

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
2.12.2018		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 January Meeting Minutes			
Water System Operations and Concerns			
BSTWSC Treasurer's Report			
Annual Meeting Planning Discussion			
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 of the Directors were present, therefore there was a quorum.			
The January 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			
TCEQ contacted BSTWSC to determine if water restrictions put in place in 2014 were still being enforced. President Serene notified them that the restrictions had been removed once the drought ended. They also inquired about our current water operator since Mike Cardenas was no longer the water operator. President Serene informed them of his prior notification of the change in water operator to the TCEQ licensing team.			
President Serene informed the Board that the IRS application for tax exemption has been assigned to an exempt organization specialist for further investigation. President Serene received a letter dated January 12, 2018 indicating that the application case had been assigned because an IRS Specialist was notifying BSTWSC that the BSTWSC Certificate of Formation was downloaded from the website and placed in the application file. Note: President Serene provided a copy of the Article of Incorporation with the application.			
TCEQ sent a postcard to BSTWSC indicating the operational evaluation is a review of your source water treatment processes and distribution operations to determine the cause of high total Trihalomethane (TTHM) and Haloacetic Acid (HAA5) results to identify actions to reduce disinfectant byproduct formation or to prevent future violations. President Serene went into TCEQ's system and reviewed the last four reports on TTHM and confirmed that we did not exceed allowable levels. The max level for TTHM is 80ugs/liter. BSTWSC highest level was 8.2ugs/liter. The other levels were "0." HAA5 max level is 60. Our highest level was 3.9.			
The monthly coliform test dated 24 January showed no coliform. Free chlorine residual was .82mg/liter. Normal is between .2 and 1.0mg/liter.			

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The annual cross connection control program (Backflow Preventer Inspections) will occur within the next couple of weeks. Vice President Watson requested that the cost of the inspection be included in the monthly invoice instead of collecting separate checks from individuals. Treasurer Serene agreed to add \$45 to the water bill of those water customers wishing to participate.		
Director Flint Lemon notified the Board that our website was down due to not confirming that everything was "correct with the account" before reactivation. Director Lemon will follow up to ensure it is back up asap.		
Action Items	Person Responsible	Deadline
Annual Backflow Preventer Inspections. Provide list of names to Betty Serene for billing purposes and notification to appropriate water customers.	Andy Watson	As soon as possible
Ensure website is up and running	Flint Lemon	As soon as possible
Topic: BSTWSC Treasurer's Report		
Presenter	Jan Serene	
Key Points		
BSTWSC account balance is \$16,108.68. This includes a \$2400.00 transfer from BSTOA to BSTWSC to pay the treasurer for accounting/billing work. The true balance is \$13,708.68. This is an \$1851.00 increase from the beginning of the year. After a brief discussion, the Board agreed that we are slowly building reserves.		
Tax forms will be filed since BSTWSC does not yet have tax exempt status. No taxes are expected to be due.		
The annual insurance premium for BSTWSC Directors and Officers was renewed.		
Action Items	Person Responsible	Deadline
File 2017 Taxes	Jan & Betty Serene	Before deadline
Topic: Annual Meeting Planning		
Presenter	Jan Serene	
Key Points		
President Serene proposed either 28 April or 5 May for the 2018 Annual Meeting. The Board agreed to check and get back with President Serene with their availability for those dates. President Serene was going to contact BSTOA President Ray Nolan regarding the dates as well.		
Vice President Andy Watson and Director Flint Lemon are the two Director positions up for re-election. Secretary Seale is responsible for operation of the election.		
Action Items	Person Responsible	Deadline
File Taxes	Jan & Betty Serene	Before deadline
Send election notification out	Karla Seale	Before deadline
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		
Technical Advisor Carl Schuman informed the Board that someone was pulling open the lids on the water meters, and leaving them open.		
Action Items	Person Responsible	Deadline
NTR	N/A	N/A
Topic: Calendar Update		
Presenter	Jan Serene	
Next Meeting	Regular Meeting: 12 March 2018 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	