

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
10.8.2018		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		
	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 September Meeting Minutes			
Water System Operations and Concerns:			
TCEQ 3 Year Inspection Discussion			
Backup Generator Discussion			
Water System Configuration Change 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 September meeting minutes were approved as written.			
Action Items		Person Responsible	Deadline
Post BSTWSC meeting minutes since January 2017 to BSTWSC website. Slides from annual meeting will also be posted.		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 Discussion:			
- Those present for the inspection included Water Operator Jason Smith, TCEQ Inspector DeShaune Blake, and BSTWSC President Jan Serene. Technical Advisor Carl Schuman was present for part of the inspection. - TCEQ Inspector DeShaune Blake lauded BSTWSC for its improvement since the last inspection. She particularly mentioned the good physical state of the pump house, particularly it's cleanliness and that there were no leaks.			
The Board was informed of a conversation between President Serene and the TCEQ inspector regarding the last inspection three years ago. President Serene reminded the TCEQ inspector that BSTWSC had received ownership of the water system only 3 weeks prior to the last inspection, and much of the documentation needed for the inspection had not been provided to BSTWSC by the previous water system operator and owner. The previous water system operator also failed to properly perform and document his functions as required per TCEQ. The inspector acknowledged the situation at the time of the last inspection and that this had contributed to the deficiencies found. The TCEQ inspector was highly complementary of our current water operator Jason Smith wishing that other water operators were equally as good.			

Bear Springs Trails Water Supply Corporation Meeting Minutes

As part of the inspection, a water pressure test and a chlorine residual sample were taken at the end of the line. Both were found to be within the normal range. Four deficiencies, however, were noted in the 2018 inspection:

1. The water operator failed to perform an internal pressure tank inspection as required. This inspection is required every five (5) years. There were no water operator records by the current water operator to indicate that this had been done. We will need to check with the previous water operator (Kerr Country Pump) to see if they had performed the inspection as required. Per the TCEQ inspector, it is possible to get an ultrasonic inspection performed negating the need to shut down services while performing the inspection. The TCEQ inspector will provide a name to the current water operator for these ultrasonic inspection services.
2. The Water Operator failed to maintain adequate water system flushing records. Per the TCEQ inspector, the water operator may reconstruct and send in these records which must include the date and location of every monthly flushing.
3. The TCEQ Inspector asked for a copy of the complaint log for the previous year. A log of all complaints received (re: cloudy water, low pressure, etc.) must be maintained by the Board. These are maintained in email and are to be sent to TCEQ as requested by the inspector.
4. New construction customer inspections must be performed by a qualified new construction inspector. This individual must be certified by TCEQ. This new construction inspector determines if a back flow preventer is needed and of what type. BSTWSC has been performing this inspection informally which is insufficient. Because this was a finding on the last inspection, this will be written up as a violation and BSTWSC could be fined \$52.00. If BSTWSC performs this inspection now, it will not prevent the violation, but may impact the amount of the fine. The Board does not remember this having been a deficiency last year and has requested that this be researched for verification. Water operator Jason Smith has applied for certification as new construction inspector.

President Serene has recommended that the current water operator conduct a "new construction" inspection of every property in the subdivision paid for by BSTWSC once he is certified as a new construction inspector. BSTWSC is required to have records for the past 10 years regarding new construction inspections, which we do not currently have. Director Lemon inquired if this was a new regulation and was informed that it was not. Vice President Andy Watson suggested that this be investigated further to determine exactly what the requirement stipulates before taking any action. President Serene indicated that he would be receiving a letter from TCEQ. Discussion regarding the action to take place was tabled until more information was learned.

The Board briefly discussed the difference between the internal storage tank inspection and the internal pressure tank inspection. Water operator Jason Smith has performed an internal storage tank inspection, but not the pressure tank. The storage tank requires an annual inspection, and the pressure tank is every 5 years.

The water operator has recommended BSTWSC purchase a new chlorinator pump. BSTWSC's current pump is beginning to show indications that it is insufficient to pump the amount of chlorine that is needed into the system. While still pumping within the acceptable normal range, the residuals are slowly dropping. Even though the current pump is adjustable, it is currently running "fully open." It is not pumping enough chlorine to keep up with the demand. A larger hose was to have been installed to help, but this does not appear to have been sufficient either. (Note: It's unclear if the hosing and all adjustments had actually been made, and so clarification of this will be made.) The water operator notified BSTWSC of another type of chlorinator pump in use in other subdivisions that seems to work well and costs \$300.00. Vice President Andy Watson has asked the water operator to purchase and install this new chlorinator pump to resolve the issue.

Based on a customer inquiry, BSTWSC Board discussed the need for a back-up generator in case power was lost. President Serene indicated that there was an item listed on the TCEQ 3-year inspection indicating the need for emergency power alternate source per the water code. Although this was not cited in the inspection, it does appear to be a requirement. The Board agreed that a back up power source was needed, and Vice President Watson would investigate what options were available for this purpose and what additional modifications to the water system electrical equipment would be required for installation per code requirements.

Based on a customer inquiry, BSTWSC Board discussed a suggestion to change the water system configuration from an open horseshoe configuration to a closed loop configuration in the hope of equalizing variations in water pressure, particularly low pressure for those at the ends of the line and on higher ground. Vice President Watson requested a consultation with Fire Protection Engineer Cody Brice, but has yet to have the discussion. Mr. Brice is an expert in how to deliver sufficient water from point A to point B (fluid, dynamics, etc.).

