

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

June 22, 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 22nd day of June 2023, at 3:00 p.m. with the Directors present being Steve Tabaska, Annette Kikta and Mark Villemarette.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas and Kayla Petersen of Trihydro Corporation and Dodie Erickson and Jean Cecala of Inframark. Resident in attendance was Roy Ables.

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, Vice-President Anne Kikta and Assistant Secretary Mark Villemarette thus constituting a quorum. Not in attendance was Secretary Manuel Macias and Assistant Secretary Curtis Webber.

3. PLEDGE OF ALLEGIANCE.

President Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

No public comments.

President Tabaska rearranged the agenda to items #11 and #12.

11. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

WTP and Distribution System – The phase monitor was installed on June 12. Control Network Plus and TracNTrol are still working on the SCADA system. Coordination between Inframark and Alterman is in progress to go to the barge to do work on the cla-val.

WWTP and Collection System – Five pressure sensors were installed on Lakeland Drive on the sewer mains. Three more sensors will be installed but need camlock adaptors and valves installed. Director Villemarette agreed that the addition of the valves and camlocks to the system are needed and would be beneficial to the system. Five separate calls for sewer issues on Summit Ridge Drive and Southwind Road were received. A vacuum truck was called out on several occasions and cleared the line. Some of the calls were due to grinder pumps not working properly. The additional sensors will be installed the week of June 26. The flow meter at the plant is scheduled for recalibration. At the plant a RAS line was clogged; and the line was jetted. Wastewater Transport Services had to be called out to haul sludge on June 19.

Other – A credit memo has been issued by Inframark to the District for work orders that were performed in December but not billed until May. A quote from Cothron's was received to repair double doors on the front of the water plant and add two automatic closures. Director Villemarette confirmed the doors are difficult to close and believes this would be a good addition to the plant.

12. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 11 ABOVE.

Director Anne Kikta made a motion to approve adding camlock adaptors and replace leaking ball valves on the sewer system for \$3,397.72 and authorizing Cothron's to fix the double doors at the water plant and add the automatic door closers for \$2,419.40. Director Mark Villemarette seconded the motion which was unanimously approved.

President Tabaska returned to the regular order of the agenda.

5. MAY 25, 2023 REGULAR MEETING MINUTES.

The proposed minutes of the May 25, 2023, regular meeting were presented for approval. Director Villemarette made a motion to approve the minutes as presented. The motion was seconded by Director Kikta. Motion unanimously approved.

6. QUESTIONS ASKED REGARDING NEW FENCED AREA FOR BOAT STORAGE.

President Tabaska provided the background for this agenda item and the need for the fence on District property on two lots on Summit Ridge Drive. He provided the Board with written questions and responses that had previously been posed by Dennis Earl. After discussion, the answers were modified and Board members requested this document be added to the digital packet posted on the District's website.

- a. The fence setback will be within requirements in place for public utilities. The fence corners at Venture Drive and Summit Ridge and Summit Ridge and Staghorn Drive will be at 45-degree angles. The setbacks will be between 7.5 and 15 feet.
- b. The liability issues for the boats while on District property will be shared by the WCID and the Property Owner's Association (POA).
- c. The financial arrangements between the POA and WCID include: POA will continue to collect all revenues from the residents for boat storage while the boats/trailers are stored on WCID property. The existing storage area will be provided at no cost from the POA to WCID and eventually to the contractor.

Director Kikta asked if President Tabaska knew when the pile of debris at the lots will be cleared out. Residents have been asking her. President Tabaska didn't have a definitive date. Additionally, the District will include that no fueling will be allowed and no fuel will be allowed to be stored outside of a boat while boats are being stored on District property.

7. 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 May 2023 and presented the April 2023 financials.

Mr. Douthitt said an unbudgeted item for the new fence has caused the District to be a little behind in the budget through April. Mr. Douthitt also said that he is working with Ms. Erickson with Inframark to compact the timeline between work performed and when it is submitted. All invoices older than 90 days will be separated and reviewed by the Board's finance committee before payment will be authorized.

Director Villemarette asked about how the Central Bank lock box account works. He was curious if the District had to fund an initial deposit for this account. Mr. Douthitt explained that Inframark made the initial deposit which is held in case of returned checks and other fees.

Director Kikta 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. ENGAGEMENT LETTER FROM BLX GROUP LLC FOR ARBITRAGE REBATE COMPLIANCE SERVICES IN CONNECTION WITH DISTRICT BOND ISSUES.

