

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

July 25, 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 25th day of July 2024, at 3:00 p.m. with the Directors present being Steve Tabaska, Annette Kikta, Mark Villemarette and Curt Webber.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas of Trihydro Corporation, and Dodie Erickson, Gerald Connell and Jean Cecala of Inframark. Residents 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 Annette Kikta, Assistant Secretary Mark Villemarette and Assistant Secretary Curt Webber thus constituting a quorum. Secretary Manuel Macias was absent.

3. PLEDGE OF ALLEGIANCE.

President Steve Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

No public comments.

5. JUNE 27, 2024 MEETING MINUTES.

The proposed minutes of the June 27, 2024 regular meeting were presented for approval. Director Anne Kikta made a motion to approve the minutes for the previous meeting as presented. The motion was seconded by Director Mark Villemarette. 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 June 2024 through the bookkeeper's account and presented the May 2024 financials.

Mr. Douthitt explained that the invoices for the new hydrants and new registers came in during June causing the gap to close from the previous month. Mr. Douthitt reported he spoke to the District's financial advisor, Dan Wegmiller with Specialized Public Finance, who recommended the District keep its tax rate the same as 2023 and shift a couple of cents from the Operations and Maintenance fund to debt services.

A long discussion about large capital projects that need to be started ensued. The Directors discussed ways to generate revenue to pay for these projects. The Directors discussed the need for a possible bond. Director Kikta believed it was imperative to start the process to get a tax bond on the May 2025 ballot.

Mr. Douthitt also reported that the arbitrage investment fund with the US Treasury is now operational. The money was transferred into an SLGS fund. The District will owe the Internal Revenue Service (IRS) a portion of the income generated from interest on invested bond proceeds. This new SLGS should eliminate the need for further payments to the IRS.

After Mr. Douthitt answered questions from the Board, 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 Curt Webber. Motion unanimously approved.

7. RESOLUTION AUTHORIZING DIRECTORS' FEES.

A resolution authorizing limited Director's fees passed in agreement with the Section 49.060, of the Texas Water Code. Fees may now be paid for legitimate, substantial Director's services not to exceed \$221 per day and are capped at \$7200 per year.

Discussion included recognizing the Board's ability to rescind the resolution at a future date if fees are being abused. A motion to approve the Director's fees capped as allowed per the Texas Water Code was made by Director Villemarette and seconded by Director Kikta and was unanimously approved.

8. ENGAGEMENT LETTER SUBMITTED BY MAXWELL LOCKE & RITTER LLP FOR DISTRICT'S ANNUAL AUDIT.

The annual letter from Maxwell Locke & Ritter LLP for the District's annual audit required approval. The charge for this service increased from \$15,500 to \$16,000.

Director Kikta made a motion to approve the engagement letter submitted by Maxwell Locke & Ritter LLP for the District's annual audit. The motion was seconded by Director Villemarette and unanimously approved.

9. DISTRICT MAINTENANCE ITEMS.

a. Road repairs – The District approved contracts in February for two road repairs. The contractor decided not to take the job. Another contractor was contacted to submit a bid.

Motion was made by Director Webber to approve the quote from Alpha Paving for \$4,050.00 to make road repairs in the District. The motion was seconded by Director Kikta. Motion unanimously approved.

b. Tree trimming around effluent pond

Motion was made by Director Kikta to approve the quote from Artistree Tree Care for \$2,900 to trim trees around the effluent pond and haul away. The motion was seconded by Director Villemarette. Motion unanimously approved.

c. Drainage control from backwash tank at WTP

EcoIrrigation submitted two proposals. One for drainage and one to clean out the culvert in front of the Water Treatment Plant.

Motion was made by Director Kikta to approve the quote from EcoIrrigation for \$7,277.48 for drainage control from backwash tanks at the WTP and includes grading ditches and cleaning out the culvert. A request for the grading the ditch and cleaning the culvert would be made to the Village before awarding to EcoIrrigation. The motion was seconded by Director Villemarette. Motion unanimously approved.

10. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

No current engineering issues were reported for the Wastewater Treatment Plant (WWTP) or Reclaimed Water System.

Water System – Trihydro was tasked at the meeting to work with Inframark to ensure the coating to be used in the backwash tank repair meets standards for potable water.

Wastewater System - Trihydro reviewed and responded to the District relating to a developer's proposed location Sand elevation of a grinder pump station on Deckhouse Drive.

WTP Generator Project – On July 12, Trihydro corresponded with T. Morales on status of punch list items and close out documents. T. Morales completed the punch list items on July 17. Trihydro will follow up with T. Morales to locate the manual transfer switch that was removed when the automatic transfer switch was installed. The District wishes to keep the manual switch in its inventory. The Board wants either the switch returned or for T. Morales to pay fair market value for another one. T. Morales also submitted a second pay application on July 25 which Trihydro will review.

FY 2024 General Engineering Services – Trihydro continued drafting the wastewater permit renewal. Trihydro will begin working on updating the Emergency Preparedness Plan (EPP) now that the generator is in service.

