

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

April 27, 2023

STATE OF TEXAS §

COUNTY OF TRAVIS §

The Board of Directors of the District met in regular meeting, open to the public, at the WCID offices located at 18606 Venture Drive, Point Venture, Texas 78645, on the 27th day of April 2023, at 3:00 p.m. with the Directors present being Steve Tabaska, Anne Kikta, Manuel Macias, Mark Villemarette and Curtis Webber.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas and Steven Young of Trihydro Corporation and Dodie Erickson and Jean Cecala of Inframark. Residents in attendance were Roy Ables, Thomas Carey, Ron and Cheryl Spain.

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 roll of Directors. Present were President Steve Tabaska, Vice-President Anne Kikta, Secretary Manuel Macias and Assistant Secretary Curt Webber thus constituting a quorum. Assistant Secretary Mark Villemarette arrived at 3:06 p.m.

3. PLEDGE OF ALLEGIANCE.

President Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

Roy Ables addressed the Board about his concern of the District using mulch as the base for the new parking area that will be built along Summit Ridge Drive. He contends that the mulch poses a health and fire hazard.

5. MARCH 23, 2023 REGULAR MEETING MINUTES.

The proposed minutes of the March 23, 2023, regular meeting were presented for approval. Director Manuel Macias made a motion to approve the minutes as presented. The motion was seconded by Director Anne Kikta. Motion unanimously approved.

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

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

Mr. Douthitt reported that the tax revenue the District has received exceeds last year and the service revenue is slightly above the previous year as well. The District finished February approximately \$31,000 ahead of budget. A large portion of payouts for March were from Inframark and included numerous old invoices. President Tabaska explained to the Account Manager, Dodie Erickson, that the District may have to cap what it pays out to Inframark each month if their billing is not current.

Director Macias then made the motion for approval of payments of monthly bills, payment for professional services, as well as authorization to transfer funds as noted on the report. It was seconded by Director Kikta. Motion unanimously approved.

7. CUSTOMERS' REQUESTS FOR REIMBURSEMENT.

The Board had received two requests by email from customers seeking reimbursement from the District for expenses the customers incurred for replacing their grinder pumps. One also included a reimbursement request for a hotel bill incurred during several days when the sewer line was blocked. The customers' reasoning was that their personal grinder pumps failed due to a recent sewage blockage in a main line along Lakeland Drive.

Director Mark Villemarette addressed the issue citing several elements to consider. He first asked Inframark's Account Manager, Dodie Erickson, to ask Inframark employees not give customers advice. Director Villemarette remarked that no negligence by the District or Inframark was involved in this blockage. Inframark attacked the problem as soon as it became evident it was not individual homeowners' grinder systems. The District has spent a large sum of money adding infrastructure to the sewer lines along Lakeland Drive and Lakepoint Circle to try to solve the problem. He added that the preliminary assessment performed by the District's engineering firm, Trihydro, shows that sewer lines are adequate in size and that the lines are not overloaded. Furthermore, the District has allotted additional money to add pressure recording instrumentation to these lines to differentiate between problems in the District sewer main and problems with resident-owned equipment. The pressure readings will also provide a degree of early warning about future sewer main blockages.

President Tabaska had tasked Director Macias before the meeting to put together a policy for these types of requests. Director Macias explained that creating such a policy is not a simple matter and would require the District's attorney to become involved. He went on to say that the Board is sympathetic to the customers' cause and wished to be fair. However, the Board did not wish to set a precedent until all elements are considered.

Director Villemarette made a motion to table the discussion to allow the Board additional time to put together a policy for such requests. Director Macias seconded the motion. Motion unanimously approved.

8. APPLY FOR FUNDING UNDER 2021 BI-PARTISAN INFRASTRUCTURE LAW (BIL)

President Tabaska brought his research efforts for applying for funding under the 2021 Bi-Partisans Infrastructure Law (BIL) through the Texas Water Development Board (TWDB) to the other Directors. Additionally, President Tabaska, had asked the District's attorney to review the information and give a formal opinion for the District pursuing grants and loans through BIL. The Board discussed different projects the Board could consider that would align with the BIL standards. Director Macias said one advantage the District has for requesting this type of funding is that a lot of the engineering for the projects in the District has already been completed. This would help in getting the projects launched more quickly.

