

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
12.10.2018		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:			
TCEQ 3 Year Inspection Discussion			
Replacement of Alternator and Chlorination Pump Follow-up Discussion			
New Construction Inspections Discussion			
Backup Generator Discussion			
Audit Committee Update Discussion			
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 therefore a quorum was present. Note: Vice President Andy Watson participated predominantly by phone as he was delayed in arriving.			
The November meeting minutes were approved by acclamation.			
Action Items		Person Responsible	Deadline
Post approved BSTWSC meeting minutes. Note: Karla Seale to provide Director Lemon with 2018 Annual Meeting minutes and May 2018 Meeting minutes for posting.		Karla Seale and Flint Lemon	Before next regular meeting
Topic: Water System Operations and Concerns			
Presenter	Jan Serene and Andy Watson		
Key Points			
TCEQ 3 Year Inspection Report Update Discussion: President Serene received the names from the BSTWSC water operator of two TCEQ-approved inspectors able to perform ultrasonic inspections of the water system pressure tank. Both are from the Austin area. One provided an estimate of \$750.00 (detailed flat fee), and the other charges by the hour and estimated his fee at \$500.00.			
Vice President Watson has been unable to obtain a final estimate and update for replacing the alternator and chlorinator pump. The Board agreed to table these items until the next regular board meeting.			
President Serene informed the Board that the BSTWSC Water Operator has been approved to take the New Construction Inspector exam (for backflow water prevention). The date for his exam is still pending. Jason must take and pass the exam prior to conducting any new construction inspections. This item is tabled until this action is completed.			

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Vice President Watson provided his more detailed cost estimate/findings in regards to the purchase of a back-up generator. The generator is estimated to cost approximately \$5,000.00. Another \$300.00 will be needed for the concrete pad. \$300.00 for electric disconnect work. \$250.00 for conduit and accessories. A propane tank with initial fill will cost approximately \$2700.00. \$900.00 is needed for wiring. The overall cost of a back-up generator is approximately \$10,000.00. VP Watson has identified a master electrician willing to do the work at cost and/or a low cost. After discussion, the Board unanimously agreed to suspend approval of the purchase of a backup generator until BSTWSC has greater reserves in the bank account. This may be an item for discussion at the annual membership meeting.

There is no new information from BST Owners Association President Ray Nolan regarding the establishment of an audit committee(s) for both the owners association and BSTWSC water company. There has also been no further information from water customer David Ketterer since providing him with the financial records of the water company.

President Serene notified the Board that he had received a complaint from a water customer this morning (December 10, 2018) regarding his water pressure. The customer claimed that he normally receives 60 psi at the meter, but lately he was only getting 50 psi at the meter, and during the evening hours it drops below that. He didn't provide an actual psi for how low it gets at the meter, but by the time it gets to his house, it can be as low as 20 psi. This is a problem for him. The customer acknowledged that VP Watson had already visited his home to investigate the pressure at the meter where his two readings measured 50 and 60 psi. VP Watson's assessment is that the homeowner/water customer is having problems. It is not a water system problem as TCEQ only requires that the water system deliver 30 psi to the meter. The recommendation to the water customer is to have a pressure booster installed to boost the pressure between the meter and his home if he is unhappy with the water pressure at his house. Note: The water customer is responsible for the cost of installing a pressure booster as this is not a water system issue.

Vice President Watson informed the Board that he would be following up with J&L Plumbing to schedule a repair of a known water system leak. The Board inquired if a water system shutdown would be required, and VP Watson agreed to inquire.

Water system testing results are as follows:

The following water system microbial sampling was performed. In cycle testing results are as follows:
November 19, 2018: chlorine residual level at .80 mg/l and coliform absent

Note: .2 to 1.0 milligram/liter is considered normal for chlorine residual levels.

Decisions	Person Responsible for Motion	Vote
The BSTWSC Board approved performing an ultrasonic inspection of the BSTWSC water system pressure tank.	Jan Serene	Unanimous - Yes
The BSTWSC Board unanimously agreed to suspend approval of the purchase of a backup generator until BSTWSC has greater reserves in the bank account.	Jan Serene	Unanimous – Hold Approval
Action Items	Person Responsible	Deadline
Obtain firm second estimate for ultrasonic inspection of water tank before awarding the inspection job to the inspector offering the best value for his services.	Jan Serene	Within the next two weeks
Complete replacement of alternator and chlorinator pump.	Andy Watson	Before the next Board Meeting
Confirm that BSTWSC water operator has obtained an exam date, completed and passed the New Construction Inspection exam.	Jan Serene	Before the next Board Meeting
Confirm that the current water operator has reconstructed and sent to TCEQ complete record of all monthly water system flushing.	Andy Watson	Before the next Board meeting
Inform water customer of the Board's agreed upon conclusion and recommendation regarding low water pressure at his home and the suggestion to install a pressure booster at the homeowner's expense.	Jan Serene	By the end of the week
Follow up with J&L Plumbing to determine if a shutdown will be required to fix the known water system leak and flush the valve.	Andy Watson	After the holidays

Topic: BSTWSC Treasurer's Report

Presenter Betty Serene

Key Points

BSTWSC account balance as of December 4, 2018 is \$22,493.70.

Action Items	Person Responsible	Deadline
NTR	N/A	N/A

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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		
Action Items	Person Responsible	Deadline
Secretary Karla Seale to provide missing minutes for posting to website.	Karla Seale	As soon as possible
Develop and/or update Drought Contingency Plan and have available for TCEQ inspection.	Jan Serene	May 1, 2019
Topic: Calendar Update		
Presenter	Jan Serene	
Next Meeting	Regular Meeting: 14 January 2019 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	