

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

January 19, 2019

STATE OF TEXAS           §  
  §  
COUNTY OF TRAVIS       §

The Board of Directors of the District met in regular meeting, open to the public, at the WCID Office located at 18606 Venture Drive, Point Venture, Texas 78645, on the 19<sup>th</sup> day of January, 2019 at 10:30 a.m., with the Directors present being Fred Marshall, Carolyn Cook, Brian Probst, Barry Pasarew and Cindy Clemons.

Also present were Scott Swiderski, P.E. of Trihydro, Matt McPhail of Willatt & Flickinger, PLLC, Hal Lanham, Brett Lanham and Mike Bamer of AWR Services, Inc., and several District residents.

1.     CALL TO ORDER

Board President Fred Marshall called the meeting to order.

2.     ROLL CALL OF DIRECTORS

Director Marshall took the roll call of Directors. All Directors were present.

3.     CITIZEN COMMENTS

Lance Bass, resident at 18612 Champion Circle, voiced concerns of AWR being the new management company and had questions regarding grinder pumps, stated the dump yard and its potential costs to maintain is a concern. He also asked what happened to the District building and air hose. President Fred Marshall answered saying the dump is operated by the Village. The facilities are owned by the water District. The Village owns the fire station, and the POA owns other facilities. The dump will be under Village control and they will work towards entering into an interlocal agreement to provide for lease or control of the structure for them to use.

Hal Lanham addressed Mr. Bass' operations concerns and grinder pump questions. AWR has been in business for 30 years and manages 15 utility districts; AWR currently maintains about 500 grinder pumps. Since that time, AWR has repaired multiple pumps, parts and components. AWR has received several water leak calls and has responded to them. They have been working with the District for two weeks of operations and feel comfortable with the facilities, are on call 24 hours a day, are comfortable with the office operations and will have a person in the office to receive payments and take calls. The systems are familiar to AWR, they have three operators nearby and have hired a new person, Robert, who was with the District. They brought many people out on Monday the 7<sup>th</sup> and toured the facilities. AWR does not have calls regarding poor service, and Mike Bamer is the operations manager with 40 years' experience. Mr. Bamer is the Operator of Record, and Marc Resa is the senior operator at the facilities and has 25 years of experience; AWR is very customer oriented.

Regarding Mr. Bass' grinder pump insurance question, Hal Lanham stated the pumps have a warranty, and a letter will be sent out to customers regarding grinder pump repairs. President Marshall said regarding the \$4.00-per-month agreement, the contract is extensive and will currently continue service as-is and work on any adjustments with the Board.

Resident Carl Eckhardt from 205 Lakefront stated it is very important to have a firm statement as to what the grinder pump policy will be going forward and it is important that the residents have a commitment. He would like an answer in 30 to 60 days as to what will happen and would like a policy to be put in place. President Marshall said it is on the agenda to be discussed and a notice to customers can be sent within 60 days. Currently, it is being honored just the way the policy is.

Mr. Eckhardt also reported there is an ancient fire hydrant in front of his house that needs to be repaired and asked if fire hydrants can be tested and tagged because a lot of hydrants in the District appear to be inoperable. President Marshall discussed how the fire system worked well during the fire at the townhomes, and new water treatment plant and storage tanks improvements will expand capacity further. The fire chief has met with AWR to discuss the new protocol. Director Carolyn Cook asked if the current contract includes regular maintenance of the fire hydrants, and Brett Lanham stated they have a subcontractor made up of volunteer firefighters that handle fire flow testing and other studies used. AWR offered for Capital Hydrant to review fire hydrants and consider testing over the next budget year. Director Brian Probst added that the District has replaced 30 to 40 hydrants in the last few years. Modifications and repairs to the underground lines has increased the water volume which is improving firefighting ability.

