

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

July 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 July 2023, at 3:00 p.m. with the Directors present being Manuel Macias, Curt Webber 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. Residents in attendance were Roy Ables and Ron and Cheryl Spain

1. CALL TO ORDER.

Board Secretary Manuel Macias called the meeting to order at 3:01 p.m.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors. Present were Secretary Manuel Macias, Assistant Secretary Mark Villemarette and Assistant Secretary Curtis Webber thus constituting a quorum. Not in attendance were President Steve Tabaska and Vice-President Annette Kikta.

3. PLEDGE OF ALLEGIANCE.

Director Macias led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

There were no public comments.

5. JUNE 15, 2023 SPECIAL MEETING MINUTES AND JUNE 22, 2023 REGULAR MEETING MINUTES.

The proposed minutes of the June 15, 2023 special meeting and June 22, 2023 regular meeting were presented for approval. Director Mark Villemarette made a motion to approve the minutes 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.

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 June 2023 and presented the May 2023 financials.

Mr. Douthitt told the Board the District ended June approximately \$40,000 to the good. He relayed that several large charges will be submitted by Inframark next month that will drive that number down. Mr. Douthitt said he will have a draft budget to present to the Board at the August meeting. Mr. Douthitt said the District's financial advisor, Dan Wegmiller, will make recommendations for the 2023 tax rate. Additionally, Mr. Douthitt said he will sit in on a virtual meeting with a representative from Texas Water Development Board (TWDB) next week along with Board members and engineers to explore next steps in acquiring low interest loans.

Directors had no questions. Director Manuel Macias 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 Webber. Motion unanimously approved.

7. CUSTOMERS' REQUEST FOR REIMBURSEMENT.

Director Macias told the Board that he is still working on a policy for possibly reimbursing customers for expenses for grinder repairs/replacement if the District has a sewer blockage. Director Macias said that Director Villemarette has volunteered to help him write the policy. Director Macias believes they will have a policy available for the entire Board's review at the next Board meeting.

No action was taken.

8. 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 Water Distribution and Storage, Wastewater Treatment Plant, or Reclaimed Water System.

Surface Water Treatment Plant – On June 28, Trihydro assisted the District with verifying pumping capacity of the intake barge pump station to confirm the raw water meter was reading correctly.

Wastewater Collection – Trihydro finalized the Assessment Report for Lakepoint Circle and Lake Drive sewer lines and provided a copy of the report to the District on July 12. Another sewer blockage on Summit Ridge Drive and Southwind Road was briefly discussed at the June 29 Design/Engineering Committee meeting.

Water Treatment Plant (WTP) Generator Project – Trihydro visited the project site on June 26 and July 5 for pre-pour and concrete pour inspections for the duct banks and GenSet slab. T. Morales completed replacing the fence pickets and railing on July 7. Trihydro provided response to RFI 03 on July 19 approving T. Morales' request to use concrete instead of asphalt for the duct bank trench repair. Trihydro also received delivery updates from Holt-Cat for the GenSet. The generator is scheduled to arrive by mid-August and the ATS by October 17. T. Morales is currently demobilized until the generator arrives and work can resume.

Trihydro developed a property lot map at the request of the District and Roy Ables to be used as a reference for creating smaller localized maps of on-going District-related design and maintenance projects. A CADD copy and pdf were provided on July 14.

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

9. 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 – Trihydro received review comments from the Lower Colorado River Authority (LCRA) on June 28 on the erosion and sedimentation control drawing sheets 22 and 88. Both drawing sheets were revised and updated. Trihydro submitted the revised sheets and a cover letter outlining responses to each comment to LCRA on July 10. Trihydro is in the process of submitting the draft proposal for construction to the District for review.

A pre-bid meeting was held Thursday, July 27 at 10:00 am at the Wastewater Treatment Plant (WWTP) site and also included the two lift stations that are included in the project.

All contractor bids are due by 2:00 p.m. on Thursday, August 24 and will be opened at 2:30 p.m. that day at the Point Venture Property Owners' Association (POA) Venture Room.

Water System Analysis – Trihydro submitted the updated Water Master Plan to the District and the Texas Commission on Environmental Quality (TCEQ) on June 23. Going forward, coordination with TWDB and TWDB funding assistance will be billed in a new task number for the Water System Analysis project since there is remaining budget.

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

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

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

No action was required.

11. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

WTP and Distribution System – Double doors at the Water Treatment Plant had automatic closures added which was completed July 18. Alterman resolved the issues on pump two and hooked up finish turbidimeter on June 29. On July 3 the pipe gallery flooded causing the pump to short out causing the backwash tank to overflow. A new sump pump was installed that day. A new CL2 pump for chlorine feed was installed July 3 on Plant A. The air conditioner unit in the pump room at the Elevated Storage Tank (EST) was replaced July 10. Control Network Plus and TracNTrol continue to work on the SCADA system. The backwash fault issue still needs resolving. The fan in the chlorine room at the WTP was replaced after it failed on July 24.

