

Bear Springs Trails Water Supply Corporation Meeting Minutes

BSTWSC Regular Board Meeting			
3.11.2019		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		
	Ray Nolen, Member, BSTWSC and President, Bear Springs Trails Owner Association (BSTOA)		
	David Ketterer, Member, BSTWSC		
Agenda			
Call to Order			
Roll Call and Quorum Determination			
Approval of February Meeting Minutes			
Acceptance/Declination of TCEQ Settlement Offer for 3-Year Inspection Violations			
Adoption of BSTWSC Conflict of Interest Policy			
Water System Operations and Concerns			
BSTWSC Treasurer's Report			
Annual Meeting Planning Discussion			
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.			
The February meeting minutes were approved by acclimation.			
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 notified the Board of a new meter request. VP Watson will install the meter. VP Watson also replaced a meter box for a customer in the process of selling their property.			
President Serene notified the Board that the annual Backflow Inspections were due. The water operator performed the inspections. All customers with backflow preventers passed the inspection. The requirement is complete and Treasurer Serene will be billing customers for the inspection fee in their monthly statement.			
Water system testing results are as follows:			
The following water system microbial sampling was performed. In cycle testing results are as follows: February 26, 2019: chlorine residual level at .80 mg/l and absent coliform.			
Note: .2 to 1.0 milligram/liter is considered normal for chlorine residual levels.			
Action Items		Person Responsible	Deadline

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NTR	N/A	N/A
Topic: BSTWSC Treasurer's Report		
Presenter	Betty Serene	
Key Points		
BSTWSC account balance is \$22,765.26.		
Action Items	Person Responsible	Deadline
NTR	N/A	N/A
Topic: Annual Meeting Planning Discussion		
Presenter	Jan Serene	
Key Points		
President Serene inquired of the Directors if the 4 th of May for the BSTWSC Annual Meeting would work with their schedules. All Directors present agreed to the date. President Serene reminded the Directors that any bylaw amendment requests needed to be submitted as soon as possible to allow for a 30 day notification to the members.		
Action Items	Person Responsible	Deadline
Add Annual Meeting Agenda Planning to the next regular Board Meeting Agenda	Karla Seale	Before next regular Board meeting
Topic: TCEQ Settlement Offer		
Presenter	Jan Serene	
Key Points		
President Serene notified the Board that he had received a settlement offer of \$280.00 from TCEQ for the violations identified during the recent 3-year inspection. This settlement offer is a penalty reduction of \$70.00. A copy of the settlement offer was sent to the Board prior to the meeting for review. President Serene inquired if there were any questions prior to voting on the issue. The violations were 1: Failure to properly inspect new construction; and 2: Failure to properly inspect the pressure tank; and 3: Failing to properly test water after repairs (when water was shut off for the repair) and provide boil water notification to the members. In addition to paying the fine, BSTWSC is required to provide evidence of the customer service inspections and guidance and training regarding following proper precaution procedures when the water pressure drops. Evidence of the pressure tank inspection has already been provided to TCEQ.		
President Serene notified the Board that all but eight (8) customer service inspections were completed. Two of the remaining eight are scheduled, and the other six (6) remain unscheduled. Member Ketterer disagreed that the inspections were required by TCEQ and initially declined the inspection. There was lengthy discussion by those present regarding the matter. President Serene notified those attending that it was a safety issue because there was no evidence that the homes had ever been inspected (by prior water company). Member Ketterer agreed to the inspection.		
The Board and Members present discussed at length contention occurring among members of the Board and some of the membership due to ineffective communication. Ultimately all parties agreed to work at being better communicants and to try to maintain professionalism and a spirit of cooperativeness in BSTWSC matters.		
Action Items	Person Responsible	Deadline
Send Settlement Payment and Compliance Documentation to TCEQ	Jan and Betty Serene	By TCEQ Settlement Deadline
Schedule remaining Customer Service Inspections and notify water operator	Jan Serene	As soon as possible
Topic: Adoption of BSTWSC Conflict of Interest Policy		
Presenter	Jan Serene	
Key Points		
President Serene sent a copy of the proposed conflict of interest policy to the Directors prior to the meeting and asked the Board for comments. President Serene then summarized the proposal and included a definition of a financial "conflict of interest." The procedures set forth that the Board of Directors would determine if there is a conflict of interest occurring and make a decision whether or not a waiver could or should be mandated. Any Board Member involved in the conflict of interest would recuse themselves and be unable to participate in any vote related to the matter. Per the BSTWSC Bylaws, the Board of Directors agreed to adopt a conflict of interest policy. Director Lemon proposed that the Board review the BSTWSC bylaws and conflict of interest policy on an annual basis. The Board unanimously agreed.		

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Decisions		Person Responsible for Motion	Vote
The BSTWSC Conflict of Interest Policy was approved.		Jan Serene	Approved by Acclimation
Review BSTWSC By-Laws and conflict of interest policy on an annual basis.		Flint Lemon	Unanimous, yes
Action Items		Person Responsible	Deadline
Add annual review of by-laws and conflict of interest policy to regular board meeting once yearly.		Karla Seale	1 st Meeting following Annual Meeting
Post Conflict of Interest Policy to BSTWSC website		Flint Lemon	Before next regular board meeting
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.			
Member Ketterer notified the Board that he was not required to have a backflow preventer and therefore should not be required to submit an annual backflow preventer inspection. President Serene informed Mr. Ketterer that TCEQ required an annual inspection if a backflow preventer was present. The Board agreed to not charge Mr. Ketterer for the backflow preventer inspection conducted by the water operator as Mr. Ketterer had not authorized it. They did notify Mr. Ketterer that he would be required to submit evidence next year of a backflow preventer inspection by a TCEQ-approved inspector. In the spirit of cooperation, Mr. Ketterer agreed to pay for this year’s inspection.			
President Serene informed the Board that he had filed the annual water usage survey. BSTWSC usage for the past year was 2,009,940 gallons. This was slightly less than from the previous year when there had been two curb stop failures. We currently have 32 customers in operations, but this usage includes system flushes, etc.			
President Serene reminded the Board that the annual meeting would occur Saturday 4 May, 2019. A request was made to hold the meeting (to include the BSTOA Annual Meeting) at a location outside of the neighborhood.			
Action Items		Person Responsible	Deadline
Request Bandera Electric Cooperative Meeting Room for the BSTWSC and BSTOA annual meetings.		Ray Nolen	Before next regular Board Meeting
Topic: Calendar Update			
Presenter	Jan Serene		
Next Meeting	Regular Meeting: 8 April 2019 at 7:00 p.m. at 997 Bear Springs Trail, Pipe Creek, TX 78063		