

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

June 27, 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 27th day of June 2024, at 3:00 p.m. with the Directors present being Steve Tabaska, Manuel Macias, Mark Villemarette and Curt 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 Tom Soukup and Tony Cernosek.

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. Director Anne Kikta was absent.

3. PLEDGE OF ALLEGIANCE.

President Steve Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

No public comments.

5. MAY 23, 2024 MEETING MINUTES.

The proposed minutes of the May 23, 2024 regular meeting were presented for approval. Director Manuel Macias made a motion to approve the minutes for the previous meeting as presented. The motion was seconded by Director Curt Webber. 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. Douthitt went over invoices paid by the District in May 2024 through the bookkeeper's account and presented the April 2024 financials.

Mr. Douthitt reviewed the report with the Directors drawing their attention to several items. He reported that the District has collected 98 percent of its tax revenue as of the end of May.

After Mr. Douthitt answered questions from the Board, Director Mark Villemarette 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 Macias. Motion unanimously approved.

7. INVESTMENT AND FINANCIAL MANAGEMENT POLICY.

Mrs. Jean Cecala explained to the Board that the next four policies on the agenda were formerly one policy. The District's attorney at Willatt & Flickinger PLLC recommended separating the policies and then drew up each one for consideration.

Upon discussion of the investment and financial management policy, the Board requested that an updated list of depositories and brokers be added as Exhibit C.

Director Macias made a motion to approve the investment and financial management policy subject to the addition of the updated list of brokers and depositories. Director Villemarette seconded the motion. Motion unanimously approved.

8. PROFESSIONAL SERVICES AND BONDS POLICY.

Director Macias made a motion to approve the professional services and bonds policy. Director Villemarette seconded the motion. Motion unanimously approved.

9. FEES OF OFFICE AND EXPENSE REIMBURSEMENT POLICY.

Director Macias made a motion to approve the fees of office and expense reimbursement policy. Director Webber seconded the motion. Motion unanimously approved.

10. CODE OF ETHICS POLICY.

Director Macias made a motion to approve the code of ethics policy. Director Villemarette seconded the motion. Motion unanimously approved.

11. PUBLIC HEARING ON DROUGHT CONTINGENCY PLAN.

President Tabaska opened the public hearing on the drought contingency plan at 3:22 p.m. and asked for any comments from the guests. No comments were made. President Tabaska closed the public hearing at 3:22 p.m.

12. AMENDED DROUGHT CONTINGENCY PLAN.

President Tabaska explained that the Lower Colorado River Authority (LCRA) had updated its Drought Contingency Plan (DCP) in March and the District was required to align its DCP to include no less than the standards set forth by LCRA.

Director Villemarette made a motion to approve amended Drought Contingency Plan and publish a public notice. Director Macias seconded the motion. Motion unanimously approved.

Director Webber left the meeting at 3:26 p.m.

13. CUSTOMER'S DISPUTE OF CHARGES FOR REPAIRS.

President Tabaska opened the discussion. Director Villemarette said after reviewing the District's rate order about charges for damages, he didn't believe this customer's situation fell under any of the guidelines. After a brief discussion, the Board decided to settle the charges for \$500. Director Macias made a motion to settle the dispute for \$500 and issue a credit for the remainder of the charges that had been added to the customer's water bill. Director Villemarette seconded the motion. Motion unanimously approved.

14. 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 System, Wastewater System, or Reclaimed Water System.

WTP Generator Project – On June 7, T. Morales performed start-up and commissioning of the Automatic Transfer Switch (ATS) and GenSet. Trihydro performed substantial completion walk through and developed a punch list. On June 10, Trihydro issued certification that the project has achieved substantial completion as of June 7 and a punch list to T. Morales.

The Board asked Mr. Vargas what remained for T. Morales to do. He responded that T. Morales will furnish the final Operation and Maintenance (O&M) documents to the District, produce bonds and affidavits, produce final redline drawings, complete the punch list provided by Trihydro and issue a final payment application for review.

FY 2024 General Engineering Services – Trihydro continued drafting the wastewater permit renewal. Trihydro plans to have the final permit completed by the end of July. On June 11, Trihydro provided the District the updated Drought Contingency Plan (DCP). The updates reflect the changes to the Lower Colorado River Authority (LCRA) firm water DCP, adopted in March 2024.

