

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

April 24, 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 24th day of April 2025, at 3:00 p.m. with the Directors present being Steve Tabaska, Manuel Macias, and James Kleiss.

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

1. CALL TO ORDER.

Board President Steve Tabaska called the meeting to order at 3:01 p.m.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called the roll of Directors. Present were President Steve Tabaska, Secretary Manuel Macias and Assistant Secretary James Kleiss thus constituting a quorum.

3. PLEDGE OF ALLEGIANCE.

President Steve Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

No public comments.

5. PREVIOUS MEETING MINUTES.

The proposed minutes of the March 27, 2025 regular meeting were presented for approval. Director Manuel Macias made a motion to approve the meeting minutes as presented. The second was made by Director James Kleiss. Motion unanimously approved.

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 March 2025 through the bookkeeper’s account and presented the February 2025 financials.

Mr. Douthitt said the District was a little over budget in February due to charges for the TCEQ mandated service line lead and copper survey and an updated PLC from Alterman. He added approximately 96 percent of taxes have been collected. Preliminary information from the county shows a drop in taxable value of around 10 percent in Point Venture for 2025.

President Tabaska asked about changing to a bank that did not have monthly bank charges. A discussion included a general consensus by the Board to switch to another bank. Mr. Douthitt said he would investigate changing and report back to the Board with his recommendation.

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

7. ADJUSTMENT TO CUSTOMER ACCOUNT.

President Tabaska led the discussion about the customer's request for an adjustment to their bill. The Board was provided a data log from the customer's meter and their February billing statement. The Board agreed that the data provided by the customer did not qualify under the leak adjustment policy as no leak repair was presented. In a previous Board meeting, the customer had said there was no leak.

Director Macis made a motion to not allow the adjustment to the account and authorized Mrs. Jean Cecala to offer the customer a payment plan. Director Kleiss seconded the motion. The motion was unanimously approved.

8. CHAPMAN MARINE SERVICE TO BARGE AND PUMPS.

President Tabaska went over the quote from Chapman Marine for work to the barge and pumps of \$5,250. The quote included inspection of the barge, hoses, electrical, pumps and screens along with other work including a dive team. Director Kleiss asked if there was any data available indicating an obstruction or other problem that would require all the work quoted. No data was available. President Tabaska requested Inframark to look into what data either is available or could be available and if that data is in the SCADA system. After further discussion, President Tabaska made a motion to approve Chapman Marine adjusting the barge for \$700. Director Macias seconded the motion which was unanimously approved.

9. RATIFY ADDITIONAL EXPENSE FOR PAVING QUOTE.

Because the paving contractor awarded the contract last month did not complete the required documents for the District, the second contractor was called to complete the repairs. After Alpha Paving agreed to honor their previous quote, the District hired them to do the street repairs. The difference in cost was just under \$900. Director Kleiss asked why the District is repairing streets. It was explained that the damage was caused during leak repairs or adding taps. Director Macis made a motion to ratify the additional expense for paving of \$899.69. Director Kleiss seconded the motion. The motion was unanimously approved.

10. AUGUSTA STANDPIPE PROJECT.

President Tabaska reported that a kick-off meeting for this project with the contractor and two members of the Board was held April 18. Baxter & Woodman, engineers for the project, provided written minutes. President Tabaska said this would remain a standing item on the agenda for monthly updates and action items. No action required.

11. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

No current engineering issues were reported for the Water System, Wastewater System or Reclaimed Water System.

General Engineering Services – On April 15, TCEQ completed technical review and issued Notice of Application & Preliminary Decision (NAPD) to be published in the newspaper and made available for the public within 45 days. Mr. Vargas will forward the documents to the District for publication in a local newspaper. Notice of publication for renewing the permit may need to be on the next agenda. Mrs. Cecala will contact the attorney for clarification.

Director Kleiss made a motion to accept the engineer's report. The second was made by Director Macias 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 Administration – reviewed and recommended payment on Associated Construction Partners (ACP) pay application #17 on April 2.

Construction Status – Wastewater Treatment Plant – At the April 23 construction progress meeting, ACP reported that the pinholes discovered in the aeration basin and clarifier have been repaired. The platform on the effluent ground storage tank was installed and handrails should be added next week. Work continues on the wastewater plant, its lift station, and manholes. Alterman has been working on duct banks.

Whispering Hollow Lift Station Construction – The wet well and valve vault have been set and work is being performed inside the wet well. In the next couple of weeks, the wet well coating will be applied. The lift station is projected to be online by late May or early June and turned over to the District and Inframark.

Mrs. Cecala asked Mr. Vargas to tell ACP construction supervisor to remind employees and other contractors to not park in the golf course parking lot.

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

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

Mr. Vargas did a brief review of pay application #17. Director Macias made a motion to approve payment of Pay Application #17 to Associated Construction Partners for \$393,446.96. Director Kleiss 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 – The settled water NTU meter and combined filter effluent meter were installed April 16 in Plant A at the WTP. Alterman will submit a quote for the electrical. Hydrant #10 and hydrant #52 were replaced and isolation valves were added on April 9. The finished water meter was replaced on April 10. Inframark requested Board approval to install three isolation valves in the upper pressure plane at the cost of \$11,936. After discussion, Director Macias made a motion to approve the quote of \$11,936 from Inframark to add three new isolation valves in the upper pressure plane. President Tabaska seconded the motion. Voting for the motion was Directors Tabaska and Macias. Voting against was Director Kleiss. Ms. Erickson negotiated with Alterman to use District credits for an invoice of \$3,063.00 to run conduit and wires for both power and signal to the SCADA for the new chlorine analyzers.

Wastewater Treatment Plant and Collection System – Inframark presented a quote of \$4,500 to repair erosion at the upper effluent pond. If approved, the work will be completed once ACP removes equipment. The Board decided to wait for approval once the construction materials have been removed.

Inframark presented a customer account procedure document for approval and signature by the Board.

Director Macias made a motion to accept the Operations and Maintenance report and authorize the Board President to sign the customer account procedure document. The second was made by Director Kleiss. Motion unanimously approved.

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

Action was taken during Item 14, Operations and Maintenance report.

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.)*

The Board will be required to hold a special meeting between May 6 and 14 to approve an order to canvas the votes from the May 3 election. Because only two Board members could be available during those dates, Mrs. Cecala asked if she could be given authority to contact the other Board members for their availability, then set the date and time. Director Macias gave two possible dates and times he is available. Director Kleiss said he would be available for both of those.


President Tabaska made a motion to give Mrs. Cecala the responsibility to set a date for the special meeting after contacting the directors for availability. Director Macias seconded the motion which was unanimously approved.

17. BOARD ANNOUNCEMENTS.

President Tabaska announced that the first town hall meeting went very well. The PPT used was approved by the bond counsel prior to the town hall. He also presented information to the Point Venture Lions Club at its recent meeting. Another town hall meeting is scheduled for Tuesday, April 29 at 6:00 p.m. President Tabaska said the District has made flyers available to educate voters about the bond, the flyer content was reviewed by the bond counsel. Additionally, the District will send information through the alert system about the town hall meeting to include the flyer information. Customers' April bills will have an insert with the same information.

18. ADJOURN THE MEETING.

The meeting was adjourned at 4:21 p.m.



Steve Tabaska, President  
Travis County WCID – Point Venture

ATTEST:



Manuel Macias, Secretary  
Travis County WCID – Point Venture



Travis County Water  
Control &  
Improvement  
District -  
Point Venture