

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
11.12.2018		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		
	Ray Nolan, BSTWSC Member and President, Bear Springs Trail Owners Association		
Agenda			
Call to Order			
Roll Call and Quorum Determination			
Approval of October Meeting Minutes			
Water System Operations and Concerns:			
TCEQ 3 Year Inspection Discussion			
J&L Plumbing Inspection Findings Discussion			
Replacement of Alternator and Chlorination Pump Follow-up Discussion			
New Construction Inspections Discussion			
Backup Generator Discussion			
Water System Configuration Change 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.			
The October meeting minutes were approved by acclamation.			
Action Items		Person Responsible	Deadline
Post approved BSTWSC meeting minutes.		Karla Seale and Flint Lemon	Before next regular meeting
Topic: Water System Operations and Concerns			
Presenter	Jan Serene and Andy Watson		
Key Points			

Bear Springs Trails Water Supply Corporation Meeting Minutes

TCEQ 3 Year Inspection Report Update Discussion:

- President Serene received a copy of the TCEQ Exit Interview Form from TCEQ Investigator De'Shaune Blake on October 17, 2018. There were four (4) potential violations noted:
 1. Failure to provide records. Records requested consisted of: the results of inspections (as required in subsection (m)(1) of this section) for all water storage and pressure maintenance facilities (Specifically, the five-year internal pressure tank inspection) and copies of customer service inspections were not provided. (This violation is a repeat and continuous violation which warrants referral to enforcement.)
 2. Failure to collect bacteriological samples in accordance with special precautions, after water outages. The entity will need to provide written documentation indicating protocol for ensuring that special precautions will be followed in the future in accordance with requirements.
 3. An additional issue will be noted regarding the entity needing to ensure that it complies with lead and copper sampling protocol. In a10/16/18 email response from the entity, a lead and copper sample was collected 09/2017, by the entity at an outside tap and not be the customer inside the residence and submitted for analysis. The TCEQ Lead and Copper program was notified and will provide further directive regarding this issue.
 4. At the time of the investigation, the entity had no upstream or downstream sampling sites as the RTCR Sample Siting Plan requires. The entity needs to ensure that it develops a complete and accurate plan, keeps on file, and submits its RTCR Sample Siting Plan to the Texas Commission on Environmental Quality Attn: Drinking Water Quality Team; Public Drinking Water Section, Mail Code 155, P.O. Box 13087, Austin, Texas 78711-3087 or email it to PDWS@tceq.texas.gov. For further assistance, contact (512) 239-4691.
- 40 CFR 141.853 General monitoring requirements for all public water systems.
 - (a) Sample siting plans. (1) Systems must develop a written sample siting plan that identifies sampling sites and a sample collection schedule that are representative of water throughout the distribution system not later than March 31, 2015. These plans are subject to State review and revision. Systems must collect total coliform samples according to the written sample siting plan. Monitoring required by 141.854 through 141.858 may take place at a customer's premise, dedicated sampling station, or other designated compliance sampling location. Routine and repeat sample sites and any sampling points necessary to meet the requirements of subpart S must be reflected in the sampling plan.
- TCEQ indicated that they would provide the BSTWSC Water Operator with the name of an approved subcontractor able to conduct an ultrasonic internal inspection of the pressure tank. The water operator was to follow up with TCEQ on this.
- TCEQ has requested copies of the customer service inspections for the past ten (10) years. With new construction, an approved inspector is to determine if and what type of backflow preventer is needed for the new construction. This must be a formal documented inspection, and not the informal one that has been being conducted. Our current water operator is in the process of being certified to conduct these inspections. Since BSTWSC is unable to produce records for the past ten (10) years, President Serene is recommending that the water operator inspect every home in the subdivision, paid for by BSTWSC. Note: BSTWSC was cited for this violation during the last inspection, but there was no follow-up by TCEQ to produce the records at that time. Enforcement is a long process which can result in a \$52 fine.
- President Serene indicated that he maintained the electronic documentation regarding proper procedures to follow during water outages. He will update the documentation to reflect the requirement to conduct a bacteriological test any time that an outage causes water pressure to drop to less than 20 psi.
- President Serene informed the Board that he had not yet heard from the TCEQ Lead and Copper program regarding the sampling source issue noted by TCEQ in the exit interview form (Item #3).
- Item #4 is believed to refer to the lack of documentation by the water operator related to the monthly system flushing. TCEQ indicated that these records could be reconstructed and submitted by the water operator.
- BSTWSC was required to produce a log of all complaints to the water system for the last year to provide to TCEQ. President Serene provided these complaints along with the BSTWSC response to the complaint. These logs exposed the lack of proper bacteriological testing needed after all water outages. This has subsequently been corrected in accordance with TCEQ's guidelines. The complaint log also revealed the water operators error in sampling an outdoor site. Note: All routine sampling taken after water outages have revealed NO contamination.
- President Serene is still expecting to receive a formal remediation notification form from TCEQ.