President Tabaska gave an overview of the need for an arbitrage agreement. Mr. Douthitt added that the District's 2019 bond is tax exempt and was sold at a very low interest rate. The interest rates are higher now and if any coverage is earned this company keeps track of this information and files the necessary documents. Mr. Douthitt relayed that the District's financial advisor, Dan Wegmiller, recommended BLX Group for this task.

Director Villemarette made a motion to approve the engagement letter from BLX Group LLC for arbitrage rebate compliance services. Director Kikta seconded the motion. Motion unanimously approved.

9. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

No current engineering issues were reported for the Water Distribution and Storage, Wastewater Treatment Plant, or Reclaimed Water System.

Surface Water Treatment Plant – The District provided Trihydro data and synopsis for replacing a +/- 50-foot section of the raw water hose on June 15, 2023 and Trihydro is currently reviewing the information to provide input and recommendations. Director Villemarette plans to get quotes for a 50-foot section of Kevlar hose to have in inventory for use as needed. He will bring the information back to the Board.

Wastewater Collection – District provided field data from the pressure transducers installed along the sewer line segment of Lakepoint Circle and Lakeland Drive on June 12. Trihydro is currently reviewing the data to incorporate into the assessment report. Director Villemarette added that information on the phone app is useful; and he believes these transducers will be a worthwhile addition to the sewer line. Director Villemarette also asked Trihydro to give the data a closer look and give their opinion.

Water Treatment Plant (WTP) Generator Project – Trihydro reviewed and issued approval to T. Morales' concrete and miscellaneous construction submittals. T. Morales submitted pay application no. 1 for review and approval to Trihydro on May 25, 2023. Trihydro provided review comments and markups on the pay application to T. Morales on May 30, 2023, and requested T. Morales resubmit a revised pay application. Trihydro visited the project site on June 8, 15 and 19 for pre-pour and concrete pour inspections for the duct banks.

Trihydro also attended a virtual meeting on June 1 with Texas Water Development Board (TWDB) representative, the District and Bott & Douthitt to go over funding opportunities through TWDB's loan and grant programs and to discuss future District improvement projects that would qualify for TWDB funding.

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

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

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 – At the June 1, 2023, Design Committee meeting, Trihydro presented and discussed preliminary cost options for construction services consisting of construction administration, construction oversight and inspection and construction materials testing. Trihydro finalized an issued signed and sealed drawings and project manual on June 5, 2023 as well as submitted permitting letters and attachments to both the Lower Colorado River Authority (LCRA) and the Texas Commission on Environmental Quality (TCEQ).

Advertisements for bids began Monday, June 5 on CivCast. A pre-bid meeting is scheduled for Thursday, July 27 at 10 a.m. and bid opening will be held Thursday, August 24, 2023, in the POA Venture Room at 2:00 p.m.

Water System Analysis – Trihydro revised and updated the Water Master Plan report and exhibits per the District’s review comments. Trihydro also provided a presentation on the Water Master Plan at a special Board meeting on June 15, 2023.

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. Scope and funding will be dependent upon final project costs of the WWTP and Water System Improvements.

Future bond projects – All other future bond projects have been reprioritized by the Board and work will be dependent on bids for the WWTP and the cost of Water System Improvements.

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

11. TEXAS WATER DEVELOPMENT BOARD FUNDING APPLICATION STATUS.

President Tabaska reported to the Board the recent video conference call with TWDB for possible funding for future water system improvement projects. The representative from TWDB gave encouraging news that the District may qualify for low interest loans for projects already in the pre-engineering stages. President Tabaska asked the District’s legal team, Willatt and Flickinger, PLLC to give a review of the possible loan application. The attorney stated the Attorney General would have to give approval for a loan.

Mr. Allen Douthitt added that bonds were approved once a year and firm deadlines are in place for applications. President Tabaska asked the Board to consider approving a committee comprising Trihydro, Bott & Douthitt and two Board members to help expedite this project.

Director Kikta made the motion to approve a committee to prepare information for potential funding from TWDB to include Trihydro, Bott & Douthitt, Willatt & Flickinger and two Board members. Director Villemarette seconded the motion which was unanimously approved.

12. ANNUAL CYBERSECURITY TRAINING.

President Tabaska reminded Board members to complete the annual cybersecurity training before the August 31, 2023, deadline.

13. ADJOURN THE MEETING.

Meeting was adjourned at 4:31 p.m.

  
Manuel Macias, Secretary  
Travis County WCID – Point Venture

ATTEST:

  
Mark Villemarette, Assistant Secretary  
Travis County WCID – Point Venture

(SEAL)