WWTP and Collection System – The flowmeter at the Wastewater Treatment Plant was recalibrated July 3 by Fluid Meter Services. Due to recent sewer issues on Southwind Road, valves were lubricated and two 2” ball valves were replaced. Inframark cleaned and exercised two-inch flush valves on this same sewer line at Valley Hill Lane and removed and replaced a broken wheel valve. Additionally, two 45-degree sweeps were installed on Valley Hill Lane and a large clog was cleaned out. Work was completed July 17. The RAS line at the WWTP clogged twice in June and was jetted by Inframark’s C&D crew. The line was full of rags. Wastewater Transport Services (WWTS) was called out to haul the sludge. The RAS line clogged again on July 3 and Inframark operators have suggested adding an isolation valve just past the air lift pump to the RAS line. Both blowers at the WWTP have had problems. Blower #1’s seal failed and will be replaced with the spare blower at the plant. Blower #2 blew a fuse and a contactor wasn’t working. These were replaced on July 23. An 8” drain valve for the contact chamber at the WWTP should arrive August 5 for replacement.

Director Villemarette suggested that the District obtain and keep in inventory several more pressure loggers and fittings to install these loggers. He suggested putting together a tool kit of the needed parts that could be immediately placed on a line after the first call by customers of grinder pump issues. The Board agreed to have Inframark purchase the parts needed to have in inventory for possible future sewer line issues. Director Villemarette believes adding pressure sensors on sewer lines at the first indication of a possible blockage would

speed the differentiation between residents' system problems and District line blockage. He stated doing that should provide faster location and subsequent clearing of District blockages, which may in turn lower the District's costs for such events.

Other – Inframark plant operator suggested a small enclosure be built inside the WTP to include a window a/c to house the VFD. This electronic equipment current location is extremely hot and the VFD needs to be kept cool to work most efficiently and last longer. Inframark was asked to get the specifications for the room and quotes.

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

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

No action was required.

13. TEXAS WATER DEVELOPMENT BOARD FUNDING APPLICATION STATUS.

Director Macias reviewed the virtual meeting held in June with TWDB representative. A general discussion about funding for District projects was held during this meeting. A follow-up meeting is proposed for next week to find out next steps for possibly applying for a low interest loan. TWDB received a copy of the water master plan and believes the District is a good candidate for this funding. Director Macias reiterated there are deadlines that have to be met to qualify so, the committee will keep that in mind as it moves forward.

No action was required.

14. SPARE, UPPERMOST SECTION OF RAW HOSE FROM BARGE, STORAGE, AND REPLACEMENT STRATEGIES.

Director Villemarette said at this time he had not received enough satisfactory quotes from vendors for the cost of a raw water hose for the barge. Director Villemarette made a motion to table this item until more quotes are received. Director Webber seconded the motion which was unanimously approved.

15. RENEW CONTRACT WITH CHAPMAN MARINE.

Director Villemarette explained that the contract with Chapman Marine was up for renewal. The new document is an auto-renewing contract between Chapman Marine and the District. Director Villemarette made a motion to approve the updated contract with Chapman Marine. The second was made by Director Webber and unanimously approve.

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

The District received an engagement letter from auditing firm Maxwell Locke & Ritter LLP for the District's annual audit. Director Villemarette wanted to be sure the audit included the new Central Bank account the District has opened. He asked that a letter to the auditing firm be drafted to make them aware of the new bank account and that changes to the customer bill payment system were made that necessitated the new account. The letter will request they be included in the District's yearly audit at the standard level of fidelity.

Director Macias made a motion to approve the engagement letter from Maxwell Locke & Ritter for the District's annual audit and to send a letter to the auditing firm expressing the desire to include Central Bank in the yearly audit. The motion was seconded by Director Webber. Motion unanimously approved.

17. LEGISLATIVE UPDATE.

The District's attorney included a summary in writing of the new legislative updates for water Districts to make the Board of Directors aware of new laws approved in the 88th Legislative Session. Director Macias gave a brief review of the updates. No action was required.

18. AMENDED INFORMATION FORM (REVISED NOTICE TO PURCHASER).

Due to recent legislative updates, the District was required to revise and approve its Amended Information Form. Director Macias made a motion to approve the Amended Information Form. Director Villemarette seconded the motion. Motion approved unanimously.

19. RESOLUTION REGARDING ANNUAL REVIEW OF DISTRICT INVESTMENT POLICY AND INVESTMENT STRATEGIES; CODE OF ETHICS AND FINANCIAL INVESTMENT, TRAVEL AND PROFESSIONAL SERVICES POLICY.

Due to recent legislative updates, the District was required to approve the District's Investment Policy, Code of Ethics and Financial Investment and Travel and Professional Services Policy. Director Macias made a motion to approve the resolution regarding the annual review of the District's Investment Policy and Investment Strategies; Code of Ethics and Financial Investment, Travel and Professional Services Policy. Director Villemarette seconded the motion which was unanimously approved.

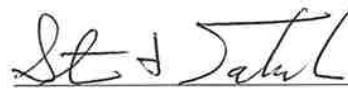
20. BLX ARBITRAGE REBATE REVIEW REPORTS; UNLIMITED TAX BONDS, SERIES 2016 AND UNLIMITED TAX BONDS, SERIES 2020.

Mr. Allen Douthitt explained that BLX had completed its first arbitrage rebate review report and the District had no rebate or yield restriction liability due with respect to the Bonds for the period ending March 24, 2021. BLX will continue to monitor Capital Projects Fund and the Interest Sinking Fund for the life of the Bonds.

Director Webber made a motion to accept the review report from BLX. Director Villemarette seconded the motion. Motion unanimously approved.

21. ADJOURN THE MEETING.

Meeting was adjourned at 4:30 p.m.



Steve Tabaska, President
Travis County WCID – Point Venture

ATTEST:



Curt Webber, Asst. Secretary
Travis County WCID – Point Venture

(SEAL)