President Tabaska tasked the other Board members to review the TWDB's website and try to identify projects that would coordinate with this funding. Director Macias suggested getting the District's financial advisor and accountant involved in the process. Trihydro engineer, Steven Young, added that in his experience the project requires extra paperwork but is not difficult to manage. Additionally, Mr. Young said that the District has good rationale to qualify for the Drinking Water State Revolving Fund. Some of the District's infrastructure no longer meets the Texas Commission on Environmental Quality (TCEQ) standards and needs updating. Director Macias will make contact with the TWDB and ask for assistance.

9. TAX CEILING FOR HOMEOWNERS 65 YEARS OF AGE OR OLDER.

A recent request by a Point Venture homeowner for the District to consider a tax ceiling for homeowners 65 years or older preceded the investigation into this topic. President Tabaska spoke to the District's financial advisor and accountant about the possibilities of offering such an exemption. The District's attorney said that by law, the WCID cannot put a cap on its taxes. The District is allowed to give a fixed reduction in the appraised value of a 65 plus or disabled homeowner. Other factors also come into play for the District to consider this request.

Currently approximately 50 percent of the tax revenue received by the District is allocated to service the bonds and the other 50 percent is for operations and maintenance. The Board would need to consider how it would recuperate the lost revenue if it agreed to any kind of exemption. Another point to consider is whether the exemption would be equitable. Director Macias added that the District issues bonds based on its ability to repay the bond through tax revenues. He added that school districts can offer such a reduction because they generally have a much larger tax base than this small water District. Additionally, each year the cost to operate the District increases along with issues that arise due to the aging infrastructure and growth of the District. Director Macias concluded that he didn't believe the Board could consider such an exemption at this time and made a motion to table the discussion. Director Kikta seconded the motion which was unanimously approved.

10. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

Water System –

Surface Water Treatment Plant – No current engineering issues to report.

Distribution and Storage – No current engineering issues to report.

Wastewater System –

Wastewater Treatment Plant (WWTP) – No current engineering issues to report.

Collection – On March 24, Trihydro provided the District and Inframark electronic copies of the utility maps which were utilized at last month's Board meeting. On April 20, Trihydro, Inframark, the District and resident John Lundin met on site to assess occurring sewer issues with a homeowner who lives on Lakepoint Circle. This customer was the only one experiencing grinder pump issues since Inframark flushed and cleaned the lines. It was then assumed that this situation is an isolated issue. The next course of action discussed was for Inframark to obtain the pump manufacturer and model of the homeowner's grinder pump to determine if the pump is appropriately sized and can meet the head requirements. The other course of action was to have Trihydro revise the assessment report to have the flow for the homes on Lakepoint Circle convey to the Whispering Hollow Lift Station instead of to the Wastewater Treatment Plant (WWTP).

Reclaimed Water System –

Storage - No current engineering issues to report.

Irrigation – No current engineering issues to report.

Other –

Water Treatment Plant (WTP) Generator Project – Mr. Vargas reported that the building permit from the Village of Point Venture had been approved and is posted at the Water Treatment Plant (WTP) building. T. Morales, the contractor installing the generator, is anticipating mobilizing the last week of April 2023. T. Morales will self-perform the concrete work for the generator equipment pad. The generator is scheduled to be delivered the week of July 17, 2023 and the ATS to be delivered the week of October 2, 2023.

Trihydro provided T. Morales an electronic copy of the plan set and project manual on April 6, 2023. T. Morales submitted their schedule on April 20, 2023 and Trihydro provided review comments to T. Morales the following day. T. Morales will revise the schedule and submit an updated schedule to Trihydro for review and approval.

