

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

October 26, 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 26th day of October 2023, at 3:00 p.m. with the Directors present being Steve Tabaska, Annette Kikta, Mark Villemarette and Curtis Webber.

Others in attendance were Jessica Benson of Bott and Douthitt, PLLC, David Vargas and Andres Carrasco of Trihydro Corporation and Dodie Erickson and Jean Cecala of Inframark. Residents in attendance were Branimir Paskac and John Delaney.

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

3. PLEDGE OF ALLEGIANCE.

President Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

No public comments.

5. MINUTES OF PRIOR BOARD MEETINGS.

The proposed minutes of the September 28, 2023 regular meeting were presented for approval. Director Curt Webber made a motion to approve the minutes as presented. The motion was seconded by Director Anne Kikta. Motion unanimously approved.

6. ACCOUNTANT’S REPORT ON THE FINANCIAL AFFAIRS OF THE DISTRICT, INCLUDING AUTHORIZATION OF PAYMENT OF BILLS – BOTT & DOUTHITT, PLLC.

Mrs. Jessica Benson of Bott & Douthitt PLLC gave the financial report for the District. Currently bills are paid through the bookkeeper’s account. Mrs. Benson went over invoices paid by the District in September 2023 and presented the August 2023 financials. Mrs. Benson explained to the Board that a \$40,000 variance reflected due to interest income. Current rate of return on Bond & Operating Reserve funds is 5.33 percent. Mrs. Benson also explained the reserve amount including how it is calculated for the District and why it is needed.

After a discussion about the interest income and 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.

7. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

No current engineering issues were reported for Distribution and Storage, Collections or Reclaimed Water System.

Surface Water Treatment Plant – On October 6, Trihydro provided the District review comments on Wilson Company's quote for furnishing the new raw water hose. On October 10, Trihydro provided Inframark recommended pipe distributors to order flange kits for the new raw water hose. Trihydro also attended the Engineering/Operations committee meeting that day. On October 16, Trihydro corresponded with the District on confirming Wilson Company's responses to both Trihydro's and the District's comments to the quote.

Wastewater Treatment Plant – On October 11, Trihydro provided the District a copy of the effluent concrete tank exterior coating construction submittal and specifications to pass along to another water district who had inquired about it.

Water Treatment Plant Generator Project – On October 26 the generator was delivered and set on the pad at the WTP. The Automatic Transfer Switch is projected to arrive by the end of October. Installation could occur as early as mid-November and the generator could be operational by the end of this year. Director Webber asked about diesel delivery for the generator. Dodie Erickson of Inframark, researched who delivers diesel for the WWTP and provided that information.

FY 2023 General Engineering Services – On October 12, Trihydro provided a list of additional System Integrators to the District.

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

8. 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 projects which are the Wastewater Treatment Plant (WWTP) Construction Services and the Water System Analysis.

WWTP Construction Services – The contract agreement between Association Construction Partners (ACP) and the District was signed and executed on September 28, 2023 for the construction of the new Wastewater Treatment Plant (WWTP). Trihydro issued the Statement of Qualifications (SOQ) request for providing Construction Materials Testing (CMT) services on October 9, 2023 to several companies. Deadline for submitting the SOQ is Friday, November 3, 2023. Trihydro facilitated the pre-construction meeting on October 19 which was attended by the District, Inframark, ACP and Alterman. ACP provided project schedule including construction submittal schedule and list of subcontractors and suppliers as of October 20. Trihydro issued Notice to Proceed to ACP with a start date of Monday, October 23, 2023. Trihydro distributed pre-construction meeting minutes during the week of October

23 and provided copies to all the Board members.

Water System Analysis – On October 10, Trihydro attended the Engineering/Operations committee meeting. Trihydro performed additional modeling efforts after the last committee meeting and provided results and recommendations during the meeting. Trihydro also provided a draft copy of the updated Fire Flow Standard Operating Procedures (SOP) to the District and Inframark for review. 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. A minimal amount of 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.

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

No action was required.

10. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

WTP and Distribution System – Turbidimeters for Plant A were received and scheduled for installation on October 24. Alterman is scheduled to be onsite October 25 to program the meters to SCADA. The transducer in Clearwell #2 failed and a replacement is anticipated to arrive by November 21. Ms. Erickson also provided the Board with a quote for a new actuator for Plant A of \$20,426.00. The Board discussed the proposed actuator and asked if it would be SCADA-compatible. Ms. Erickson said it is not, so the Board asked her to find out how much an actuator with that capability would cost. President Tabaska made a motion to authorize the Engineering/Operations committee to approve purchase of a new actuator that is SCADA-compatible with a not-to-exceed cost of \$30,000. Director Kikta seconded the motion. Motion unanimously approved.

Inframark plant operators tracked and recorded temperature and heat levels on the VFD between October 16-23. Data showed that the relative humidity was between 27.8 and 82.5. The Board didn't believe the RH was excessive to affect the performance of the VFD. Inframark received a quote from Westech to travel to Point Venture from Oklahoma to provide a quote for cleaning and repair of the Trident. After discussion, the Board asked Ms. Erickson to find a company closer to Point Venture to give a quote.

Ms. Erickson updated the Board on the status of replacing a fire hydrant at 606 Deckhouse Drive. Parts are on back order. Once the parts arrive, the work will be scheduled. Ms. Erickson also asked for the Board's approval to purchase a new catwalk at the WWTP. The Board readily agreed due to safety. The Board asked Ms. Erickson to follow up where the remaining pieces for the YSI device are. The device has been in the District since April but can't be utilized because it is incomplete.

