

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
4.8.2019		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 March Meeting Minutes			
Annual Meeting Planning Discussion			
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. Note: Secretary Karla Seale participated by phone. All Directors were present therefore a quorum was present.			
Pending the completion of two corrections, the March meeting minutes were approved by acclimation. Note: The two changes requested were correcting the spelling of "Nolan" to "Nolen," and correctly reflecting that water usage for this year was less than the last year.			
Action Items		Person Responsible	Deadline
Post corrected and approved BSTWSC meeting minutes.		Flint Lemon	Before next regular meeting
Topic: Annual Meeting Planning Discussion			
Presenter	Jan Serene		
Key Points			
President Serene notified the Board that the notice for the combined Annual Water Company and BSTOA meeting were sent to the members. President Serene mentioned that there was an error in the notice sent regarding voting to combine the owners meeting with the water company meeting. This was an agenda item from the previous year that had already been voted and approved. It would be removed from this year's agenda. He further indicated that there had been no proposed amendments to the BSTWSC bylaws. Secretary Karla Seale notified the Board that she had received an amendment proposal from member Dave Ketterer changing the language such that no member of the water company board of directors would receive any compensation.			
The Board reviewed the annual meeting slides from 2018 and planned updates for 2019 meeting. Note: The BSTOA meeting (not the water company meeting) will cover the topic of the payoff of the water system purchase loan.			
President Serene and Treasurer Serene scrubbed the member contact information in preparation of the annual meeting. Note: 2-3 members' information is incomplete, but the information would be forwarded in the means available.			
Action Items		Person Responsible	Deadline
Forward proposed bylaws amendment to President Serene and the Board for proper notification and vote at the annual meeting.		Karla Seale	Before the end of the week.
Post Annual Meeting Notice to BSTWSC website		Flint Lemon	As soon as possible

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Topic: Water System Operations and Concerns		
Presenter	Jan Serene and Andy Watson	
Key Points		
Water system testing results are as follows:		
The following water system microbial sampling was performed. In cycle testing results are as follows: March 26, 2019: chlorine residual level at .75 mg/l and absent coliform.		
Note: .2 to 1.0 milligram/liter is considered normal for chlorine residual levels.		
TCEQ requested any changes to the Homeland Security Contact Update Form. President Serene has provided this information to TCEQ so no further action was required.		
President Serene reminded the Board that he had emailed TCEQ and the Board BSTWSC Special Precautions documentation which was added to the BSTWSC operations manual in compliance with the TCEQ violation notice. The documentation included information on BSTWSC Special Purpose Sampling instructions and a flowchart related to Public Water Supplier Response to Loss of Pressure to All or Parts of the Distribution System. He further indicated that the fine (payment) had been sent via certified mail to TCEQ. Copies of the pressure tank testing and customer service inspections were also sent to TCEQ which should satisfy all outstanding items from the 2018 3-year inspection.		
Two meters were installed since last Board meeting. A defective meter and several meter lids were changed out as well.		
Action Items	Person Responsible	Deadline
NTR	NTR	Before next regular Board meeting
Topic: BSTWSC Treasurer's Report		
Presenter	Betty Serene	
Key Points		
BSTWSC account balance is \$20,347.12.		
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.		
Director Lemon received a request/suggestion this past week regarding installing a drop box at the front of the subdivision for water payments. Treasurer Serene indicated that she preferred that payments be sent directly to her.		
The Board briefly discussed the logistics for displaying slides at the annual meeting since it would be held in a different location this year. (Bandera Electric Cooperative building)		
Action Items	Person Responsible	Deadline
NTR	NTR	Before next regular Board Meeting
Topic: Calendar Update		
Presenter	Jan Serene	
Next Meeting	Annual Meeting: 4 May 2019 at 10:00 a.m.in the Community Room of Bandera Electric Cooperative; 3172 TX-16, Bandera, TX 78003. The next regular Board meeting will be 13 May 2019 where the new officers will be appointed by the Board of Directors.	