be set to anticipate and cover \$5k in repairs per year in addition to normal operating expenses. - BSTWSC Board of Directors discussed the need to request a reimbursement of \$5,534.98 from the BST Owner's Association to cover the expense of the recent water system repair as well as a possible rate increase. - BSTWSC will continue to operate as a non-profit. Should the contingency fund increase to levels higher than needed, then a rate reduction will be implemented.		
Action Items	Person Responsible	Deadline
Prepare actual figures for rate increase proposals to be presented at the annual meeting for next Board meeting discussion.	Jan and Betty Serene	Before annual meeting.
Prepare slides for Annual Meeting scheduled for 6 May 2017.	Jan and Betty Serene	Before annual meeting
Prepare Sign-in Sheet for the BSTWSC Annual Meeting	Karla Seale	Before annual meeting
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 informed the Board that he had forgotten to file the BSTWSC tax returns before the deadline. Tax liability is anticipated to be zero (0), however they can still choose to penalize us for a late return.		
Technical Advisor Carl Schuman notified the Board that the road to the well house was in need of repair. Director Lemon offered the use of his tractor to fix the road. Vice President Watson agreed to take a look at it and work with Director Lemon to make the needed repairs.		
Topic: Calendar & Follow-Up Actions		
Presenter	Jan Serene	
Next Meeting	Annual Meeting: 6 May 2017 at 10:00 a.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063; Regular Meeting: 8 May 2017 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	