

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

November 21, 2020

STATE OF TEXAS §

COUNTY OF TRAVIS §

The Board of Directors of the District met by remote access in regular meeting, open to the public, at the WCID Office located at 18606 Venture Drive, Point Venture, Texas 78645, on the 21st day of November, 2020 at 9:00 a.m. The meeting was held only by remote access in accordance with the March 16, 2020 order by Governor Abbott temporarily suspending certain requirements of the Texas Open Meetings Act to advance the goal of limiting face-to-face meetings to slow the spread of COVID-19. No persons were at the meeting location; however members of the public had access to the meeting by calling one of the following toll-free numbers: (877) 853-5247 or (888) 788-0999 and entering the following information: Meeting ID: 854 0714 3584 and password: 427263. The public also had digital access to a meeting packet through both email and the District's website.

In attendance were Matthew McPhail of Willatt & Flickinger, PLLC, Scott Swiderski of Trihydro Corporation, Allen Douthitt of Bott & Douthitt PLLC, Dan Wegmiller of Specialized Public Finance, Jerry Kyle and Ben Morse of Orrick, Herrington and Sutcliffe, Jess Kennis, Kristi Hester, Ronja Keyes and Jean Cecala of Inframark and residents Roy Ables, Carl Eckhardt, Frank Kikta and Melissa Sloan.

1. CALL TO ORDER.

Board President Fred Marshall called the meeting to order at 9:01 a.m.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors. The Directors present were Fred Marshall, Chris Lippe, Manuel Macias, Annette Kikta, and Barry Pasarew thus constituting a quorum.

3. PUBLIC COMMENTS.

There were no public comments.

4. OCTOBER 17, 2020 REGULAR MEETING MINUTES, OCTOBER 22, 2020 SPECIAL MEETING MINUTES AND NOVEMBER 17, 2020 SPECIAL MEETING MINUTES.

The proposed minutes of the October 17, 2020 regular meeting minutes, the October 22, 2020 special meeting minutes and the November 17, 2020 special meeting minutes were presented for approval. Director Chris Lippe made a motion to approve all the minutes as presented. The motion was seconded by Director Barry Pasarew. Motion unanimously approved.

5. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

Mr. Scott Swiderski, senior engineer with Trihydro Corporation presented the engineer's report. The Water Treatment Plant ("WTP") continues to operate under normal conditions. Dynamic Pump Systems informed Trihydro that the raw water pump strainer baskets are in the process of being coated and should be ready to install during the third week of December. Trihydro reviewed two marine contractor proposals for installing the new strainer baskets and concluded U.S. Underwater was better suited to install these based on their price and expertise. Cost includes barge mobilization/demobilization, dive equipment and use of miscellaneous marine tools. U.S. Underwater will begin the work once the baskets are delivered. Trihydro will be meeting with Inframark operators to gauge their operating procedures to discuss temporary process measures are preferred regarding the current backwash matters. A long-term solution is being pursued.

At the Wastewater Treatment Plant (“WWTP”), the inoperable air compressor unit was removed and taken to ACFM to determine repairs. ACFM discovered a catastrophic bearing failure requiring the need for a new unit. While on-site ACFM also examined the other air compressor unit and noted similar conditions on that unit. A quote was provided by ACFM to replace two Roots blowers, 5-inch check valves, 5-inch butterfly valves, and corresponding appurtenances. Trihydro received approval by the District to proceed with the replacement and installation of both air compressor units at the WWTP. These repairs had begun and should be finished in early December.

Mr. Swiderski also reported that Inframark is in the process of converting the chlorine gas to liquid bleach for the irrigation pump system. Once the conversion is completed, all 150 pound gas cylinders will be removed.

Mr. Swiderski updated the Board on the new WWTP. This past month geotechnical review took place to determine potential foundation designs for supporting the planned WWTP structures. Additionally, preliminary engineering commenced to begin determining plant components and process layout.

Director Anne Kikta made the motion to accept the engineer’s report. The motion was seconded by Director Manuel Macias. Motion unanimously approved.

