

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

March 27, 2025

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 27th day of March 2025, at 3:00 p.m. with the Directors present being Steve Tabaska, Mark Villemarette, Manuel Macias, Curtis Webber and James Kleiss.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas of Trihydro Corporation, and Dodie Erickson, Katie May and Jean Cecala of Inframark. Resident in attendance was Lisa Jackson.

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 the roll of Directors. Present were President Steve Tabaska, Vice-President Mark Villemarette, Secretary Manuel Macias, Assistant Secretary Curtis Webber and Assistant Secretary James Kleiss thus constituting a quorum.

3. PLEDGE OF ALLEGIANCE.

President Steve Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

Mrs. Lisa Jackson addressed the Board with her concern for high usage on her March bill. She asked the Board to consider an adjustment to her normal usage in March. The item will be on the April agenda for Board consideration.

5. PREVIOUS MEETING MINUTES.

The proposed minutes of the February 27, 2025 regular meeting were presented for approval. Director Mark Villemarette made the motion to approve the meeting minutes as presented. The second was made by Director Curtis Webber. Motion unanimously approved.

The agenda was rearranged to item 7.

7. AUGUSTA STANDPIPE REPLACEMENT.

President Tabaska said the District received a contract from Baxter and Woodman for engineering services for the Augusta Standpipe replacement project. The committee opted for the first option to engineer just the standpipe for \$191,000. After the District's attorney reviewed the documents and made recommendations, Baxter and Woodman responded with the changes. The District's attorney gave his approval of the amended document.

Director Villemarette made a motion to approve the contract for the Augusta Standpipe Replacement project between the District and Baxter & Woodman Consulting & Engineers for \$191,000. Director Manuel Macias seconded the motion which was unanimously approved.

8. STREET REPAIRS.

Two quotes were received for four repairs to streets in Point Venture. These repairs are required due to work on the District's water or wastewater system. After some discussion, Director Macias made a motion to enter into agreement with Armor Asphalt for street repairs in Point Venture for \$3,975.00. The motion as seconded by Director Villemarette. Motion unanimously approved.

9. REIMBURSEMENT OF EXPENSES FOR PARK GATE REPAIRS.

President Tabaska explained the reason the District was presented with repairs to the Property Owners' Association (POA) park gate. During demolition at Whispering Hollow Lift Station, a small, unmarked shed was removed with equipment that was in it. Due to the shed's location and no signage or labeling on the shed or equipment, the assumption was the equipment was abandoned and belonged to the District. It was later discovered the shed and equipment belonged to the POA. The POA sent the costs of replacement and repairs for reimbursement.

Director Villemarette asked if the removal of the shed was on the original plans from Trihydro. David Vargas of Trihydro responded that it was. Director Villemarette added he believed Trihydro should take responsibility for the charges. Mr. Vargas responded that on the initial look at the site, the shed was found in disrepair with what appeared to be outdated equipment. He added there was no signage or labeling on the equipment to indicate it did not belong to the District. After additional discussion, Director Macias made a motion to approve paying the expenses for park gate repairs for \$7,066.63. President Tabaska seconded the motion. Motion approved with four voting for and Director James Kleiss abstaining.

Director Villemarette then continued the conversation to require Trihydro be responsible for at least half of the cost of repairs. He then made a motion to request Trihydro pay half of the cost for the expenses. The motion was seconded by Director Macias. Motion was not approved. Voting for was Directors Villemarette and Macias. Voting against were Directors Tabaska, Webber and Kleiss.

10. AMENDMENT NO. 1 TO WASTEWATER TREATMENT PLANT CONTRACT AND ANY ACTIONS NECESSARY OR CONVENIENT.

Mr. Vargas explained the Amendment 1 to the Wastewater Services Construction Contract before the Board was in response to last month's Board action to reduce the construction services fee from Trihydro by \$28,216.80 related to Construction Change Order #2. The amended contract reduces Trihydro's fees for these services from \$921,050.00 to \$892,833.20.

Director Macias made a motion to approve Amendment No. 1 reducing the Wastewater Services Construction Services contract with Trihydro by \$28,216.80. The motion was seconded by Director Villemarette and unanimously approved.

11. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

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

Collection System – On March 12, Trihydro provided Inframark a total count and location of gravity sewer manholes. Inframark is putting together a manhole survey quote for Board approval.

Reclaimed Water System – On February 28, Trihydro performed a site evaluation starting in the golf course roughs behind the welded steel tank and ending behind the lower effluent storage pond. Then on March 10, Trihydro reviewed property maps and WWTP plan set and determined the eroded area adjacent to the culvert pipe and behind the golf course signage is within POA property. At the March 26 construction progress meeting, Trihydro walked the area with Inframark and discussed a plan to address the erosion. This includes retrenching 22 feet from the top of the headwall to past the gate. The trench will be approximately 2 feet wide, 3-feet deep and consist of pipe bedding 6 inches above the effluent pipe, and compacted backfill up to natural grade. A second area of erosion will require removing debris from underneath the headwall and creating a concrete backfill. He added that currently the duct banks for the WWTP are being stored in the area where some of the work needs to be done, and these repairs should probably wait until construction is further along. The Board agreed that it would be best to wait until the area is cleared.

General Engineering Services –No new updates were available for the Texas Land Application Permit (TLAP) renewal.

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

12. 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.

Wastewater Treatment Plant Construction Services – On March 6, Trihydro reviewed pay application #16 and recommended for payment. On March 14, Trihydro submitted Contract Amendment No. 1 for review and approval and March 20, Trihydro responded to RFI 15, Junction Box.