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

11. 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 – At the July 24 progress meeting, ACP reported that 31 percent of the WWTP project is completed. ACP continued to make progress on the WWTP construction including removing a section of the concrete driveway, surveying and staking each proposed manhole location at the plant, relocating the 8-inch effluent pump discharge bypass piping, restoring the area by the culvert crossing leading to their construction trailers, and completing elevation and radial measurements at the top of the wall of the effluent concrete ground storage tank as part of the proposed geodesic dome roof. ACP also submitted pay application 8 which Trihydro reviewed and recommended for payment.

On July 22, heavy rain eroded an excavated area at the WWTP construction site causing the bypass pipe to separate resulting in backflow from the effluent wet weather storage tanks to dump into the excavated hole. As of July 25, most of the effluent has now been pumped out of the hole and sent back to the tanks. The last few feet will be sent back to the head of the WWTP.

Water System Analysis – Trihydro submitted proposals on the Augusta Standpipe replacement and the GIS water/sewer system map for review and approval later in the 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 Kikta made a motion to accept the Bond report. Motion was seconded by Director Webber. Motion unanimously approved.

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

Director Kikta made a motion to approve Pay Application #8 to Associated Construction Partners for \$361,427.00. Director Villemarette seconded the motion which was approved unanimously.

13. GIS WATER AND SEWER WEB MAPPING PROPOSAL – TRIHYDRO CORPORATION.

Mr. Vargas presented the proposal for engineering services to the Board for the GIS Water and Sewer Web Mapping which included the scope, schedule and fees. Trihydro recommended completing this project in two phases. The proposal presented today was for completing Phase 1, Web GIS development. After discussion with the Board chose to review the proposal further and have its questions answered by Trihydro. No action was taken.

14. AUGUSTA STANDPIPE REPLACEMENT PROPOSAL – TRIHYDRO CORPORATION.

Mr. Vargas presented the proposal for engineering services to the Board for the Augusta Standpipe Replacement Project which included the scope, schedule and fees. After discussion with the Board, Trihydro was asked to update the proposal to factor in the project through the bidding process. Mr. Vargas relayed that projects funded by Texas Water Development Board (TWDB) have different requirements than self-funding or tax bonds. President Tabaska asked Mr. Vargas to assume that the District will be using funding from TWDB when working on the proposal. No action was taken.

15. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

Water Treatment Plant (WTP) and Distribution System – The actuator and its components have arrived at the WTP and are scheduled to be installed on July 26. A six-inch check valve on the Trident’s influent line was ordered and has a two-week lead time. Inframark agreed to send the valve information to Director Villemarette for review. The repair to the storage room at the WTP was completed on July 12. At last month’s meeting, the

Board requested the rake and drive be removed from the backwash tank before Rage Industrial Solutions welds the floor and walls and repairs the vessel. Inframark provided a quote for this work and was seeking approval from the Board to have this done for \$9,466.

Director Kikta made a motion to approve removal of the clarifier rake and drive from the backwash system for a not to exceed amount of \$12,000. Director Villemarette seconded the motion which was unanimously approved.

Plant A backwash overflowed on June 29 due to a failed cla-val. Alterman installed two new pilots to cla-vals on both high service pumps.

In the Distribution System – RG3 Meter was in the District from July 2 through 12 installing new endpoints on 191 customer meters. All the information was inputted in the District’s billing software and the first month’s meter read was successfully accomplished this week.

Wastewater Treatment Plant (WWTP) and Collection System – On July 4 and 5 an overload relay had to be replaced at Whispering Hollow Lift Station due to the wires burning. An unauthorized discharge (UD) was sent to TCEQ after the lift station overflowed because of the failed part. After some discussion with the Board and Operations Manager Gerald Connell, the Board asked Inframark to get a quote for a new control panel that can be used when that lift station is rehabilitated. The Board asked Trihydro and Inframark to coordinate to make sure the correct specifications are used for a new control panel.

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

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

Expenditures were approved during the operations and maintenance report.

17. TEXAS WATER DEVELOPMENT BOARD FUNDING APPLICATION STATUS.

No updates to the funding application status.

AGENDA ITEMS RELATED TO ELECTIONS

18. Directors Election.

- a. Order Calling Directors Election.
- b. Contract for Election Services with Travis County.
- c. Joint Election Agreement.
- d. New Equipment Adoption Resolution

18. *Eleccion de Directores.*

- a. *Orden para convocar una Eleccion de Directores.*
- b. *Contrato de servicios electorales con el Condado de Travis.*
- c. *Convenio de elecciones conjuntas.*
- d. *Resolucion de adopcion de nuevos equipos*

Director Kikta made a motion to approve the order calling for a directors’ election. The motion was seconded by Director Webber and unanimously approved.

Director Kikta made a motion to approve the contract for election services with Travis County. The motion was seconded by Director Webber and unanimously approved.

Director Kikta made a motion to approve the joint election agreement. The motion was seconded by Director Webber and unanimously approved.

Director Kikta made a motion to adopt the resolution for new election equipment. The motion was seconded by Director Webber and unanimously approved.

19. BOARD ANNOUNCEMENTS.

No announcements.

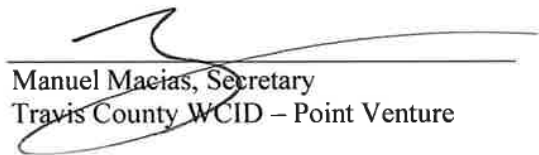
20. ADJOURN THE MEETING.

The meeting was adjourned at 5:33 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