

# Bear Springs Trails Water Supply Corporation Meeting Minutes

| BSTWSC Regular Board Meeting                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                    |                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------|-----------------------------------------------|
| 1.8.2018                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   | 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                           |                    |                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                   | 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 December 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. Four of five Directors were present, therefore there was a quorum.                                                                                                                                                                                                                                                                                                        |                                                                                   |                    |                                               |
| The December 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 Vice President Watson had repaired the Bryce curb stop. Aquatech has not yet billed for the curb stop repair work caused by a home builder's hookup of a new customer's service. The Board will seek reimbursement from the customer once the bill from Aquatech has been received.                                                                                                      |                                                                                   |                    |                                               |
| New signs for the pump house have been purchased and will be installed soon.                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                    |                                               |
| Since the last board meeting, there was another leak at the pump house that has already been repaired by Aquatech.                                                                                                                                                                                                                                                                                                                |                                                                                   |                    |                                               |
| President Serene received a text from a customer stating that he was experiencing pressure problems. A message was sent out to all customers checking for others having issues. One other customer indicated that she was having problems, but it was determined that it was likely a faulty water heater in that case. Technical Advisor Carl Schuman agreed to check the water pressure of the original complaint at the meter. |                                                                                   |                    |                                               |
| Technical Advisor Carl Schuman informed the board that Coastal Environmental Service had not yet returned for the water samples for testing purposes. He will contact them to see about rescheduling.                                                                                                                                                                                                                             |                                                                                   |                    |                                               |
| Action Items                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   | Person Responsible | Deadline                                      |
| Annual Backflow Preventer Inspections                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   | Andy Watson        | As soon as possible                           |
| Contact Coastal Environmental Service for scheduling water samples for testing purposes.                                                                                                                                                                                                                                                                                                                                          |                                                                                   | Carl Schuman       | As soon as possible                           |
| Topic: BSTWSC Treasurer's Report                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                    |                                               |
| Presenter                                                                                                                                                                                                                                                                                                                                                                                                                         | Jan Serene                                                                        |                    |                                               |
| Key Points                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   |                    |                                               |

## Bear Springs Trails Water Supply Corporation Meeting Minutes

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                |                    |                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------|----------------------------|
| BSTWSC account balance as of December was \$13,379.52. As of Jan 1 it was \$14,482.30, and so there are no profits for the year, and so no taxes will be due.                                                                                                                                                                                                                                                                                                                           |                                                                                                |                    |                            |
| The IRS has not responded to BSTWSC's application for tax exemption. It is possible that the application may have been assigned to a specialist for review. According to the IRS letter acknowledging receipt of the application, we will need to wait 180 days (or March) before contacting them regarding a status check. BSTWSC may have to file taxes for 2017. We are not expecting to make a profit this year and should not have to pay any taxes should we be required to file. |                                                                                                |                    |                            |
| The annual insurance premium of \$1500 was paid for 2018.                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                |                    |                            |
| Construction is underway on two properties meaning two new water customers in 2018. A third lot appears to be being prepared for construction.                                                                                                                                                                                                                                                                                                                                          |                                                                                                |                    |                            |
| Treasurer Betty Serene has begun working on the required tax reports that are due: the regulatory assessment as well as the forms for whom BSTWSC paid during the year.                                                                                                                                                                                                                                                                                                                 |                                                                                                |                    |                            |
| 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                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                |                    |                            |
| Secretary Karla Seale reminded the Board that it was time to start planning for the annual meeting. President Serene asked to put it on the February Board meeting agenda. Note: Andy Watson and Flint Lemon will be up for re-election.                                                                                                                                                                                                                                                |                                                                                                |                    |                            |
| Technical Advisor Carl Schuman would like to have the chlorine levels checked by the water operator. Director Flint Lemon has a contact who sells chemicals. He is going to check to see if he can get a price comparison.                                                                                                                                                                                                                                                              |                                                                                                |                    |                            |
| Action Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                | Person Responsible | Deadline                   |
| Water Operator to check chlorine levels.                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                | Andy Watson        | Within the next week       |
| Obtain price quote from chemical supplier.                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                | Flint Lemon        | Before next board meeting. |
| Topic: Calendar Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                |                    |                            |
| Presenter                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Jan Serene                                                                                     |                    |                            |
| Next Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Regular Meeting: 12 February 2018 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063 |                    |                            |