President Serene shared details of a conversation he had with Water Operator Jason Smith regarding the performance of closed loop water systems. According to the water operator, who works a good number of closed loop systems, if there is sufficient pressure in the system, they perform well. He further indicated that the BSTWSC system should have sufficient pressure for a closed loop system given the new high pressure pumps. The topic was tabled pending the consultation.

President Serene mentioned to the Board that there were no flush valves at each end of the horseshoe line. However, there are water release valves. Unfortunately, they are not large enough to adequately flush the system and he is recommending that flush valves be installed on the ends. Note: Flush valves are installed throughout the system typically anywhere there is a change in line size.

Bear Springs Trails Water Supply Corporation Meeting Minutes

President Serene informed the Board that several complaints had been received after the last repair at the pump house regarding no water and/or low water pressure for part of the water system. The pressure readings at the road appeared to be adequate. The theory is that some material such as a rock may have lodged in an isolation valve. JL Plumbing of Bandera is scheduled to evaluate the isolation valves for blockage, and hopefully resolve the problem on Wednesday 10 October. Note: If the repair will require the water to be turned off, the water operator will be required to perform a bacteriological test.		
The leak at the pump house has been repaired and re-wired per code. The old pump alternator is not working with the new pump savers. A new alternator that will work with all of the new equipment is being priced.		
President Serene received a letter from Underground Utility Supply in Longview, Texas notifying their customers of anticipated price increases due to the tariffs to be imposed on Chinese products. Underground Utility Supply provides the meters, curb stops, gaskets, and other supplies that BSTWSC installs.		
Pollution Control Services Microbial Report results for September are as follows: September 24, 2018 sample test results showed chlorine residual levels at 1.1mg/l and coliform was absent.		
Technical Advisor Carl Schuman notified the board that a new customer was installing fencing directly over the meter. Vice President Watson informed the board that the fence would either be moved back, or a gate would be installed to allow for easy meter reading and/or meter box replacement. He further added that the new owners had stated that their title company had not provided them with a copy of the covenants and restrictions. President Serene reminded the board that the covenants and restrictions are available online.		
Action Items	Person Responsible	Deadline
Contact Kerr Country Pump to ascertain if an internal pressure tank inspection was conducted during the time when they were providing services.	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
Send TCEQ a copy of the email complaint log.	Jan Serene	Before the next Board meeting
Research 2015 TCEQ 3 year inspection to determine if there was a deficiency for new construction inspections.	Jan Serene	Before the next Board meeting
Investigate the New Construction Inspection requirements more fully to determine what actions were needed in regards to new construction.	Jan Serene and Andy Watson	Before the next Board meeting
Investigate options for purchasing and installing an emergency power alternate source.	Andy Watson	Before the next Board meeting
Consult with Fire Protection Engineer Cody Brice regarding the best way in which to deliver adequate water (pressure) to all customers of the BSTWSC systems.	Andy Watson	Before the next Board meeting
Determine the necessity and requirement for flush valves to be installed at each end of the horseshoe line.	Andy Watson	Before the next Board meeting.
Complete replacement of alternator and chlorinator pump.	Andy Watson	Before the next Board Meeting.
Complete isolation valve inspection for debris and/or blockage.	Andy Watson	Before the next Board meeting.
Topic: BSTWSC Treasurer’s Report		
Presenter	Betty Serene	
Key Points		
BSTWSC account balance is \$22,379.75.		
Aquatech still owes BSTWSC an invoice for the pump replacement and leak repair.		
Buddy’s repaired the leak at the pump house, charging \$763.57. Note: This was the leak that Aquatech failed to return and repair in a timely manner. Note: Any monies in the Aquatech invoice related to this leak repair would not be paid (to Aquatech).		
President Serene notified the Board that water restrictions had been lifted by the Bandera River Authority.		

Bear Springs Trails Water Supply Corporation Meeting Minutes

Director Lemon inquired what reserve amount needed to be reached before the Board would consider lowering rates. The board agreed to revisit the issue as soon as normal water operations stabilized for a reasonable time period, and any ongoing issues (such as a new generator, possibly closing the loop, etc.)were resolved.		
Several customers have voiced complaints that current water customers were bearing the cost through increased rates of the upgrades to the water system. They are recommending that all lot owners (even those without water service) should be taxed an appropriate amount for these upgrades. i.e. future customers will realize the benefits of the upgrades without having to incur the expense. President Serene reminded the Board that new customers paid a \$1000 fee to buy into the system, plus the Owner's Association paid an additional \$500 per lot when the water system was purchased. Another Bandera County subdivision was mentioned as all lot owners paying a monthly "tax," as well as a SAWS example where lot owners who are not water customers are not levied additional fees. The Board is taking no action related to this topic at this time.		
Action Items	Person Responsible	Deadline
President Serene to send notification regarding water restrictions being lifted.	Jan Serene	As soon as possible
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
President Serene to provide copies of financial records to water customer David Ketterer once a check is received to pay for the cost of the copies.	Jan Serene	After payment is received for cost of copies.
Topic: Calendar Update		
Presenter	Jan Serene	
Next Meeting	Regular Meeting: 12 November 2018 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	