Resident Michael Sutton spoke to say the Board has done a very good job. The transition is difficult and he wanted to say thank you for what the Board is doing. The transition has been amazing, AWR has done an amazing job and utilized some existing staff to assist with the transition. Their staffing is impressive and they do a very good job. He stated that he intends no disrespect to what was here before, and he is impressed that there is now a person to talk with regularly and to get answers from. He stated that the process is further ahead than anticipated at this time.

There was a question from the floor regarding updates to the pond at the wastewater treatment plant prior to irrigation of the course. President Marshall stated it has not been discussed recently because other projects have had higher priority, such as a lift station, and the pond may be addressed next winter.

#### 4. NOVEMBER 30, 2018 SPECIAL MEETING AND DECEMBER 22, 2018 REGULAR MEETING MINUTES

The proposed minutes of the November 30, 2018 special meeting and December 22, 2018 regular meeting were presented for approval. Motion was made by Carolyn Cook to approve both sets of minutes as presented, and the motion was seconded by Barry Pasarew. The motion carried unanimously.

#### 5. ENGINEER'S REPORT – TRIHYDRO ENGINEERING

Engineer Scott Swiderski presented the Engineer's Report. The waterline project is nearly complete and the paperwork is being finalized. Some minor fixes still need to be handled, such as roadway areas in need of repair, a pothole on Venture drive and cracked concrete collars around valve boxes. Mr. Swiderski should have everything finalized by the next meeting. Director Pasarew asked when the warranty period began; Mr. Swiderski said upon substantial completion of the project, which was in fall 2018.

Mr. Swiderski reported that the water treatment plant TCEQ application was submitted in March 2018, and confirmation of acceptance was received on January 15<sup>th</sup>. He will submit the final report based on startup data, which will be obtained when startup is complete.

The contractor confirmed this week that Barge Pump #3 will be tested and placed in operation soon. The high service pumps, the last main item of the contract, were tested and shipped on Thursday, but customs and the government shutdown could affect shipment. Keystone will be coordinating the install with Mr.

Swiderski. The filtrate pump was malfunctioning and is being replaced; one compressor was not functioning properly and will be replaced. The treatment plant startup should be complete by the end of February. Director Probst asked if the new plant could be brought online, have everything switched over and temporarily shut down the old plant to make repairs. Mr. Swiderski confirmed that could be done. Director Pasarew asked if the plants could simultaneously be operated at 50/50. Mr. Swiderski said that it is possible and that adjustments would be made based on incoming turbidity.

There was discussion regarding an easement for the new water treatment plan and visual acceptance. President Marshall will continue to work towards visual appeasement; a new diversion wall has been installed near the townhomes.

Resident Frank Engels expressed concern over the budget and costs associated with AWR compared to the prior staff as it relates to the operation of the plant. AWR feels they can stay within the budget. There are significant repair line items for water and sewer. The only real factor is major repairs of some kind from a catastrophic event, but they can control daily maintenance.

There are no updates on the temporary wastewater system.

Mr. Swiderski presented the bond report. The District's bond amount is currently at \$210,000, mostly due to raw water line maintenance and a second clearwell which was added. The dollar amounts do not show additional construction for the golf course parking lot.

6. ADDITIONAL ENGINEERING FEES, WATER TREATMENT PLANT EXPANSION – TRIHYDRO ENGINEERING

President Marshall appointed Director Probst and Director Cook to be the Engineering Subcommittee. The additional engineering fees of \$52,888 are to be discussed with the subcommittee with the goal of wrapping up for the next Board meeting.

\*\*\* President Marshall moved to Agenda Item No. 14. \*\*\*

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

Engineer Scott Swiderski discussed and recommended approval of the following change orders and pay application:

Change Order No. 8 for the water treatment plant expansion project submitted by Keystone Construction in the amount of \$1,861.90 to finalize the CLA-VAL that needed to be installed with limit switching on SCADA. After discussion, motion was made by Brian Probst and seconded by Carolyn Cook to approve Change Order No. 8 as presented. The motion carried unanimously.

