

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
9.11.2017		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		
	Clifton Tierney, Member		
	Dave Ketterer, Member		
Agenda			
Call to Order			
Roll Call and Quorum Determination			
Approval of August 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 August 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 a new operator was selected, Mr. Jason Smith. He came highly recommended, and is certified to handle water systems much larger than ours. He was in the process of becoming familiar with our system and operations. Since the last Board meeting, he had already conducted the lead and copper sampling and sent them to the lab for analysis. Maintenance and repairs of the system will still be performed by Aquatech.			
President Serene inquired and received positive verification of Vice President Watson that the water operator would be filing the quarterly report for chlorine testing results that was due at the end of September.			
President Serene and Vice President Watson notified the Board that the new main pump was out/not operating. The motor had a defect, and subsequently quit working. Because Aquatech purchased the new pump, they contacted the manufacturer. Because the pump was still under warranty, the manufacturer will be sending a new motor within a week at no cost. The repair is anticipated to be completed by the end of the following week. The water system is currently using the auxiliary/back-up pump, which means customers will most likely experience lower water pressure.			
Member Dave Ketterer asked about the status of the leak in the pump house. Material has been ordered for the repair, to include some "spare" parts to have on hand.			

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President Serene inquired if the Board had received notification in their email of the recent testing violation. Board members indicated that they had received the notice. President Serene indicated that he had notified TCEQ by certified mail that this required notification had been completed. He further stated that no financial penalties associated with the violation (or any previous violations which President Serene outlined again as a reminder).		
Technical Advisor Carl Schuman completed repairs to the well house road since the last Board meeting.		
Member Dave Ketterer inquired if there was a way to hook up a generator to the water system should the electricity go out for a lengthy period. Vice President Watson answered that while it could be done, it was not advisable. The Board tabled the topic for an undetermined future date.		
Vice President Watson indicated that he had not yet heard from the engineer regarding his analysis of the water systems capacity to meet future needs.		
Action Items	Person Responsible	Deadline
NTR	N/A	N/A
Topic: BSTWSC Treasurer’s Report		
Presenter	Jan Serene	
Key Points		
BSTWSC account balance is \$10,118.87.		
Treasurer Serene notified the Board that the new water operator’s rate was \$200 per month less than the previous water operator. (i.e. \$700.00 basic fee per month plus the cost of chlorine.) This is believed to be under market value for his services, and so this rate will be revisited in the future.		
President Serene notified the Board that the IRS had acknowledged receipt of the application for tax exempt status. A determination should be received within 90 days of filing (or approximately early December).		
TCEQ regulations stipulate that BSTWSC can require customers to pay their bills within 25 days of receipt. If they fail to pay within 25 days of receipt, BSTWSC can give them ten (10) days' notice that their water service will be terminated unless they make other arrangements with us. In other words, roughly 35 days after receipt of a bill, water may be terminated for non-payment assuming the 10 day notice was given. After a brief discussion, the Board agreed that on day 61, BSTWSC would mail out the 10 day water termination notice for any customers that have failed to pay their water bill. Technical Advisor Carl Schuman will be placing a lock terminating water service after the 10 day notice has been confirmed.		
Action Items	Person Responsible	Deadline
Post late and/or delinquent water payment policy on BSTWSC website and in the billing statement that is mailed out.	Flint Lemon	Before next 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.		
Treasurer Serene asked Technical Advisor Schuman to read a meter on the 15 th for a water customer who would be leaving/discontinuing service (renters).		
Vice President Watson reminded the Board that it was time to do annual backflow inspections again. The new water operator is certified to do these inspections, and has agreed to do them for the same rate as the previous inspector. (\$45.00)		
Vice President Watson notified the Board that we would be taking over meter box replacements. An account will be set up with Southwest Meter in Marshall, TX for ordering replacement meter boxes.		
Action Items	Person Responsible	Deadline
Water Meter Reading	Carl Schuman	On Sept 15th
Check leak at Hollands house meter	Andy Watson	Within the week
Check on available dates for annual backflow preventer inspections	Andy Watson	Before next meeting
Send notification of Lead/Copper Test results to customers per TCEQ guidance	Jan Serene	Before next meeting
Topic: Calendar Update		
Presenter	Jan Serene	
Next Meeting	Regular Meeting: 9 October 2017 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	