

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting		
1.14.2019	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	Betty Serene, Treasurer	
Attendees:	Jan Serene, President; jan.serene@att.net; 830-510-4282	
	Andy Watson, Vice President; awatson@vaughnconstruction.com; 281-831-4489	
	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:		
TCEQ 3 Year Inspection Discussion		
Replacement of Alternator and Chlorination Pump Follow-up Discussion		
New Construction Inspections Discussion		
Water Leak repair by J & L Plumbing update		
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 except Karla Seale were present therefore a quorum was present.		
The December 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		
TCEQ 3 Year Inspection Report Update Discussion: President Serene reported the ultrasonic inspections of the water system pressure tank had been conducted and results provided to TCEQ. The tank met all standards.		
President Serene informed the Board that the BSTWSC Water Operator has been approved to take the New Construction Inspector exam (for backflow water prevention). The date for his exam is still pending. Jason must take and pass the exam prior to conducting any new construction inspections. This item is tabled until this action is completed.		

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President Serene asked Vice President Watson to provide him an electronic copy of the BSTWSC plant manual so that he can add the required procedures for testing when the pressure drops below 20 psi to satisfy a finding in the TCEQ 3 year inspection. President Serene stated he had heard nothing further from TCEQ concerning the finding we had improperly conducted a lead and copper sampling from an outside hose bib. He also reported our water operator is still working on RTRC sampling plan.

There is no new information from BST Owners Association President Ray Nolan regarding the establishment of an audit committee(s) for both the owners association and BSTWSC water company. There has also been no further information from water customer David Ketterer since providing him with the financial records of the water company.

Vice President Watson is still seeking a source for a alternator for the pumps at a lower cost. If a lower cost source can not be located, we will have the water operator manually alternate the pumps on a weekly basis.

Vice President Watson reported that J & L plumbing repaired the leak in the front cul-de-sac and elevated the shut off valves for that section. During excavation they discovered that the supply line in at least that section is SDR35 which is a lower grade than the schedule 40 PVC. In the long term we will look at installing a pressure reducer for this section as the increased pressures at the low end of the subdivision could eventually cause a blow out. It will probably be around \$2,000 for this installation which would be less than the cost of an emergency repair in the case of a blow out. He also reported that in conjunction with future repairs we will locate and elevate 4 other shut off valves in the system.

Water system testing results are as follows:

The following water system microbial sampling was performed. In cycle testing results are as follows: December 10, 2018: chlorine residual level at .83 mg/l and coliform absent, January 4, 2019 chlorine residual level at 1.05 mg/l and coliform absent conducted as a result of the planned water outage in the front cul-de-sac for the repair of the leak.

Note: .2 to 1.0 milligram/liter is considered normal for chlorine residual levels.

Because of complaints by 2 customers on the upper loop Vice President Watson confirmed that the pumps are turning on at 85 psi and shutting off at 105 psi. He recorded in excess of 60 psi at their meters or a neighboring meter. It appears one is losing at least 20 psi between the meter and the home, and the other is losing 30 psi. Given the 20 psi variance at the pump house, the readings at their meters should not fall below 40+ psi. We do not believe there is any blockage on the system side or in their meters. Both meters have been replaced. No other homeowners on this line have had any problems with their pressure.

Decisions	Person Responsible for Motion	Vote
NTR		
Action Items	Person Responsible	Deadline
Complete replacement of chlorinator pump.	Andy Watson	Before the next Board Meeting
Confirm that BSTWSC water operator has obtained an exam date, completed and passed the New Construction Inspection exam.	Jan Serene	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 an electronic copy of the plant manual to President Serene	Andy Watson	Before the next Board Meeting
Discuss Pressure findings with the 2 complaining customers	Andy Watson	Before the next Board Meeting

Topic: BSTWSC Treasurer's Report

Presenter Betty Serene

Key Points

BSTWSC account balance as of January 2, 2019 is \$21,871.69. This will close out 2018 financials.

Action Items	Person Responsible	Deadline
NTR	N/A	N/A

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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
Develop and/or update Drought Contingency Plan and have available for TCEQ inspection.	Jan Serene	May 1, 2019
Topic: Calendar Update		
Presenter	Jan Serene	
Next Meeting	Regular Meeting: February 11, 2019 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063	