6. PROPOSED BOND PROJECTS IN DISTRICT AND DISCUSSION OF BOND RELATED PROJECTS AND ISSUANCE OF CONTRACT AGREEMENTS.

Mr. Swiderski also led the discussion on bond related projects. He has furnished the Directors a list of projects. The Board’s committee is to help make sure projects are prioritized correctly. Approximately \$15 million in projects have been identified. Once the true scope of projects is defined, Trihydro will be able to determine how much each project will cost. Director Macias asked if replacing the turbidity meters at the WTP were considered a maintenance project or part of the bond money. Mr. Swiderski said that it is a maintenance project, but is part of the bond project and is currently being analyzed for possible improvements. Mr. Jess Kennis of Inframark remarked that the current turbidity meters at the WTP cannot be repaired because parts can no longer be purchased.

7. CONSIDER MATTERS RELATED TO THE DISTRICT’S PROPOSED UNLIMITED TAX BONDS, SERIES 2020, INCLUDING CONSIDERATION OF THE ADOPTION OF A RESOLUTION APPROVING NOTICE OF SALE AND PRELIMINARY OFFICIAL STATEMENT RELATING TO SUCH BONDS.

Mr. Dan Wegmiller of Specialized Finance presented the revised document to be used to solicit bids for the District’s bond. He said bids would be accepted on December 10, 2020. Mr. Wegmiller asked the Directors to please review the document and send any questions they may have to him before the December 10 date. Bidding would open at 10 a.m. that morning. Mr. Wegmiller said the current market is strong, interest rates are below three percent at this time and he had affirmation that the District has maintained its BAA3 rating. A special board meeting was scheduled for December 10, 2020, at 5:00 p.m. to finalize the bond purchases. Director Macias made a motion to adopt a resolution approving notice of sale and preliminary official statement relating to such bonds. Director Pasarew seconded the motion which was unanimously approved.

8. BOOKKEEPER’S REPORT ON THE FINANCIAL AFFAIRS OF THE DISTRICT, INCLUDING AUTHORIZATION OF PAYMENT OF BILLS – BOTT AND DOUTHITT, PLLC.

Mr. Allen Douthitt of Bott and Douthitt, PLLC, gave the financial report for the District. Currently bills are all being paid through the bookkeeper’s account due to COVID-19 virus orders from the governor. Mr. Douthitt briefly went over invoices paid by the District in October and presented the September financials. Mr. Douthitt reported that the District is down approximately \$36,000 for the year. Current cash in the bank is approximately \$480,000. Mr. Douthitt said a District of this size should have operating reserves for about a year. The current balance only reflects an approximate four month reserve. Director Macias made a motion to approve the financial report, payment of the monthly bills and authorize fund transfers as recommended by Mr. Douthitt. It was seconded by Director Anne Kikta. 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 taken on this item.

10. ADVERTISEMENT FOR BIDS AND APPROVAL, AWARD, RECOMMENDATION AND ADMINISTRATION OF CONSTRUCTION CONTRACTS.

No action was taken on this item.

11. MANAGER'S REPORT - INFRAMARK.

Mr. Jesse Kennis, operations manager for Inframark gave the manager's report. Mr. Kennis first went over the executive summary report. At the WTP and in the District's distribution system, the following items were listed. A high NTU alarm happened on November 8, one of the three raw water intake pumps is not operating and will be investigated, the controller at the Elevated Storage Tank ("EST") site booster pumps is failing and needs to be replaced. Inframark is currently working on cost estimates for replacing or upgrading the system. Mr. Kennis said this item is the most critical thing on the list. Mr. Kennis went on to say that the repair cost of the controller is approximately \$13,000. An upgraded replacement controller which would be Scada compatible is approximately \$20,000. Mr. Swiderski of Trihydro said that during TCEQ's inspection a third pump was recommended for this site. Mr. Kennis remarked that Inframark would make sure the system is compatible with a third pump. Board members were in agreement to upgrade to the Scada compatible controller as long as it would work properly with the system.

