

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
12.11.2017		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 November Meeting Minutes			
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 five (5) Directors were present, therefore there was a quorum.			
The November meeting minutes were approved by acclamation.			
Action Items		Person Responsible	Deadline
Approved minutes to be posted to BSTWSC website		Flint Lemon	Within one week
Topic: Water System Operations and Concerns			
Presenter	Jan Serene and Andy Watson		
Key Points			
President Serene notified the Board that since the last meeting, there was another curb stop incident. The failure occurred at the time of a home builder's hookup of a new customer's service. Aquatech was called out to repair the curb stop. The Board will seek reimbursement from the customer for the repair expense which is believed to have been caused by the builder and anticipated to be approximately \$200.00.			
One new meter has been installed since the last board meeting. The Bryce curb stop has not been repaired yet.			
New construction is underway on three home sites which will increase number of customers. President Serene reminded Treasurer Serene to include notification of the requirement for installation of a backflow preventer in the initial bills sent to new customers.			
The leak in the pump house has been repaired by Aquatech, however the invoice has not yet been received. Vice President Watson cleaned up the pump house, left some spare parts for future repairs, and added some additional insulation.			
Technical Advisor Schumann informed the board that there had been another water leak, but it was between the meter and the house, and therefore not the water company's responsibility to repair it.			
Action Items		Person Responsible	Deadline
Annual Backflow Preventer Inspections		Andy Watson	As soon as possible
Repair Bryce curb stop		Andy Watson	As soon as possible

Bear Springs Trails Water Supply Corporation Meeting Minutes

Topic: BSTWSC Treasurer's Report		
Presenter	Jan Serene	
Key Points		
BSTWSC account balance is \$12,478.27. This includes the installation of two new meters.		
The IRS has not yet responded to the application for tax-exempt status.		
The annual insurance premium will be due in the near future.		
Action Items	Person Responsible	Deadline
NTR	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		
Per Vice President Watson, obtaining chlorine for the water system in 55 gallon drums is difficult, so smaller containers will be obtained instead.		
Action Items	Person Responsible	Deadline
NTR	N/A	N/A
Topic: Calendar Update		
Presenter	Jan Serene	
Next Meeting	Regular Meeting: 8 January 2018 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	