Additionally, T. Morales submitted two RFIs on April 20. RFI 01 is requesting to retain the existing steel fence posts and only replace the wood pickets and rails. The equipment pad was resized from 22 feet to 19 feet based on a smaller footprint of the generator compared to the design plans. This reduction in size would allow the existing fence to remain and only the wood pickets and railing would be replaced. RFI 02 is requesting relocation of conduits for the genset control cables.

FY 2023 General Engineering Services – Fiscal year (FY) 2023 is from October 1, 2022 through September 30, 2023. Approximately 50 percent of the total yearly budget has been invoiced from Trihydro to the District for services.

Surveys – On April 18, Trihydro worked with Inframark on filling out two surveys: the U.S. Department of Commerce Construction Progress Reporting Survey for the Lift Station Rehabilitation project and the Lower Colorado Regional Water Planning Group (Region K) Survey for Population and Water Demand Projects.

Director Kikta made a motion to accept the engineer's report and approve RFI 01. The second was made by Director Villemarette and unanimously approved.

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

- a. WWTP Expansion Contract – Amendment No. 4 – Additional funding and contract completion date request by Trihydro to cover scope growth and completion of Trihydro's efforts until project bid award.

Director Macias made a motion to approve WWTP Expansion Contract, Amendment No. 4 in the amount of \$46,522.00. The motion was seconded by Director Kikta. Motion unanimously approved.

- b. Presentation at Townhouse Board meeting.

At a recent Townhouse Association board meeting, WCID's Board President spoke to the Townhouse Association's board about possible use of the Townhouse Association's greenbelt area for future drip irrigation of effluent. President Tabaska presented information developed by the District's engineering firm, Trihydro. President Tabaska relayed to the Townhouse Association board that the roughs around the golf course would not be adequate to disperse effluent and two areas belonging to the Townhouse Association were something to consider. President Tabaska said that greenbelt areas around Champions Circle are being considered and the District is looking into other options as well.

President Tabaska answered questions from the Townhouse Association board and reported to the WCID Board that he believes that Association is not against the idea, but did ask what the Townhouse Association would receive in return for the use of its land.

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

WWTP – Trihydro is busy finalizing the last bit of engineering for this estimated \$8.5 million project for a new Wastewater Treatment Plant (WWTP) and rehabilitation of lift stations. The Design/Engineering Committee received 100 percent plans, project manual, instrumentation and equipment list on Friday, April 7. After its review and comments, Trihydro and JRSA (a subconsultant on the project) began the drafts revision. Trihydro will begin advertising for bids next month on May 18. Bid opening is scheduled for Thursday, August 10, 2023, at 2:00 p.m. and Trihydro will make recommendation of award at the Board's August 24 regular meeting. Notice of award will be posted on Friday, August 25.

Water System Analysis – The Water Master Plan was submitted to the District on Friday, March 24. At the March 30 Design/Engineering Committee meeting, Trihydro addressed comments from the Committee on the plan. Trihydro will facilitate a public workshop meeting to go over the Water Master Plan and list of recommended water improvement projects. The Board discussed a date and time for the workshop and decided on Thursday, June 15, 2023, at 9:00 a.m. at the Property Owner's Association (POA) Clubhouse, contingent the room is available.

Future bond projects – All other future bond projects have been reprioritized by the Board and work will be dependent on bids for the WWTP. The Water Master Plan, as part of the Water System Analysis project, will provide recommendations for water system improvements such as replacing the Augusta standpipe, renovating the Augusta elevated storage tank (EST), and rehabilitating the Augusta pump station to meet regulatory requirements. Final scope and funding will be dependent upon final project costs of the WWTP and Water System Improvements. All other future bond projects also depend upon the same final project costs.

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

12. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

- a. Lakeland/Lakepoint issues. After weeks of adding infrastructure to the District's sewer system on Lakeland Drive and Lakepoint Circle, Inframark believes the blockage issue has been alleviated. Inframark was tasked to

find out the make and model of a new grinder pump recently installed in a new home on Lakepoint Circle.

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

Ms. Erickson first discussed the previous action items from the March Board meeting.

