

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

September 28, 2023

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 28th day of September 2023, at 3:00 p.m. with the Directors present being Steve Tabaska, Annette Kikta, Mark Villemarette and Curtis Webber.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas and Kayla Petersen of Trihydro Corporation and Dodie Erickson, Elizabeth Reeves and Jean Cecala of Inframark. Residents in attendance were John Lundin, Kevin Cook, and Greg McCullough.

1. CALL TO ORDER.

Board President Steve Tabaska called the meeting to order at 3:02 p.m.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors. Present were President Steve Tabaska, Vice-President Annette Kikta and Assistant Secretary Mark Villemarette thus constituting a quorum. Assistant Secretary Curtis Webber arrived at 3:08 p.m. Director Manuel Macias was absent.

3. PLEDGE OF ALLEGIANCE.

President Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

Kevin Cook, a board member of Point Venture Townhouse Association addressed the Board in reference to a recent sewer line blockage behind the townhouses on Venture Blvd North and Venture Blvd South. Mr. Cook was asking the District for suggestions on how to avoid a blockage in the future. He stated that the Townhouse Association tries to educate the owners on good maintenance of the grinder pump systems owned by the Association.

5. AUGUST 24, 2023 REGULAR MEETING MINUTES AND SEPTEMBER 7, 2023 SPECIAL MEETING MINUTES.

The proposed minutes of the August 24, 2023 regular meeting and the September 7, 2023 special meeting were presented for approval. Director Annette Kikta made a motion to approve the minutes as presented. The motion was seconded by Director Mark Villemarette. Motion unanimously approved.

6. PUBLIC HEARING ON TAX RATE.

President Tabaska opened the public hearing on the District's tax rate for 2023 at 3:14 p.m. There were no public comments. President Tabaska closed the public hearing at 3:15 p.m.

7. ORDER APPROVING 2023-2024 BUDGET.

Mr. Allen Douthitt of Bott & Douthitt PLLC, accountant for the District, met with the District's financial advisor then the Board's finance committee and reallocated money in the tax rate. Additionally, two line items were added to the proposed budget from last month to include lobbyists and election expenses. Even though the District will not hold an election in the 2024 fiscal year, expenses are incurred to announce the election during FY 2024.

Director Kikta made the motion to approve the 2023-2024 budget as presented. Director Curtis Webber seconded the motion. The motion was unanimously approved.

8. ORDER APPROVING THE DISTRICT'S APPRAISAL ROLL AND SETTING THE DISTRICT'S TAX RATE FOR 2023.

President Tabaska led the discussion. The 2023 proposed tax rate will be \$0.6722/\$100 taxable value which is down from last year's total tax rate of \$0.7000/\$100 value. Even though the rate will go down, this is an approximate increase of 7.5 percent of tax revenue. The increase is attributed to new construction in the past year.

Director Kikta made the motion to approve the District's appraisal roll and setting the District's tax rate for 2023 at \$0.6722, with allocation of \$0.4062/\$100 value for maintenance and operations and \$0.2660/\$100 value for debt services. Motion was seconded by Director Webber. Voting for the tax rate were President Tabaska, Vice-President Kikta, Assistant Secretary Villemarette and Assistant Secretary Webber. Voting against – none. Absent – Director Manuel Macias.

9. AMENDED INFORMATION FORM.

Due to the tax rate change, the Information Form, also known as the Notice to Purchasers, required amending. Director Kikta made the motion to approve the amended information form. The motion was seconded by Director Villemarette. Motion unanimously approved.

10. 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 August 2023 and presented the July 2023 financials.

After questions from the Board were answered, 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 Webber. Motion unanimously approved.

11. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

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

Surface Water Treatment Plant – On September 7, 2023, Trihydro performed an on-site field assessment with the District on the uppermost segment of the raw water hose. The hose was measured and its length confirmed. On September 21, Trihydro provided the District review comments on Chapman Marine's proposals for installing a new raw water hose.

On September 7, Trihydro looked at the Plant “A” Cla-val flow control valve with the District. SCADA is not picking up signals from the valve. On September 12, Trihydro attended the Engineering/Operations committee meeting. Trihydro provided water modeling results on various fire flow scenarios in response to the recent structure fire. President Tabaska corrected last month’s idea of rotating Directors on the Engineering/Operations committee. In order to avoid breaking the Open Meetings Act the committee may only have two members. He appointed Directors Villemarette and Webber to the committee.

