

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
2.11.2019		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 January Meeting Minutes			
Water System Operations and Concerns:			
TCEQ 3 Year Inspection 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. Director Flint Lemon arrived a few minutes late. Note: Secretary Karla Seale participated by phone. All Directors were present therefore a quorum was present.			
The January meeting minutes were approved by acclamation.			
Action Items		Person Responsible	Deadline
Post approved BSTWSC meeting minutes.		Flint Lemon	Before next regular meeting
Topic: Water System Operations and Concerns			
Presenter	Jan Serene and Andy Watson		
Key Points			
President Serene provided an update on BSTWSC Water Operator's attempt to obtain his customer service inspection (CSI) license. Note: Customer Service Certification requires an on-site inspection. The purpose of the inspection is to protect the potable water system from potential contamination. The inspection is not a plumbing inspection of the private water distribution system and does not negate the responsibility of the customer to install and maintain all plumbing in accordance with approved local, state, and national plumbing codes.			
President Serene informed the Board the BSTWSC Water Operator Jason passed the TCEQ CSI exam and was waiting for receipt of the license/permit. As soon as it was received, inspections for all of the homes in the subdivision would be scheduled since there is no record of these inspections having been done previously. This should resolve the item noted on the TCEQ 3-Year Inspection findings.			
Note: The Board agreed that all water customer homes regardless of age would be inspected because no evidence exists that these inspections ever occurred at the time of construction. The cost of these CSI inspections would be paid by BSTWSC since it was the Board's oversight of TCEQ's mandatory new construction inspection requirement. The purpose is to ensure that no direct, indirect, or cross-connections between the public drinking water supply and a potential source of contamination exists.			
President Serene reminded Vice President Andy Watson that he still required a copy of the plant manual.			
Vice President Andy Watson provided the Board with a summary of his efforts to resolve two water customer complaints related to low water pressure in their homes.			

Bear Springs Trails Water Supply Corporation Meeting Minutes

Note: The following detailed investigation findings is paraphrased from an email sent by VP Watson to the BoD and the complainants on January 15, 2019 @ 8:00 pm.

On Saturday, 1/12/2019 Vice President Watson performed an inspection of the BST Water System and found the following:

- *The booster pumps at the well house were turning on at 85PSI and shutting off at 105PSI, which is their intended operation. This was verified off of 2 separate gauges in place in the pump house.*
- *VP Watson recorded elevations (above sea level) at various points in the system. This information was used to perform a rough calculation of expected pressures at various points in the system. He based his calculations on .5psi of loss per 1 foot of elevation gain above the well house.*
- *Well house elevation = 1,414 ' Above Sea Level. Complainant 1's meter = 1, 494' Above Sea Level. Complainant 2's meter = 1,514' Above Sea Level.*
- *At the two complainant's meters, VP Watson expected to see pressures of (38psi – 58psi) at Complainant 1's meter and (35psi-55psi) at Complainant 2's meter. VP Watson came to this number by subtracting the meter elevation from the well house elevation and multiplying that number by .5 (.5psi/foot of elevation gain).*
- *VP Watson recorded pressure reading of (69psi) at Complainant 1's and (73psi) at Complainant 2's. This was higher than what was calculated or expected for a rough loss and not accounting for all of the ups and downs in the system that could affect these numbers.*
- *VP Watson monitored the gauge for an entire cycle or approximately 5 minutes each to see if he saw any drastic pressure spikes or dips which he did not.*
- *VP Watson's methodology was to perform the reading by removing the meter and tying his gauge directly onto the curb stop to obtain a true system pressure reading. This reading will not account for any loss through the meter or customer installed piping past the meter. Since VP Watson replaced both meters less than 3 months ago with brand-new ones, he has no reason to suspect they were causing a significant drop in pressure. VP Watson then compared his reading at the curb stop to the meter Complainant 1 had attached to a hose bib 5' downstream of the meter and VP Watson measured a difference in pressure of 13 psi.*
- *After performing these system tests, VP Watson feels confident stating that the water system is performing as designed.*

VP Watson notified the Board that he inquired into the rental of an electronic pressure recording device to record system pressures over a period of several days, but determined that this would be costly and was unnecessary at this time since there were no other complaints from water system customers.

VP Watson also notified the Board that Complainant 1 had agreed to purchase a pressure booster device in an attempt to resolve his pressure problems.

President Serene emphasized that there are no ongoing or current indications of issues with the water system.

VP Watson informed the Board that he continues to search for a reasonably priced chlorine pump to replace our current one. (Note: The current chlorine pump continues to operate within standards, but its estimated life expectancy is nearing its end.)

Water system testing results are as follows:

The following water system microbial sampling was performed. In cycle testing results are as follows:
January 24, 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.

Decisions	Person Responsible for Motion	Vote
The Board agreed that all water customer homes regardless of age would be inspected and the cost of these CSI inspections would be paid by BSTWSC, since it was the Board's oversight of TCEQ's mandatory new construction inspection requirement to ensure that no direct or indirect connection between the public drinking water supply and a potential source of contamination exists.	Jan Serene	Yes, by acclimation
Action Items	Person Responsible	Deadline
VP to provide a copy of the plant manual to President Serene.	Andy Watson	Within the next week

Topic: BSTWSC Treasurer's Report

Presenter	Betty Serene
Key Points	

BSTWSC account balance is \$20,201.82.

President Serene notified the Board that he would be filing the BSTWSC taxes soon. Note: BSTWSC is required to report by 31 January 2019 a 1099 form for all individuals that BSTWSC paid for services.

Bear Springs Trails Water Supply Corporation Meeting Minutes

VP Watson is now authorized to sign checks for BSTWSC.		
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.		
President Serene asked the Board to check their calendars for schedule conflicts since the Annual meeting with the HOA is approaching (4 th of May 2019).		
Action Items	Person Responsible	Deadline
BSTWSC BoD to confirm their availability for the Annual Meeting tentatively scheduled for 4 May 2019.	BSTWSC BoD	Before Next Regular Meeting
Topic: Calendar Update		
Presenter	Jan Serene	
Next Meeting	Regular Meeting: 11 March 2019 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	