

MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS
OF TRAVIS COUNTY WCID – POINT VENTURE

January 25, 2024

STATE OF TEXAS §

COUNTY OF TRAVIS §

The Board of Directors of the District met in regular meeting, open to the public, at the District Office, 18606 Venture Drive, Point Venture, Texas 78645, on the 25th day of January 2024, at 3:00 p.m. with the Directors present being Steve Tabaska, Manuel Macias, Mark Villemarette and Curtis Webber.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas of Trihydro Corporation, and Dodie Erickson and Jean Cecala of Inframark. Residents in attendance were Cindy Clemons and Bill Mahoney.

1. CALL TO ORDER.

Board President Steve Tabaska called the meeting to order at 3:00 p.m.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors. Present were President Steve Tabaska, Secretary Manuel Macias, Assistant Secretary Mark Villemarette and Assistant Secretary Curt Webber thus constituting a quorum. Vice-President Anne Kikta was absent.

3. PLEDGE OF ALLEGIANCE.

President Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

Mr. Bill Mahoney addressed the Board of his opinions about the customer rate increase.

5. PREVIOUS MEETING MINUTES.

The proposed minutes of the December 14, 2023 regular meeting and the January 9, 2024 special meeting were presented for approval. Director Manuel Macias made a motion to approve the minutes for the previous meetings as presented. The motion was seconded by Director Curt Webber. Motion unanimously approved.

6. ANNUAL AUDIT REPORT – MAXWELL, LOCKE AND RITTER.

Mr. Jimmy Romell from Maxwell, Locke and Ritter presented the audit report to the Board. Mr. Romell gave each Board member a copy of the audit and the opinion letter which accompanies the annual audit report. Mr. Romell said the audit was unmodified or had a clean opinion for 2023. He pointed out pages of the most interest and asked the Board if they had questions. After questions were answered, Director Macias made a motion to approve the 2023 audit. Director Mark Villemarette seconded the motion which was unanimously approved.

7. ACCOUNTANT'S REPORT ON THE FINANCIAL AFFAIRS OF THE DISTRICT, INCLUDING AUTHORIZATION OF PAYMENT OF BILLS – BOTT & DOUTHITT, PLLC.

Mr. Allen Douthitt of Bott & Douthitt PLLC gave the financial report for the District. Mr. Douthitt went over invoices paid by the District in December 2023 through the bookkeeper's account and presented the November 2023 financials.

Mr. Douthitt stated that approximately 52 percent of property taxes had been received as of December 31, 2023.

After answering questions from the Board, Director Macias made the motion for approval of payments of monthly bills, payment for professional services, and authorization to transfer funds as noted on the report. It was seconded by Director Villemarette. Motion unanimously approved.

8. TEXAS WATER DEVELOPMENT BOARD FUNDING APPLICATION STATUS.

Mr. David Vargas said Trihydro has completed the application and sent it for review to President Tabaska and Vice-President Anne Kikta. After they Directors review the application, it will be submitted online to Texas Water Development Board (TWDB).

President Tabaska stated the District's tax bond attorney, Jerry Kyle, has contacted the Texas Attorney General's office with questions of accounting for potential funds from TWDB. Mr. Kyle expects answers by the end of January.

9. RATE ORDER.

The Board discussed two components of the proposed amended rate order and agreed to change two parts. Director Villemarette suggested changing the surplus water rate to \$12.00/1000 gallons. Then after some discussion, the Board agreed to keep the Winter Quarter Averaging rates for 2024 in effect until September 30, 2024. After that time, the WQA will no longer be in effect and customers will pay \$2.00 per 1,000 gallons of water use for wastewater after the 2,000 gallon base rate.

Director Macias made a motion approve the rate order after incorporating two changes. One change is for surplus water to be increased to \$12/1,000 gallons and the second change is to make the Winter Quarter Averaging rates effective until September 30, 2024. Then after that time, the WQA will no longer be in effect. Director Villemarette seconded the motion which was unanimously approved.

10. AGREEMENT WITH TRAVIS COUNTY MUD #10.

Director Villemarette stated that another draft was currently awaiting response from the District's attorney. After some discussion, the Board asked for a few more clarifications and changes. One change was to add a requirement for a backflow preventer/meter/lockable valve assembly to the hydrant of the supplying District to protect against contamination and water theft. Director Villemarette had also received an edited version from MUD 10 so he planned to work through the document again and send it back to the attorney. No action was taken.

11. WATER CONSERVATION PLAN.

The document was not ready for review. No action was taken.