Distribution and Storage – August 31, the District provided Trihydro an asset inventory spreadsheet and photos of recent updates to the water distribution and wastewater collection systems for records and reference.

Wastewater System – On September 11, Trihydro provided a copy of the Comanche Point townhome plats to the District to confirm existing public utility easements within the townhome property.

Water Treatment Plant Generator Project – GenSet is anticipated to arrive at the Holt-Cat San Antonio location the week of September 25. T. Morales will coordinate with Holt-Cat to get a crane on-site. GenSet is anticipated to be installed by mid-October. T. Morales will be submitting its first pay application in a couple of weeks.

FY 2023 General Engineering Services – Trihydro submitted the letter proposal for the FY 2024 General Engineering Services project for approval. Trihydro provided a list of recommended local vendors to Inframark on September 22, related to electrical, concrete, instrumentation, pipe/valves/hydrants and rental equipment.

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

12. 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 submitted the final proposal for construction services to the District for approval. Trihydro reviewed the submitted bids for compliance with the bid requirements by evaluating the apparent low bidder’s qualifications and references. Trihydro then furnished the Recommendation of Award letter to the District for approval. Trihydro attended the special Board meeting on September 7, then furnished the Notice of Award to Associated Construction Partners (ACP) on September 11, 2023.

WWTP Construction Services – Trihydro began drafting the Construction Materials Testing (CMT) solicitation document and pre-construction meeting agenda. ACP furnished the signed contracts and bonding and insurance documents on September 19, 2023. Trihydro began compiling the conformed plan set and project manual.

Water System Analysis – Per the District’s request from the August Board meeting, Trihydro modeled various fire flow scenarios to determine water plant and distribution improvements in response to the recent structural fire. These scenarios were presented at the September 12 Engineering/Operations committee meeting. Trihydro continued filling out the TWDB DWSRF project information form online application.

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. No funding will be available from Bond money due to final project costs of the WWTP and Water System Improvements.

Future bond projects have been put on hold due to the final project costs of the WWTP.

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

13. TRIHYDRO FY 2023-24 GENERAL ENGINEERING SERVICES AGREEMENT.

Mr. David Vargas presented Trihydro Corporation 2023-24 General Engineering Services Agreement. He said the same scope of work from the 2022-23 contract was outlined in the new contract. Cost for engineering services for the next fiscal year is approximately \$75,000. If approved, the contract would be in effect from October 1, 2023 through September 30, 2024.

Director Villemarette made a motion to approve the engineering services agreement between the District and Trihydro Corporation for fiscal year 2023-24. Director Kikta seconded the motion which was unanimously approved.

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

No action was required.

15. CUSTOMER REIMBURSEMENTS.

One customer who was offered a settlement did not believe an account credit would be sufficient for the expenses to replace a grinder pump during a recent District line blockage. President Tabaska proposed counter-offering a cash payment for the same amount that had been proposed as an account credit. Director Webber made a motion to offer the customer money instead of an account credit. Director Kikta seconded the motion. Motion unanimously approved.

16. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

Ms. Dodie Erickson gave the Operations and Maintenance Report for Inframark. Ms. Erickson introduced Elizabeth Reeves who is Director of Account Management for Inframark.

WTP and Distribution System – TCEQ requires all public water systems to perform a lead service line inventory under the new Lead and Copper Rule Revisions. Ms. Erickson said that Inframark will be contracting a third-party engineer (LJA Engineering) to complete the LSLI sampling on service lines in the distribution system. This inventory must be completed by October 2024. The barge work was completed September 28. The dusk to daylight sensor has quit working so the navigation lighting is currently hard-wired so the lights are always on. A new sensor has been ordered and will be replaced as soon as it is received. The crew installed a chain and lock and cleaned and greased the barge pumps

and motors. Directors asked for an additional lock for a second entry point on the barge.

The new turbidimeters for Plant A were received on September 27. The transducer on Clearwell #2 failed and needs to be replaced. Ms. Erickson presented the Board with a quote for a new transducer and labor for approval.