Also, one booster pump at the WTP was not working. After investigation and some changes the pumps are now fully operational. The hour meter for this booster pump is not working. The trident plant goes into failure about 50 percent of the time after a backwash sequence so Inframark is investigating the root cause; and the chlorine supplier is scheduling a pick up for the two empty and one full chlorine cylinders at the WTP.

At the WWTP and collections system, Inframark is preparing to convert the system for the irrigation pump system to bleach. The pump was received November 19 and Mr. Kennis anticipates secondary containment on November 25. The WWTP blower motor replacement was scheduled for November 20. It was started, but won't be completed until possibly early December. The auto dialer was replaced at the WWTP due to its failure to call out a power failure alarm. The lift station pumps at the WWTP keep tripping the thermal overload to the motor. Starters were replaced and the wet well was cleaned to eliminate debris that was impeding pump operation. Director Macias asked if cleaning the wet well would become a regular maintenance item. Mr. Kennis said the cleaning would most likely be done quarterly.

The POA lift station had some control issues and the wet well was cleaned out November 7. Inframark is currently working on an estimate to replace the fencing, securing the wet well, and raising the visual alarm to above the fence level. Whispering Hollow Lift station had two call-outs over the last three weeks. On November 3 an overflow occurred due to a force main break and on November 8 another overflow occurred due to pump control float failure because of sewer gas corrosion. Director Macias asked how Inframark planned to mitigate the corrosion issue. Mr. Kennis said it can be mitigated with proper sealing. Mr. Kennis said this issue should be a District priority. The lift station is not at all secure and Inframark is planning to mitigate all safety issues. At this time, he is not recommending a new fence, but is recommending the ability to secure the lids at the Whispering Hollow lift station.

Additionally, Inframark conducted a safety audit on November 11 and identified a number of HAZCOM issue. Proper labelling and signage will be installed. Inframark is working with the transition subcommittee to prioritize and address each safety issue item. Inframark is currently coordinating tap installations for nine locations.

Finally, Mr. Kennis said that Inframark is planning what he termed as "Operation Clean Sweep" to help clean, label, organize and declutter all District facilities to make them safer. Mr. Kennis said this would also include putting locks on panels, and removing multiple empty drums. Inframark plans to accomplish this in the next 30 days.

Director Lippe made a motion to approve the replacement of the pump control at the EST at a cost not to exceed \$25,000 and to approve the cost for fencing around the POA lift station not to exceed \$5,000. The motion was seconded by Director Kikta. Motion unanimously approved.

12. USE OF IRIS AS DISTRICT'S COMMUNICATION SYSTEM WITH CUSTOMERS.

Jean Cecala went over the proposal from TechRadium for the District to use its IRIS system to communicate with customers. Cost is \$2.00 per meter per year and allows the District to contact three phones, text up to 3 devices, and send 2 emails per meter. The District would begin with 640 meters for a cost of \$1,280.00 a year. Each year, TechRadium would evaluate the District's usage and adjust the yearly fee accordingly. Directors Macias and Lippe believed keeping the continuity of IRIS was preferred. Director Kikta made a motion to retain IRIS as the District's communication system with customers. The motion was seconded by Director Pasarew. Motion approved unanimously.

13. TAP FEE REQUEST FROM DEVELOPER – HOGAN CIRCLE TOWNHOMES.

Melissa Sloan of AmeriTex Builders explained to the Directors that their company is planning to build eight townhomes on Hogan Circle. Ms. Sloan said that since only one sewer tap is actually used, AmeriTex should not have to pay for a sewer tap for each townhome. The District's rate order reads that the fee is per tap. The District's attorney, Mr. Matt McPhail, said that the rule does read per tap. Mr. McPhail said the Board may want to consider creating an impact fee in the future for townhomes because of the impact that multiple homes have on the collections system. Motion was made by Director Macias and seconded by Director Kikta to approve AmeriTex request to purchase only one sewer tap fee for the this Hogan Circle townhome complex. Motion unanimously approved.