WTP and Distribution System – Coordination with TracNTrol and Control Network is in progress regarding the zebra mussel chemical feed on SCADA. A phase monitor needed to properly run barge pumps is on order but has not arrived. A new 3/4" water meter was sent to Fluid Meters for bench testing as requested by the Board to analyze the accuracy of new meters. Results showed that the meter recorded near 100 percent accuracy at all flow levels.

Inframark had received a quote for a multi-turn actuator for Plant A, but told the Board she was going to get additional quotes for this device.

WWTP and Collection System – regular sludge haul was completed on March 27, 2023. Three old sewer flushing stations have been capped and secured as of March 27. Multiple sweeps were installed along Lakeland Drive to aid in flushing and televising lines. The portable sewer holding tank delivered on February 18 on Lakeland Drive is still on site. The Board requested the tank to be returned as soon as possible.

New item updates:

WTP and Distribution System – all but one hydrant in the District has been scraped and painted red. The one remaining hydrant was near a new home being built, so it will be painted once that project is finished. SAMCO was in the District investigating two possible water leaks. SAMCO's report showed no potable water leak on Lakeland Drive and a leak near the old sewer flushing station on Southwind Road.

Discussion on water accountability included requesting Inframark to recode customers' accounts in the upper pressure plane to a different code than the lower plane. A flow meter on the Elevated Storage Tank (EST) was recently installed; so having these accounts separated from the lower plane may help determine if there are leaks in the upper pressure plane.

WWTP and Collection System – Inframark researched portable sewer holding tanks that are for sale for the District to purchase and found one in the Valley of Texas. This large tank would have to be moved with a semi-truck. After discussion with the Operations committee, Ms. Erickson looked into different options and found a poly tank mounted on a trailer that is small enough to be moved around with a pickup truck. Ms. Erickson is waiting on quotes for the cost of that system.

Both transfer pumps at the WWTP failed on April 17. Pump Solutions was called out to pull the pumps and take them for diagnosis. Pump Solutions will repair each pump for \$3,715. The old blowers were recently taken by ACFM for diagnosis. One blower is not repairable. The other blower can be refurbished and can be used as a spare. Ms. Erickson was asking for Board approval to have the blower refurbished for \$3,309.

Additionally, Ms. Erickson asked the Board if they wished to add additional sweeps at Lakeland Drive and Lakepoint Circle and another on Venture Blvd South due to the recent sewer problems. Inframark would like to install an isolation valve on Venture Blvd South to help stop sewage flow while trying to televise on that street. The Board agreed to have Inframark perform the work.

Finally, the Operations Committee was tasked to find solutions to alleviate further sewer blockage problems on Lakeland Drive and Lakeland Circle. Director Villemarette approved the purchase of eight pressure-sensors to be installed that will test pressure on these sewer lines. These devices will help determine how often the lines will need to be jetted.

One additional item Ms. Erickson brought before the Board was changing the door locks at the WTP and WWTP to keyless entry. She had received a quote from Cothron's Safe & Lock for the work. The Board discussed the issue and decided to have the locks changed to the keyless entry style.

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

13. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 12 ABOVE.

President Tabaska made a motion to approve the purchase and installation of three door locks by Cothron's Safe & Lock for \$3,632.50 and to authorize ACFM to refurbish the District's old blower for \$3,309. Director Macias seconded the motion which was unanimously approved.

Director Kikta made a motion to approve Inframark installing additional sweeps and an isolation valve to the District's sewer system. The motion was seconded by Director Macias and unanimously approved.

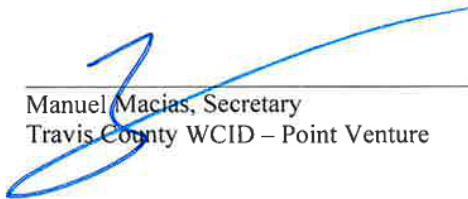
14. ADJOURN THE MEETING.

Meeting was adjourned at 6:18 p.m.



Steve Tabaska, President
Travis County WCID – Point Venture

ATTEST:



Manuel Macias, Secretary
Travis County WCID – Point Venture

(SEAL)