12. DROUGHT CONTINGENCY PLAN.

The document was not ready for review. No action was taken.

13. UPGRADING CUSTOMER METER/REGISTERS.

The Board has been discussing upgrading customer registers by retrofitting existing meters with registers that will report leaks to the District office. The Board received clarification from RG3 Meter representative, Lee Gregory, on the initial cost for setting up registers for 191 townhouse meters. History has proved these homes are the most vulnerable to adverse weather conditions and being able to identify leaks almost immediately would be extremely beneficial. Besides the loss of water, the District would be able to maintain storage tank levels because leaks could quickly be identified and stopped. The initial set up and installation of 191 registers is approximately \$64,787.88.

Director Macias made the motion to accept the proposal from RG3 Meter Company to upgrade and install 191 registers subject to legal counsel's opinion. Director Webber seconded the motion. The motion was unanimously approved.

14. STREET REPAIRS WITHIN THE DISTRICT.

The quotes for street repairs were tabled until more detailed information can be provided on each quote. No action was taken.

15. INSTALLATION OF RAW WATER INTAKE HOSE BY CHAPMAN MARINE.

Director Villemarette has been working with Chapman Marine to provide an estimate to install approximately 50 feet of new hose for raw water from the barge to the District's water treatment plant. Director Villemarette then made a motion to accept the estimate of \$19,650.00 from Chapman Marine for installation of a raw water hose from the barge. Director Webber seconded the motion which was unanimously approved.

16. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

Mr. David Vargas of Trihydro then presented the engineer's report for January.

No current engineering issues were reported for Wastewater Treatment Plant or Reclaimed Water System.

Water System – Surface Water Treatment Plant – Trihydro reviewed and approved raw water hose submittal drawing on December 21.

Distribution and Storage – Trihydro attended a meeting with the District and Lee Gregory of RG3 Meter on December 18 to go over existing water system map and proposed locations of meters to track water usage.

Engineering meeting with District on January 5 discussing configuration and piping material inventory of the water mains.

Trihydro reviewed Diamond Maps (cloud-based software application) on January 22. The District is researching using this application to track maintenance on the water system. Mr. Vargas stated that Diamond Maps allows a 30-day free trial. President Tabaska stated the District would need to consider the cost of inputting all the data into this application.

Wastewater System – Collection – Trihydro revised the Grinder Pump Station Standard Details and provided updated document to the District on December 20. The document provides more clarity in the notes.

Water Treatment Plant Generator Project – T. Morales is still waiting on the delivery of the automatic transfer switch (ATS). Updated shipping date is now February 19. Once the ATS arrives, T. Morales will coordinate with Pedernales Electric Cooperative (PEC), Inframark and the District on requesting a water plant shutdown to remove the existing manual transfer switch (MTS) and install the ATS. After discussion about the need to have the generator operational, the Board asked Trihydro to contact T. Morales and have them hook up the generator to be run in manual until the ATS could arrive and installed.

FY 2024 General Engineering Services – Trihydro attended the E/O committee meeting on January 12. The District’s Emergency Preparedness Plan (EPP) to be revised and updated after Generator project is completed and submitted to TCEQ. EPP will reflect correct contact information and mention District is utilizing a permanent generator. Trihydro will also review and revise the District’s current Drought Contingency Plan and Water Conservation Plan.

Director Webber made a motion to accept the engineer’s report. The second was made by Director Villemarette and was unanimously approved.

17. PROPOSED BOND PROJECTS IN DISTRICT AND DISCUSSION OF BOND RELATED PROJECT AND ISSUANCE OF CONTRACT AGREEMENTS.

Mr. Vargas updated the Directors on the bond related projects and contracts. The Bond Program currently has two active projects which are the Wastewater Treatment Plant (WWTP) Construction Services and the Water System Analysis.

WWTP Construction Services – Trihydro has been reviewing construction submittals from Associated Construction Partners (ACP). Trihydro notified Terracon on being the selected firm to provide Construction Materials Testing (CMT) services on December 15. Terracon provided finalized contract agreement on January 10 and submitted form 1295 and HB and SB forms to the District on January 22.

Trihydro provided a request to ACP to replace their SCADA subcontractor from T-N-T to Alterman on December 20. ACP responded with approval on January 3. A meeting with ACP and Martin Marietta discussing concrete was held January 3. Then a pre-construction concrete pour at ACP’s staging/spoils area was on January 11. This was for approving concrete mix design for the aeration and clarifier basin walls.