Change Order No. 2 for the waterline improvements project submitted by Prota Construction in the amount of \$246,160.75 for the installation of five additional fire hydrants and to reconcile the project bid quantities. After discussion, motion was made by Brian Probst and seconded by Carolyn Cook to approve Change Order No. 2 as presented. The motion carried unanimously.

Pay Application No. 18 for the waterline improvements project submitted by Prota Construction in the amount of \$55,188.17, which reflects all items in Change Order No. 2 and reduces the retainage by 50 percent.

After discussion, motion was made by Brian Probst and seconded by Carolyn Cook to approve Pay Application No. 18 as presented. The motion carried unanimously. The project is complete.

\*\*\* President Marshall moved to Agenda Item No. 11. \*\*\*

11. TEMPORARY WASTEWATER SYSTEM CONTROLS

AWR will meet with the Engineer and subcommittee. No action was taken on this item.

\*\*\* President Marshall moved to Agenda Item No. 7. \*\*\*

7. MANAGER'S REPORT - AWR

Manager Hal Lanham presented the Manager's Report. No major issues have been found with the systems, but a number of adjustments have been made. Some cleaning of the solids may be needed, which would cost approximately \$30,000 and can be done over phases so the budget can be followed.

AWR will continue using the District's existing billing system for an additional month to provide time to ensure a smooth transition. Automatic bill pay, payment by ACH/check and modern conveniences will be available on AWR's billing system. Director Probst asked if there will be any interruption with the changeover, including credit card information. Mr. Lanham said AWR will have to verify who the customers are but shred the information and dispose of it properly. The customers will be provided plenty of notice, and AWR wants to ensure a seamless transition for all customers.

Mr. Lanham and the Board discussed needed repairs to the lift station and related issues, including improving the lift station long-term. President Marshall emphasized that there is an urgent need to do this.

8. CONSIDERATION OF REPAIR PROPOSALS FROM AWR

Manager Hal Lanham stated the wastewater treatment plant is about 18 years old, and the main control panel needs to be replaced. Motion was made by Carolyn Cook and seconded by Barry Pasarew to authorize up to \$15,000 to make the necessary repairs. The motion carried unanimously.

AWR is obtaining prices for a portable generator for use at both water treatment plants or for leasing a generator for the new plant.

The Whispering Hollow lift station needs maintenance or repair to help prevent excess inflow and infiltration. AWR obtained proposals from Lewis Concrete who quoted a fixed fee of \$9,100 for repair and lining of the station and an estimated cost of \$3,000 for a specialized concrete grout seal injection and associated labor. The product cures relatively quickly and waste could be hauled off if necessary with use of the District's pump truck. After discussion, motion was made by Brian Probst and seconded by Carolyn Cook to approve the Lewis Concrete proposal for repairs to the Whispering Hollow lift station for an amount not to exceed \$20,000. The motion carried unanimously.

9. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION AND COMMUNICATIONS WITH THE PROPERTY OWNERS' ASSOCIATION

Directors Fred Marshall and Brian Probst, as the Communications Subcommittee, discussed options regarding disposal of effluent and golf course irrigation. A letter will be sent to residents regarding reduction of

waste disposal. Frank Engels from the POA added that they found some other areas where they can irrigate. He drove the course with the POA manager and is looking at areas which can be added for irrigation purposes. The POA is also working to increase irrigation from five days per week to seven days per week.

10. TAP FEE REFUND REQUESTS FROM DEVELOPERS

The contractor for the townhomes paid 12 water tap fees and 12 sewer tap fees. Only one sewer tap was used for the new townhomes and a larger grinder pump tank was installed. 12 water meters were installed. Attorney Matt McPhail asked that the contractor submit a written request for a refund or credit. The contractor indicated they would be submitting a request for 36 more taps and anticipate using three additional wastewater taps for usage into duplex stations. Mr. McPhail stated the rate order will need to be reviewed to assess an appropriate credit or refund and will be discussed at the next meeting.