Since our last meeting, J&L Plumbing provided repair services to the water system. A valve was dug up at the corner where Bear Springs Road splits. This was where the blockage was anticipated being located since it seemed to be the common denominator with all the issues. The valve was clear, and so J&L Plumbing moved from flush valve to flush valve finding good flows. At the valve nearest to Andy Watson's house, they discovered a mechanical 90 full of debris. J&L cleaned it out and replaced it. This fixed the water problem at Andy Watson's home, but Mr. Tierney and Mr. Ketterer continued to have issues. Mr. Tierney's meter was replaced which seemed to resolve his issue. Two pressure readings at Mr. Ketterer's house showed a drop in pressure of 20 psi between the meter and the house, indicating a problem between the meter and the house which is the homeowner's responsibility to resolve. Technical advisor Carl Schuman voiced his concern that the new shut off valve installed near the Tierney's residence is too far above the ground creating a hazard for mowing. President Serene noted that J&L has been paid for their services, and all known pressure problems are resolved.

Bear Springs Trails Water Supply Corporation Meeting Minutes

Vice President Andy Watson informed the Board that the first quote for a new alternator was for \$2000.00. VP Watson directed the supplier (Buddy's) to look for another alternative. VP Watson needs to follow up with the water operator regarding installing a new chlorinator pump.

Vice President Watson informed the Board of his findings in regards to the purchase of a back-up generator. The pump house has a 200 amp panel which currently runs a booster pump, well pump, chlorinator, and air compressor. This equates to approximately 20,000 watts needed. VP Watson indicated he had found two available options. Option 1 is a packaged generator system that includes a generator in an enclosure with a transfer switch. A propane tank would be needed. It's an automatic system so that if the power goes out, then it kicks in automatically, runs, transfers power over, etc. When main power is restored, it senses this as well and transfers back, and shuts itself off. There is also an exerciser on it, which you program to run weekly to keep the motor in good condition for when it is needed. There are several generators of this type available that cost similar amounts. VP Watson is a fan of the Kohler and Cummings generators which cost approximately \$5,000.00. Option 2 is approximately half the price. It is a roll around model. It only goes up to 17,500 watts which is probably good enough, but at the top of its capability for the water system needs. It is not automatic, which means someone must start it up and shut it down for power outages. It only holds 2-3 gallons of gasoline which will require monitoring for lengthy power outages. VP Watson says either option is probably doable for a backup system. The life expectancy for the generators is approximately 10-12 years, although the larger system may last longer. Gas that sits long periods of time will also go bad, and so propane would be the preferred fuel source. A 250 gallon tank of propane is expected to cost approximately \$500.00 for each fill needed (plus the purchase/installation.) TCEQ does not have specific requirements related to the backup generator, only that the water system should have one. An electrician will be needed for the installation as well. The Board elected to table any decision for now to further consider the advantages and disadvantages, as well as the complete expense of both options.

VP Watson informed the Board of his research findings in discussing the water system configuration change from an open to closed loop system. His recommendation based on his findings is that it is not feasible to do. Director Flint Lemon noted that a closed loop system would also prevent us from shutting down only part of the system when needed. (i.e. the whole system would have to be shut down.) The open system allows us to shut down only that part of the system with an issue. Note: There was an aside comment regarding the flush valves currently installed at the ends of both lines, are the same size as the main water lines and sufficient.

