

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

August 22, 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 22nd day of August 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 and Derek Klenke of Trihydro Corporation, and Dodie Erickson and Jean Cecala of Inframark. Resident James Kleiss was in attendance.

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 the roll of Directors. Present were President Steve Tabaska, Secretary Manuel Macias, Assistant Secretary Mark Villemarette and Assistant Secretary Curt Webber thus constituting a quorum. Vice-President Annette Kikta was absent.

3. PLEDGE OF ALLEGIANCE.

President Steve Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

No public comments.

Future Board Director, James Kleiss, was asked to introduce himself to the Board. He gave a quick biography of himself, his family and his career.

5. JULY 25, 2024 MEETING MINUTES.

The proposed minutes of the July 25, 2024 regular meeting were presented for approval. Director Curt Webber 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 stated he met with the finance committee earlier in the week then went over invoices paid by the District in July 2024 through the bookkeeper's account and presented the June 2024 financials. He also explained the transfers for approval.

Mr. Douthitt said that June ended up very good, but the cost of replacement registers will show up in the July financials and will decrease the current surplus. He said the bond payment was made on time. Director Villemarette asked if EcoIrrigation had completed the drainage project. President Tabaska said they had and payment for services was submitted after he inspected the work.

After Mr. Douthitt answered questions from the Board, Director Manuel Macias made the motion for approval of payments of monthly bills, payment for professional services, and authorization to transfer funds as noted in the report. It was seconded by Director Curt Webber. Motion unanimously approved.

7. PROPOSED BUDGET.

Mr. Douthitt presented the proposed budget for FY 2025. He and the finance committee had reviewed the information in the committee's monthly meeting. The District's tax rate will remain the same as last year which was \$0.6722/\$100 of taxable value. The certified taxable values were down approximately \$22 million from last year. Mr. Douthitt also said that Mrs. Cecala had let him know the cost of insuring the District's assets would be going up so that line item would need to be adjusted. She also recommended reducing the number of proposed tap fees for 2025 as only two applications for taps have been received since October 2023. The Board decided to reduce the proposed number by half. The Board also decided to purchase 100 meters to replace high-use meters in the District so that was also added to the 2025 budget. A brief discussion about the line item for Director's fees was held. It was decided to leave it as presented. No action was required.

8. ORDER SETTING THE DISTRICT'S PROPOSED TAX RATE FOR 2024 AND PROVIDING FOR NOTICE THEREOF.

A discussion about the 2024 tax rate was led by Mr. Douthitt and the finance committee. With input from Dan Wegmiller of Specialized Public Finance, the District's financial advisor, the amount of tax revenue for maintenance and operations (M&O) and debt services were tentatively set. These were tentatively set at \$0.3972/\$100 of taxable value for M&O and \$0.2750/\$100 of taxable value for debt services. The total tax burden for property owners for 2024 will be no more than \$0.6722/\$100 of taxable value.

Director Macias made a motion to approve the District's proposed tax rate for 2024 of \$0.6722/\$100 of taxable value and have the public hearing notice published in *Hill Country News*. The motion was seconded by President Tabaska and unanimously approved.

9. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

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

Water System – On July 26, Trihydro reviewed and approved the proposed interior coating (Carboline Reactamine 760) for the backwash tank repair.

WTP Generator Project – On July 26, Trihydro reviewed pay application #2 from T. Morales for the WTP generator project and recommended payment. On July 29, T. Morales returned the manual transfer switch to the District's WTP. On August 19, Trihydro coordinated with T. Morales on status of closeout items.

FY 2024 General Engineering Services – Trihydro updated the Texas Commission on Environmental Quality (TCEQ) Emergency Preparedness Plan (EPP). Director Villemarette asked if it was appropriate to include plans for emergency weather events in this EPP. Mr. Vargas said that kind of information (i.e., standard operation procedures) would be done internally by Inframark. Trihydro also attended the Engineering and Operations

Committee meeting on August 6. Trihydro also prepared and resubmitted two proposals for the GIS and Augusta standpipe projects.

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

10. 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 – The project site cleanup was completed July 26 from the effluent spill that occurred the week of July 22. Work on manhole installation started up again on July 29. On August 13, manhole A4 was installed. On August 19, Associated Construction Partners (ACP) began installing manhole A2. Throughout August pumps and HVAC equipment were delivered. August 15, Trihydro reviewed pay application #9 from ACP and recommended payment. At yesterday's progress meeting, ACP said 34 percent of the project is completed.

ACP notified Trihydro the tank dome manufacturer sent ACP a change order due to changed conditions based on ACP's earlier findings while measuring the inside diameter radial dimensions at the top of the tank. The inside diameter dimensions ranged between 78 feet, 8 inches and 78 feet, 11 inches compared to the tank/record drawings of 77 feet. No formal change order has been furnished by ACP. Trihydro then corresponded with DN Tanks, the tank manufacturer who designed and installed this ground storage tank (GST). DN Tanks confirmed that nothing in their as-builts indicated the inside diameter being off by 23 inches. Trihydro next obtained field dimensions and survey of the tank which resulted in an inside diameter of 77 feet, 3 inches. ACP will use a field laser to obtain and confirm dimensions of the inside diameter of the tank.

Director Villemarette voiced his concern again about the deviations reported in recent concrete pours at the construction site. He emphasized the need for Martin Marietta to be fully aware of which loads caused deviations and which loads were adequate.