Inframark reported that TracNTrol had not yet responded to the service items discussed in the September 12th Engineering/Operations Committee meeting. Based on that, the Board discussed the whether or not there was a need to find a replacement for TracNTrol and how to handle access control to the computer programs at the WTP. In conclusion, the Board decided to wait and evaluate what progress TracNTrol makes by the next Engineering/Operations Committee meeting on October 10.

A hydrant on Deckhouse has a main valve leaking badly which needs to be replaced. The hydrant does not have an isolation valve, so that would need to be added as well. This hydrant is flushed monthly per TCEQ flushing rules. Ms. Erickson presented a quote from Inframark to complete the job. Additionally, the VFD at the water plant is exposed to extreme heat and humidity. Inframark logged the temperature data and presented it to the Board to show the need for an all-in-one heater/air conditioning unit. The Board asked to use a humidity monitor and also review the specifications on the VFD ratings for heat and humidity.

WWTP and Collection System – At the WWTP the eight-inch drain valve for the contact chamber was installed August 30 and the RAS line and isolation valve were installed September 12. The Board asked for an update from operators to the efficiency of these new components. The blower was taken to ACFM for repair and is expected to be diagnosed by October 6. A recent blockage in a townhouse sewer service line was mitigated after Inframark was asked to install sweeps on the line and have the line flushed out.

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

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

Director Kikta made a motion to approve Inframark replacing the fire hydrant at 606 Deckhouse Drive for \$11,480.69 and purchasing a transducer from Alterman for Clearwell #2 for \$2,393. The motion was seconded by Director Villemarette. Motion unanimously approved.

18. RATE ORDER.

The Board began the discussion of changing the guidelines for leak adjustments. A lengthy discussion ensued which included several ideas. Director Villemarette made a motion to add to the rate order that residential customers who experience a large leak would have a maximum liability of \$750 for any amount above the customer's normal usage. Anything outside of the policy would be brought to the Board of Directors for consideration for additional adjustments. Customers will be allowed three months to pay for the leak. The motion failed due to lack of a second.

It was discussed revisiting the leak adjustment portion of the rate order early in 2024 when service rates would most likely be increasing.

Another discussion about rates for surplus water was held. President Tabaska asked Mr. Douthitt to figure the approximate cost of producing 1,000 gallons of water. No action was taken on this item.

19. REPLACEMENT OF UPPERMOST RAW WATER HOSE FROM BARGE.

Director Villemarette led the discussion. He had been working on getting three bids for 52' of hose for raw water from the barge. Director Villemarette's recommendation to the Board was to approve purchasing the hose from Wilson Company for a price of \$18,100.00. He said the lead time to get the hose manufactured and delivered is approximately 10 to 15 weeks. A conceptual, worst-case estimate to install the hose was provided by Chapman Marine. It included a broad scope of work which included steps to minimize water plant downtime, reduce risk, and extend the life of the new hose. Over all the estimate to purchase and install the hose is approximately \$58,550 plus any necessary repair or reconstruction at the bulkhead. Director Villemarette noted that the installation cost estimate is expected to decrease as the final scope of work is developed. Director Webber agreed that the hose needs to be purchased now due to the long lead time. Director Kikta made a motion to order the hose from Wilson Company. The motion was seconded by Director Webber. Motion unanimously approved.

20. AGREEMENT WITH TRAVIS COUNTY MUD #10.

No agreement was ready by meeting time. No action required.

21. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

President Tabaska reminded the Board that irrigation in roughs would begin for the winter months in the next couple of months. He recommended hiring Bill Cecala to mow the area around the sixth tee box and fairway to prepare the area for irrigation. He also recommended hiring Mr. Cecala to oversee and manage watering the roughs.

Director Kikta made a motion to hire Bill Cecala to do the mowing and oversee and manage watering the roughs. Motion was seconded by Director Webber and unanimously approved.

22. TEXAS WATER DEVELOPMENT BOARD FUNDING APPLICATION STATUS.

President Tabaska said that no further information is available for the application. He will organize a meeting to meet with the Texas Water Development Board (TWDB) representative. He will invite representatives from the District's legal team, financial advisor, accountant, bond counsel and two Board members. David Vargas said Trihydro would continue working on the application on behalf of the District.


23. ADJOURN THE MEETING.

Meeting was adjourned at 6:09 p.m.



Steve Tabaska, President
Travis County WCID – Point Venture

ATTEST:



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



Travis County Water
Control &
Improvement
District -
Point Venture