14. TOWNHOME GRINDER PUMP AGREEMENT WITH DISTRICT.

President Marshall said that he and Director Pasarew were on a committee to discuss the District's continued service to townhome grinder pump systems. President Marshall said that District records reflect that the District was down approximately \$3,300 in 2019 from parts and labor for these pumps. President Marshall said that if the District decides to quit servicing the pump, the townhomes would no longer be charged the \$6 monthly fee. The committee has already discussed with the townhome association the possibility of the change. Director Pasarew added that if the Directors did want the District to continue to maintain these pumps, an adjustment to the monthly fee would be necessary.

President Marshall asked the Directors for discussion of their preference. Director Kikta stated she would prefer the District stop servicing these pumps and paying for the electricity that runs them. Director Lippe asked how the townhome association would plan to maintain the grinder systems. Resident Frank Kikta believes since the District no longer maintains homeowner's grinder systems, it was only fair to discontinue service to the townhomes. Director Macias believes the District should be consistent – if the service isn't available for homes, it shouldn't be available for townhomes. Director Macias added that the District should allow a three month transition period for the townhomes so that the electricity can be transferred. Director Kikta believes that three months is much too long and that the transition could be complete by the end of December. Director Kikta made a motion to stop maintain grinder systems for the townhomes by the end of December 2020. Motion was seconded by Director Macias. The motion passed 4-0. Director Pasarew abstained.

15. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

President Marshall said the in late October he asked a small contractor, Bill Cecala, to begin irrigating the roughs at the golf course due to AWR's unresponsiveness to the matter. On October 30 the contractor began the process of locating, repairing and putting out all the hoses and sprinklers. Mr. Cecala also put the ramps on the golf course cart paths and is watering on a daily basis. The wet weather storage tanks are at the lowest level they have ever been at this time of year. President Marshall stated that for now this is a good solution to managing the watering of the roughs. President Marshall anticipates Inframark will ready to take over the watering in the next 30 to 60 days.

16. DISTRICT'S INSURANCE COVERAGE.

Mr. Matt McPhail said that Texas Municipal League Intergovernmental Risk Pool ("TMLIRP") does not offer bonds for directors and this coverage needs to be in place. Mr. McPhail said this may also be a good time for the Board to revisit its current insurance with TMLIRP and see if rates are competitive and the coverage adequate. Director Kikta made a motion to approve insurance coverage for Directors through the issuance of a bond. The motion was seconded by Director Pasarew. Motion unanimously approved.

17. RATE ORDER.

President Marshall stated that rate changes will most likely happen around the first part of 2021. The Board subcommittee will finish fine tuning the proposed changes in the next couple of weeks. Mr. Matt McPhail recommended including Inframark in these discussions. Once the committee has made its final decisions, Mr. McPhail can have it ready for approval by the next Board meeting. Mr. McPhail encouraged the Board to consider including impact fees.


18. DATES FOR FUTURE BOARD MEETINGS.

The Board set a special meeting for Thursday, December 10 at 5:00 p.m. for the sale of bonds. The December regular meeting was scheduled for Thursday, December 17 at 2:00 p.m. Additionally, the Board agreed to change its regular monthly meetings from Saturdays to the fourth Thursday of each month beginning in January 2021. Regular monthly meetings will begin at 3:00 p.m.

Inframark asked if the transitional subcommittee could not meet November 25, 2020. Inframark will send an email with updates to the committee on that date. Directors agreed.

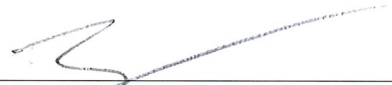
19. ADJOURN THE MEETING.

Motion was made by Director Pasarew to adjourn the meeting. The motion was seconded by Director Kikta. The motion carried unanimously. Meeting adjourned at 10:56 a.m.



Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:



Manuel Macias, Secretary
Travis County WCID – Point Venture

(SEAL)