In the next several weeks, ACP will continue work on installing manholes, underground piping and mechanical equipment. ACP plans to be finished with underground piping in September to mobilize to begin work on Whispering Hollow Lift Station in October.

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

11. 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 #2 to T. Morales for \$19,761.43. Director Villemarette seconded the motion which was unanimously approved.

Director Macias made a motion to approve Pay Application #9 to Associated Construction Partners for \$219,049.00. Director Webber seconded the motion which was approved unanimously.

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

Trihydro resubmitted two proposals this month for the GIS Water and Sewer Web Mapping engineering services. The proposal includes the scope, schedule and fees. From the last proposal, Trihydro added surveying as requested by the Board. An alternate proposal for less engineering cost was also discussed. The only difference between the two proposals is how the surveying would be conducted. After much discussion, President Tabaska asked the Board what it would like to do with these proposals. Options he presented were approving the proposal and moving forward, not do the GIS mapping at this time, or get other bids from other engineering firms. After more discussion Director Villemarette made a motion to table this proposal until the District's attorney could be contacted and possibly getting other engineering firms to give a proposal. Director Macias seconded the motion which was approved.

13. AUGUSTA STANDPIPE REPLACEMENT PROPOSAL – TRIHYDRO CORPORATION.

Mr. Vargas presented an updated proposal for engineering services to the Board for the Augusta Standpipe Replacement Project which included the scope, schedule and fees and added administrative tasks for the project through the bidding phase. This addition was requested by the Board. Also considered in the proposals are the requirements from Texas Water Development Board (TWDB) if the District gets funding from TWDB.

Director Villemarette asked whether the new size of the proposed standpipe will alleviate a few low-pressure problems but create another problem of too much pressure to many homes. Mr. Vargas said the size of the proposed standpipe is to create a minimum pressure of 40-45 psi and a maximum pressure of 80-85 psi, and thus establishing the pressure ranges for the Lower Pressure Plane.

President Tabaska again asked the Board to decide whether it wants to accept the proposal or get another bid.

Questions about funding the engineering out of the M&O began. Mr. Douthitt, the District's accountant, said the District's attorney could create a resolution which states a portion of the funding received for the standpipe replacement could be used to reimburse the District for the money used out of M&O.

Director Villemarette suggested tabling this item to get more information. No action was taken.

14. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

Water Treatment Plant (WTP) and Distribution System – The Rotork valve actuator was installed August 12. The removal of the clarifier rake and drive from the backwash tank at the WTP was completed August 13. Rage Industrial Solutions is scheduled to start work to repair the floor and walls of that backwash tank. A six-inch check valve and spool for the Trident plant (Plant B) was ordered and arrived August 22.

Alterman will provide a quote before the next Board meeting for the Programmable Logic Controller (PLC).

Inframark is seeking approval for completion of Phase II of the Lead Service Line Inventory required by TCEQ. The quote for Phase II is \$27,500. Inframark is also seeking approval from the Board to continue the District's agreement with Alterman for Automation and Controls Services for \$32,786 per year. As of August 12, 47.8 hours remained on the 2023-2024 agreement. These hours will carry over to the next fiscal year agreement. Additionally, Inframark was asking for approval to have Coyote Welding repair 10 pinholes in the standpipe at a cost of \$5,600.

Wastewater Treatment Plant (WWTP) and Collection System – In April, the Board approved replacing the clarifier gear drive at the WWTP for \$25,934. The cost when completed was \$14,952. Prices for a new control panel for Whispering Hollow Lift Station that could then be used after it is rebuilt had not been gathered by meeting time by Inframark. Director Webber asked that either Inframark or Trihydro find out if soft starts are required on the control panel. That will affect the pricing.

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

15. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 14 ABOVE.

Director Macias made a motion to approve \$27,500 for LJA to complete Phase II of the lead and copper project, \$32,780 for Alterman’s annual service agreement, and \$5,600 for Coyote Welding to make the repairs on the standpipe. Director Villemarette seconded the motion. The motion was unanimously approved.

AGENDA ITEMS RELATED TO ELECTIONS

16. Directors Election.

a. Any and all other actions that are necessary or appropriate related to the Directors Election.

16. *Eleccion de Directores.*

a. *Todas y cada una de las demás acciones que sean necesarias o apropiadas relacionadas con la Elección de Directores.*

President Tabaska announced only two candidates submitted applications for the ballot, current Board Director Manuel Macias and Mr. James Kleiss. Unless write-in candidates submit by the August 23 deadline, the District will cancel the election in September and declare the winners. Candidates will be sworn in at the November Board meeting. No action was required.

17. BOARD ANNOUNCEMENTS.

President Tabaska informed the Board that the internet service and phone providers have been changed in the District. This is for four phone lines and four internet services. The District added one for the new smart meters. Also, approximately \$500 in one-time charges were required to get the equipment needed to get everything set up. With the new service providers, the District is expected to save approximately \$7,230.00 per year. President Tabaska thanked Mrs. Jean Cecala for the work she did in getting this completed.

18. ADJOURN THE MEETING.

The meeting was adjourned at 5:28 p.m.



Steve Tabaska, President
Travis County WCID – Point Venture

ATTEST:


Manuel Macias, Secretary
Travis County WCID – Point Venture

Travis County Water
(SEAL)
Control &
Improvement
District
Point Venture