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

15. 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 continues to review construction submittals. On June 3, June 7, June 14 and June 24, Associated Construction Partners (ACP) poured concrete for the clarifier walls, wet well foundation, lift station wet well walls and the effluent transfer top slab and clarifier weir/trough, respectively. This accounted for 21 more trucks and 195 cubic yards of concrete.

June 3, Trihydro reviewed pay application #7 from ACP and recommended payment. June 5, ACP completed wet well excavation and subgrade preparation. June 6, the installation of the compacted flex base for the wet well foundation was completed by ACP. June 7, ACP completed installing forms and rebar for wet well foundation.

For the next few weeks ACP will work on installing forms and rebar for the lift station wet well top slab and chlorine contact six-inch baffle wall, installing manholes, underground piping and mechanical equipment.

Water System Analysis – Trihydro is currently drafting proposals on the Augusta Standpipe replacement and the GIS water/sewer system map to be submitted by next month's Board meeting.

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 are known.

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

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

Director Macias made a motion to approve Pay Application #7 to Associate Construction Partners for \$789,865.78. Director Villemarette seconded the motion which was approved unanimously.

Director Webber returned to the meeting at 3:52 p.m.

17. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

Water Treatment Plant (WTP) and Distribution System – At the WTP, on June 26, measurements were taken for the new pedestal for the Rotork valve actuator which should be installed by late July. Rage Industrial Solutions was contacted to begin work on rehabilitating one of the backwash tanks at the WTP. Director Villemarette asked if the proposed liner was NSF approved. He requested Trihydro verify the liner is appropriate for potable water. He also asked if the old clarifier equipment inside the tank will be removed during this repair and that such wording be added to the quote.

Inframark is seeking approval to replace a check valve on an influent line at the WTP for \$6,934. The Board stated that this was not a replacement of a valve but the addition of one as recommended by WesTech. The Board wanted the proposal reworded to reflect the correct scope of work. A rusted spool piece on the Trident was replaced on May 24.

Inframark is requesting approval for repairs to the east wall of the pump room and ceiling of the storage room at the plant for \$3,892.00. The Board asked that Inframark make sure the leaks in the pump room are addressed and that any water that comes from the pumps is diverted into the floor drain to avoid damaging the exterior wall again. Director Villemarette asked that Inframark begin taking air temperature readings near the VFDs located in the pump room of the WTP. He wants to be sure that during the hottest months the VFDs are not exceeding their rated standard of 120 degrees F.

In the Distribution System, RG3 was expected to arrive on June 27 to install the base station and retrofit 191 customer meters with encoders. Inframark will contact RG3 to find out about the start delay. The installations should take approximately three days.

Hydrants have been numbered as requested by the Board. The Board requested that the bagged hydrant at the corner of Augusta Drive and Venture Drive be investigated for repairs to be put back in service. Additionally, the Board President wished to have a letter drafted and sent to a resident to remove a non-working hydrant in the easement of her front yard. He wishes to copy in the Village of Point Venture's code enforcement.

Wastewater Treatment Plant (WWTP) and Collection System –Inframark’s inspector visited a job site to find out where the home’s grinder system would be placed. The inspector deemed the builder will be placing the system in the best place possible.

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

18. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 17 ABOVE.

Director Macias made a motion to approve the cost of the new check valve for \$6,934.00 contingent on wording changes on the proposal and authorize President Tabaska to give final approval once the proposal is corrected; and to approve repairs to the pump and storage room at the WTP for \$3,892.00. The motion was seconded by Director Villemarette and unanimously approved.

19. TML CYBER COVERAGE UPDATE AND INTERLOCAL AGREEMENT.

TML had presented a letter and interlocal agreement with the District to either renew or discontinue cyber security coverage. The Board discussed all the risks and decided to renew the coverage at the Core + level. Director Macias made a motion to approve the TML cyber coverage update and interlocal agreement. Director Villemarette seconded the motion. Motion unanimously approved.

20. TEXAS WATER DEVELOPMENT BOARD FUNDING APPLICATION STATUS.

No updates to the funding application status.

21. BOARD ANNOUNCEMENTS.

President Tabaska reminded Board members to complete their annual cybersecurity training and submit the results to the District’s attorney at Willatt & Flickinger PLLC.

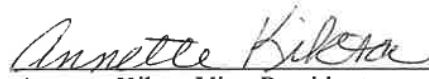
22. ADJOURN THE MEETING.

The meeting was adjourned at 4:34 p.m.



Steve Tabaska, President
Travis County WCID – Point Venture

ATTEST:


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