WWTP and Collection System – The spare blower is still at ACFM awaiting diagnoses. Whispering Hollow Lift Station overflowed on October 19. A corroded discharge pipe and cracked fitting were discovered. A vacuum service was called out to clean up and the repair was made the same day. A local homebuilder hit the shut off valve at the sewer tap on his property on Summit Ridge Drive causing a sewer spill. The vacuum service was called out and the repair was made on October 20. The homeowner is responsible for these expenses.

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

11. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 10 ABOVE.

Expenditure for a new actuator for Plant A was approved during the Manager's Report.

12. TOWNHOUSE SEWER BLOCKAGE.

President Tabaska introduced John Delaney, the Townhouse Associations Board President. President Tabaska then gave the Board a brief overview of a recent problem with a townhouse sewer pump and the discharge line. President Tabaska said the question is who owns the service line once it leaves the townhouse grinder system. Based on data found, he believed it is unclear who owns the lines. He wished the Board to create a clear understanding with the Townhouse Association for future reference who is responsible for the lines and the costs of repairs. President Tabaska and Director Kikta had previously visited the site in question and found an abandoned flushing station near the townhouse grinder system. Since the District had four other identical flushing stations, they believed the line belongs to the District.

After multiple call outs to a vacuum truck service to clean up the townhouse overflowing grinder system, the District authorized Inframark to add a sweep to the sewer line behind the townhouse and vacuum the line. Once the sweep was installed and the line vacuumed, no blockage was discovered. The townhouse grinder pump had failed. A discussion among the Board and Mr. Delaney ensued with who is responsible for paying for the sweep and all the call outs of the vacuum truck to clean up the spill and keep the grinder tank from overflowing.

Director Villemarette stated he believes the Townhouse Association should pay for the vacuum service call outs and the District pay for the sweep as well as provide pressure sensors on that line which would also be paid for by the District. Director Villemarette then made a motion to table the decision until more information about the number of pumps in the grinder system was gathered. Before a second was made, Director Villemarette amended the motion to say the District would pay for the sweep's installation and table the decision of who is responsible for paying for the vacuum service bills until more information is gathered. Director Webber seconded the motion. Motion unanimously approved.

13. POA LICENSE AGREEMENT.

President Tabaska said that he and the Property Owner's Association (POA) already executed the POA License agreement between the District and the POA for the use of the District lots for temporary

boat/trailer storage. The document was executed before the meeting due to a time deadline of October 15, 2023. Director Villemarette made a motion to ratify the signature. The motion was seconded by Director Kikta and unanimously approved.

14. AGREEMENT WITH TRAC-N-TROL.

The Board discussed the performance of Trac-N-Trol (TnT), the company contracted with the District to improve and repair the District's SCADA system. Director Villemarette stated that at the last E/O meeting, TnT reported no progress on Inframark's SCADA to-do list from the WTP Operators, and no progress for the Remote/SCADA Fire Mode feature.

Director Villemarette believes Alterman is the best choice to use for now based on their recent successful performance working directly with Inframark at the WTP. The Board was in agreement it was time to sever ties with TnT, and that all passwords, software subscriptions and administrative authority for the WTP control system needed to be transferred from TnT to the District.

15. AGREEMENT WITH TRAVIS COUNTY MUD #10.

President Tabaska had been communicating with MUD 10's Board of Directors to create an agreement between the two water Districts to aid each other in case of a water emergency. MUD 10's attorney had sent a draft agreement which President Tabaska and the District's attorney, Willatt and Flickinger, reviewed and sent back with comments. As of meeting time, a final agreement had not been settled on for presentation to the Board. No action was required.

16. FINAL STAGING AREA AND MOVING TRAILERS/BOATS.

Director Webber updated the Board on the progress of the temporary trailer and boat storage area. He said the lots have been smoothed and all the mulch, stumps and large rocks have been removed. He wants to have road base brought in and hoped to have the area ready to receive boats and trailers by the end of next week. The Board discussed allocating \$3,000 for road base. President Tabaska made a motion to approve purchasing and spreading road base in the storage yard with a maximum cost of \$5,000. Director Kikta seconded the motion. Motion was unanimously approved.

17. TEXAS WATER DEVELOPMENT BOARD FUNDING APPLICATION STATUS.

President Tabaska has been working with the district's Financial Advisors, Bond Attorney, Accountant and General Attorney to come up with a way to classify a Note that is being applied for from the Texas Water Development Board (TWDB). President Tabaska stated the options are a Bond Note or a Revenue Note. A Bond Note would require a Bond elections approval. The Revenue Note was being explored and the actions was in the Bond Attorney to ask the Texas State Attorney office of a way to allocate funds from Property Tax to M&O first and service revenue second, leaving Service Revenue to be allocated to this newly proposed Note from the TWDB. The Bond Attorney did some initial discovery and did not find anything relevant; they are now writing an informal letter to the Attorney General's office for clarification. There was no response from the Attorney General's office at the time of the board meeting. No other action was requested and this item was tabled.

18. BOARD ANNOUNCEMENTS.

President Tabaska explained that this new item has been added to the agenda for announcements and future agenda items. He explained that no action can be taken during this time. He announced that the November meeting will be held early next month, November 16, due to the Thanksgiving holiday.

Director Kikta said she had talked with Inframark about exploring updating registers to make the data available to the District and customers in real-time. This may alleviate huge water losses during weather events. More information is needed.

19. ADJOURN THE MEETING.

Meeting was adjourned at 6:57 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