

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
1.9.2017		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		
	Carl Schuman, Technical Advisor; c.schumann@sbcglobal.net; 210-854-5832		
Agenda			
Call to Order			
Roll Call and Quorum Determination			
Approval of December 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. Four of five Directors were present therefore a quorum was present. Note: Vice President Andy Watson attended by phone. Director Flint Lemon did not attend.			
The December meeting minutes were approved by acclimation.			
Topic: TCEQ 3-Year Inspection Update			
Presenter	Jan Serene		
Key Points			
- President Serene has received no further information regarding the three year inspection. The board agreed, however, to continue tabling this item and keeping it on the agenda for the time being. - President Serene informed the Board that he had sent a copy of the lead/copper testing violation notice (the notice that was mailed to water customers) to TCEQ by certified mail.			
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			
President Serene informed the Board that during the recent cold spell, a new construction property had an uncovered/exposed pvc pipe burst resulting in a major water leak. Technical Advisor Carl Schuman turned the water off and notified the property owners once it was discovered. Approximately 6000 gallons were lost due to the burst pipe. BSTWSC will be sending a bill to the property owners because of the excessive water "usage." It is up to the property owners to deal directly with the contractor for any possible/potential reimbursement of the water bill.			

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During the past month, a major repair of the water system was required. These notes outline the event and are being stated for the record:

- At the last regular BSTWSC Board meeting, it was noted that the chlorine levels in the water system were unusually high and seemed to be rising inexplicably.
- One of the water customers notified BSTWSC that she did not have water resulting in an immediate investigation by Aquatech where it was discovered that the piping that goes down into the well (the piping that attaches to the pump at the bottom of the well and goes back to the storage tank) was rotten and had a large hole in it. The hole was preventing the necessary buildup of pressure needed to send the water up.
- This discovery also shed light on the chlorine issue. The chlorinator is designed to run anytime that the well pump is running. The chlorinator is pumping chlorine into the storage tank in anticipation of the water from the well also getting pumped into the storage tank. In other words, the well was pumping, but no water was going into the storage tank, but the chlorine was being pumped into the storage tank every time the well ran. This was causing the chlorine levels to rise.
- As a remediation, Aquatech replaced all of the galvanized corroded piping that went down into the well. It was replaced with Schedule 120 Polyvinyl chloride (PVC) pipe. This high quality pipe should outlast our lifetimes. It cost approximately \$5000.00 to replace the piping and electric wires down the well. The quality of the materials used in the remediation should prevent the need for further repairs of this type down the road.
- Aquatech still needs to invoice for the job.
- The water operator had turned the chlorine discharge level down prior to discovering the well piping issue. However, because the Water Operator takes a weekly sample of the chlorine levels, we expect quick adjustments will be made getting the chlorine levels back to a normal range.
- The water pump was checked during the repair, and Aquatech reported no issues in spite of the excessive pumping that occurred prior to the damaged pipe being replaced.

TCEQ is scheduled to take a water sampling for water quality testing purposes on January 11, 2017. Technical Advisor Carl Schuman will be meeting them for the collection of the sample.

TCEQ has instituted a new electronic reporting system for the disinfectant level quarterly operating report. This is a report that the water operator provides directly to TCEQ. President Serene will provide both Vice President Watson and the Water Operator (Mike Cardenas) with a scanned copy of the reporting-related notice from TCEQ.

Secretary Seale inquired if there had been any complaints related to water quality (brown water). The response was negative. There have been no additional complaints. It is believed that this was because the homeowners with the issue was flushing weekly or twice per week within their home, and were flushing more water than they had been doing previously. The Board expressed concern that this might be excessive flushing because the water operator was flushing twice per month. The Board asked technical advisor Carl Schuman to discuss this with the homeowners.

Action Items	Person Responsible	Deadline
Confirm chlorine levels are back within the normal range.	Andy Watson or Carl Schuman	Before next regular Board meeting.
Send new electronic reporting notice from TCEQ to Andy Watson and Mike Cardenas	Jan Serene	Before next regular Board meeting.

Topic: BSTWSC Treasurer's Report

Presenter	Betty Serene
Key Points	

BSTWSC account balance at the end of the year is \$14,491.30.

Treasurer Serene requested that an item be added to the February agenda for discussion. Treasurer Serene would like to propose asking the BST Owners Association for the money to cover the cost of the recent repair (\$5000.00) of the well. This would actually be a reimbursement request to avoid the need of a rate increase. The Board agreed to add this discussion to the February agenda with an anticipated decision needing to be made regarding making a request for reimbursement, approval of a rate increase, and/or both.

Action Items	Person Responsible	Deadline
Add Repair Reimbursement and/or Rate Increase Discussion to the February BSTWSC Director's agenda.	Karla Seale	Before next regular Board meeting.

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Research Owners Association Bylaws to determine if the BSTOA members are required to vote on the reimbursement of \$5000 to BSTWSC for the well pipe repair or if the BSTOA Directors can make the decision on behalf of the membership.	Jan Serene	Before next regular Board 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 requested that the Directors check their calendars and confirm their availability for the annual meeting. The dates currently being proposed are 29 April or 6 May 2017.		
Secretary Seale informed the Board that she would not be able to attend the February Board meeting.		
Topic: Calendar & Follow-Up Actions		
Presenter	Jan Serene	
Next Meeting	13 February 2017 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	