Construction Status – Wastewater Treatment Plant – This past month the concrete subcontractor began concrete repair and patch to the aeration basin and the clarifier basin. ACP will redo hydrostatic testing once the repairs are made. Air testing and vacuum testing between gravity manholes went on throughout the month. On March 8, the tank subcontractor finished installing the tank dome roof and peripheral flashing.

Whispering Hollow Lift Station Construction – On February 27, the two-inch temporary bypass became undone and spilled wastewater into the excavation. A vacuum service was called for the spillage and the bypass was reconnected. Alterman completed relocation of the existing pump control panel on March 5. A small fire started in the existing control panel at the lift station when Alterman was relocating and rewiring it. No serious damage was done to the panel.

On March 13, 811 was called out to stake and mark damaged internet cable encased in a cracked grey pvc conduit. The cable was initially nicked by ACP when they began excavation on February 24 and deemed abandoned. ACP will make repairs to the cable.

Director Villemarette asked if Mr. Vargas had an approximate timeline for the POA lift station rehabilitation. Mr. Vargas said that project is scheduled to begin in early summer and will take a few months to complete.

Director Webber then made a motion to accept the Bond Projects report which was seconded by Director Villemarette. Motion unanimously approved.

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

Director Webber made a motion to approve Pay Application #16 to Associated Construction Partners for \$196,951.70. Director Villemarette seconded the motion which was approved unanimously.

14. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

Water Treatment Plant and Distribution System – Hydrant #51 at the corner of Burke Blvd and Palmer Drive was replaced on February 14. A new finished meter has been ordered with estimated ship date of April 8. The existing meter was recalibrated but continued to not function properly and replacement parts are not available. Two hydrants need to be replaced. One at 326 Southwind Rd could not be exercised and the one at 518 Demarett was hard to open. Both hydrants are 1972 makes. A quote for each was presented for Board approval.

Wastewater Treatment Plant and Collection System – The effluent pond liner has been repaired on March 3. The control panel caught fire at Whispering Hollow Lift Station that had been repositioned by Alterman. Expenses incurred for this damage will be passed to ACP. Inframark met with Trihydro to address the erosion issues at the effluent pond. Inframark presented a quote for the repairs for the erosion, but the Board would like to revisit this quote once ACP construction materials have been removed from the site.

Director Webber made a motion to accept the Operations and Maintenance report. The second was made by Director Villemarette. Motion unanimously approved.

15. EXPENDITURES CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 14 ABOVE.

Director Macias made a motion to approve expenses for replacement of the hydrant at 326 Southwind Rd at the cost of \$12,088. Director Villemarette seconded the motion. Motion unanimously approved.

Director Macias made a motion to approve expenses for replacement of at hydrant at 518 Demarett Dr at the cost of \$12,088. Director Villemarette seconded the motion. Motion approved by a 4 to 1 vote. Director Kleiss voted against.

AGENDA ITEMS RELATED TO ELECTION
(PUNTOS DEL ORDEN DEL DÍA RELATIVOS A ELECCIÓN)

16. Bond Election.

(Elección de Bonos.)

- a. Any and all other actions that are necessary or appropriate related to the Bond Election.

(Todas y cada una de las demás acciones que sean necesarias o apropiadas relacionadas con la Elección de Bonos.)

President Tabaska told the Board he would like to hold two town hall meetings in the District between now and election day. He proposed having one in the evening and another on Saturday. He said he has been in contact with the District's attorney and the bond attorney for guidance. President Tabaska plans to use a slideshow put together earlier this year to explain the need for a rate increase. He also discussed points from an email received from the attorney's office which pointed out rules for providing only factual information to the voters. The Board concurred that two town hall meetings were a good idea.

Mrs. Jean Cecala added that the ballot language has been previewed by Bond counsel and approved. The District is required to post the Notice of Bond Election in three public places within the District. Besides the District's office, the POA and Village of Point Venture have agreed to keep a copy of the report in their respective offices. Bond counsel said the reports could be bound in a folder for viewing during all the entities regular business hours and to have a sign at each location with that information. The District's website also has a copy of the Notice. No action required.

The agenda was rearranged to Item 6.

6. 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. Allen Douthitt met with the finance committee earlier in the week. Mr. Douthitt went over invoices paid by the District in February 2025 through the bookkeeper's account and presented the January 2025 financials.

Mr. Douthitt handed a revised report to the Board explaining that expenses for hydrant replacements was moved from the general fund to capital outlay. He reported that maintenance expenses for water were high in February. He said the TCEQ mandated lead and copper line survey invoice came in this month along with other charges driving the cost for water maintenance up. Director Villemarette asked if Mr. Douthitt would provide a list of those large expenses. The Board asked how often this line survey would need to be performed. Ms. Katie May of Inframark said that the survey should not be required each year but is driven by the bi-annual lead and copper sampling results.

Mr. Douthitt also explained that two payments for Inframark were on the report because one did not make the cutoff for payment in February. He said tax collections through January for the District were at 92.28 percent and approximately 96 percent had been collected through February.

With all questions answered, Director Macias made the motion to accept the report and for approval of payment of monthly bills, professional services, and authorization to transfer funds as noted in the report. It was seconded by Director Villemarette. Motion unanimously approved.

The agenda went back to its regular order.

17. BOARD ANNOUNCEMENTS.

No announcements.

18. ADJOURN THE MEETING.

The meeting was adjourned at 5:09 p.m.



Steve Tabaska, President
Travis County WCID – Point Venture

ATTEST:


Manuel Macias, Secretary
Travis County WCID – Point Venture

Travis County Water
Control &
Improvement
(SEAL) District -
Point Venture
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