Trihydro did a site visit on January 11, including verifying quantities in pay application #2 from ACP. Reviewed pay application #2 and recommended payment on January 12. ACP passed LCRA inspection on temporary erosion and sedimentation (E&S) installation on January 17. Trihydro provided ACP a response to RFI 02 on January 17 for removing a buried valve box and associated appurtenances near the upper storage pond.

- a. Terracon proposal for CMT – Director Webber made the motion to accept Terracon’s proposal to perform the 0.15 MGD Wastewater Treatment Plant Project CMT services. Director Villemarette seconded the motion. Motion unanimously approved.

Water System Analysis – Trihydro completed filling out TWDB DWSRF project information form online application as of January 5. Requested District to review the form prior to submitting to TWDB.

Water System Improvements – The scope of these future bond projects is defined in the Water Master Plan, developed as part of the Water System Analysis project. The Water Master Plan provided recommendations for replacing the Augusta Standpipe and renovating the Augusta Pump Station to

address immediate concerns and deficiencies in the system. Additional projects to address aging infrastructure, fire flow availability and operation issues included: rehabilitating the Augusta Elevated Storage Tank (EST); installed a 6-inch water line from Nicklaus Drive to Champions Circle; installing a PRV assembly; replacing 2-inch water lines with 8-inch water lines at Lakeland Circle and Lakehead Circle; and installing 6-inch waterlines along Valley Hill Drive and Valley Hill Lane to reallocate 35 Living Unit Equivalence (LUE) to the lower pressure plane. A minimal amount of funding will be available from Bond money due to final project costs of the WWTP and Water System Improvements.

Other future bond projects will be dependent on funding once the final project costs of the WWTP and Water System Improvements.

Director Webber made a motion to accept the Bond report. Motion was seconded by Director Macias. Motion unanimously approved.

18. APPROVAL OF CONSTRUCTION PLANS AND PAY ESTIMATES, CHANGE ORDERS AND ACCEPTANCES OF COMPLETION WITH RESPECT TO CONSTRUCTION CONTRACTS.

Trihydro presented Pay Application #2 from Associated Construction Partners (ACP) to the Board for approval for payment. Director Macias made a motion to approve Pay Application #2 from ACP for \$520,505.00. The motion was seconded by Director Webber. Motion unanimously approved.

19. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

Ms. Dodie Erickson gave the Operations and Maintenance Report for Inframark.

WTP and Distribution System – A CL17 analyzer was replaced and calibrated by ChemEquip on January 9. The Rotork valve actuator for Plant A is still on order but is expected to arrive this week.

On the water intake barge raw pumps 1 and 2, solenoids on the cla-vals were replaced as well as the blown fuse in the control panel at the WTP. Pump 3 only turns off by hand so Alterman is in the process of determining the cause. A discussion about proper winterization of the barge took place and Inframark was tasked to complete winterization to protect the pumps and components from possible freezing. Strapping material was ordered and will be installed the week of February 5.

Two water samples were taken in the District – one on Summit Ridge Drive and one on Lakefront Drive to be tested for asbestos. Results showed no asbestos in the District’s water.

WWTP and Collection System – A blower, receiving warranty repair, was returned to the District at the end of December and will serve as a back-up blower for the WWTP. A capacitor for each pump in Mariner Lift Station were replaced on January 22. A burned wire in Whispering Hollow Lift Station was replaced the same day. Directors requested that data from the Omni system on the lift stations be checked every day.

A second pressure logger was installed on the sewer line between Comanche Lane and Comanche Drive on January 12. Information about the loggers in the District needs to be relayed to the new technician.

Inframark has hired a new technician for Point Venture, Thomas Jackert and a new operations manager, Gerald Connel, who will oversee operations in Point Venture. Operator Christian Dickerson is out due to a medical procedure and hopes are he will return in early February. Additionally, Inframark is

working on creating separate data charts for the two pressure planes in the District to be included in future manager's reports.

Director Webber made a motion to accept the operations and maintenance report. Director Villemarette seconded the motion. Motion unanimously approved.

20. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 16 ABOVE.

No action required.

21. BOARD ANNOUNCEMENTS.

President Tabaska announced he received word from the Townhouse Association that it is entering into a maintenance contract for its grinder pump stations.

22. ADJOURN THE MEETING.

Meeting was adjourned at 6:04 p.m.



Steve Tabaska, President
Travis County WCID – Point Venture

ATTEST:


Annette Kikta, Vice-President
Travis County WCID – Point Venture