President Serene and Treasurer Serene provided to homeowner and water customer David Ketterer the following documentation: the last 3 years of bank statements and the Quick Books print outs of all of the check details and deposits. A review of the bylaws revealed that there is no requirement that audits be conducted. However, the checks are supposed to be signed by both the President and the Treasurer, and not one or the other. This has now been resolved. Additionally, Vice President Watson has been added to the signatory list for the bank in order to sign any checks that would have a conflict of interest such as checks written to the Treasurer for the monthly billing services provided. Additionally the BSTWSC Board of Directors shall prepare/cause to be prepared a report of the financial activity of the corporation for the preceding year and provided to its members on an annual basis which currently occurs at the annual meeting each year. (Note: This report is subsequently posted on the BSTWSC website.) With prior written request corporate records, books and annual reports subject to exception provided in Chapter 551 of the Texas Government Code including any amendments thereto shall be available for public inspection copying by the public or their duly authorized representative during normal business hours subject to a reasonable charge for the preparation copying. Mr. Ketterer has subsequently responded back after a cursory review if the documentation received with a couple of questions: 1. It appears that money is being transferred from the HOA to the water company and the treasurer paid out of water funds. Was this voted on? And if so, when was it approved? 2. What is the agreement for paying Carl (Schuman) for any services he provides for both the water company and the HOA? President Serene reminded the Board that paying the treasurer out of water funds was noted and discussed at every annual meeting. Note: The BSTWSC Board of Directors previously approved paying Technical Advisor Carl Schuman \$75 per month to read the water meters and regularly checking the pump house to ensure the water system is operating properly and no issues have arisen that need prompt attention.

Bear Springs Trail Owners Association President Ray Nolan informed the Board of his conversation with a couple that had purchased property in Holiday Villages of Medina. Their water rates are \$120.00 per month, and not entirely reliable. They also have ingress/egress access issues when flooding occurs.

Water system testing results are as follows:

September 18, 2018 sample test results for haloacetic acid was within standards.

September 21, 2018 following water system repairs a special (out of cycle) microbial sampling was performed. It showed chlorine residual levels at 1.5 mg/l and coliform was absent. In cycle testing results are as follows:

September 24, 2018: chlorine residual levels at 1.1 mg/l and coliform absent

October 14, 2018: chlorine residual levels at .80 mg/l and coliform absent

October 23, 2018: chlorine residual levels at .85 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 determined that it was not feasible to change the water system configuration from an open to closed loop system.	Jan Serene	Unanimous by acclimation

Bear Springs Trails Water Supply Corporation Meeting Minutes

Action Items	Person Responsible	Deadline
Contact Water Operator to ascertain if he received the name of a TCEQ subcontractor approved to perform an ultrasonic internal pressure tank inspection.	Andy Watson	Within the week.
Confirm that current water operator has performed internal pressure tank inspection via ultrasonic inspection.	Andy Watson	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
Provide a response to audit committee questions.	Ray Nolan and Jan Serene as appropriate	Before the next Board meeting
Complete New Construction Inspections as required by TCEQ.	Andy Watson	By the end of January 2019
Provide a more detailed outline of expenses associated with the two identified options associated with purchasing and installing an emergency power alternate source for Board decision.	Andy Watson	At the next Board meeting
Complete replacement of alternator and chlorinator pump.	Andy Watson	Before the next Board Meeting.
Topic: BSTWSC Treasurer’s Report		
Presenter	Betty Serene	
Key Points		
BSTWSC account balance as of November 12, 2018 is \$21,437.61.		
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.		
NTR		
Action Items	Person Responsible	Deadline
Director Lemon to send Karla Seale list of missing minutes for posting to website.	Flint Lemon	As soon as possible
Topic: Calendar Update		
Presenter	Jan Serene	
Next Meeting	Regular Meeting: 10 December 2018 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	