\*\*\* President Marshall moved to Agenda Item No. 12. \*\*\*

12. INTERLOCAL AGREEMENT BETWEEN WCID AND VILLAGE OF POINT VENTURE

The Village would like access to the dump yards and offices, and they thanked AWR for providing access to the animal control area. President Marshall stated these three items should be included in the agreement. Directors Brian Probst and Fred Marshall are to be on the subcommittee to meet with the Village, AWR and others as appropriate to discuss the interlocal agreement, including compensation for providing services or facilities to the Village. The District is currently paying AWR to man the dump on a temporary basis, and the District would like to transition the responsibility to the Village. Manager Hal Lanham recommended the subcommittee negotiate the terms of the agreement and write a letter of intent which can be made official through the District's Attorney.

A Village Councilman, Donald Conyer, asked about the location of the freezer for dead animals. Pet Rest Cremation is scheduled to pick up the deceased animals on January 28<sup>th</sup> and will need access to the freezer. President Marshall stated the District would prefer to relocate the freezer.

The Townhome Association previously had access to the dump on Thursdays for drop-offs between 9:00 a.m. and 3:00 p.m. The Village will begin running the dump as soon as possible, and it will not be open to the public.

13. CONTINUED OWNERSHIP, OPERATION AND REPAIR OBLIGATIONS RELATED TO WCID BOAT DOCK

Director Probst stated that the District owns an old beat up boat dock next to the marina on POA property. There are no deeds, title or paperwork showing ownership. The dock was previously used by MC Docks. The POA had an informal agreement with the District. It was a handshake agreement with Richard Welcher, former Technical Manager. MC Docks is now out of business, but Chris Thatcher of Liquid Thrillz may want the dock with the intention to add an 8-slip dock. MC Docks was previously conducting bi-weekly inspections. Sierra Demolition would be willing to dispose of the dock for an estimated \$3,000. Attorney Matt

McPhail suggested forming a subcommittee to review the ownership of the dock. The District may be able to negotiate a lease agreement for the dock company to lease or own the dock, or the District could dispose of it. Director Probst and Frank Engels of the POA will discuss the issue.

\*\*\* President Marshall moved to Agenda Item No. 15. \*\*\*

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

This item was not discussed.

16. UPDATE SIGNERS ON ALL FINANCIAL ACCOUNTS

- a. Remove Richard Welcher, former Technical Manager
- b. Remove Cristin Cecala, former Chief Operations Manager
- c. Add Brian Probst, Board Treasurer

The Chase Bank account needs to be adjusted, and the bank requires a record showing the Board authorized changing the signers on the District's accounts. Motion was made by Barry Pasarew and seconded by Cindy Clemons to approve removal of Richard Welcher and Cristin Cecala as signers and to add Director Brian Probst as a signer on the financial accounts. The motion carried unanimously.

17. BOOKKEEPER'S REPORT ON THE FINANCIAL AFFAIRS OF THE DISTRICT, INCLUDING AUTHORIZATION OF PAYMENT OF BILLS

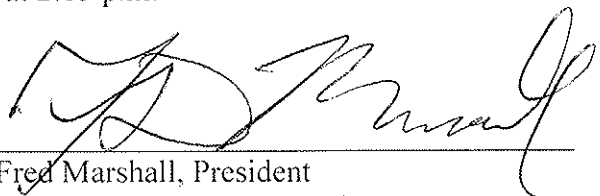
Director Probst has been working with Kevin Brinkman and Vickie Knight to assist with bookkeeping activities for the District until the new bookkeeper begins in February. The books are updated through the middle of January. At the close of December, the District was on budget. Administrative expenses are expected to rise, but there will be a reduction in personnel expenses. The budget may need to be amended. After discussion, motion was made by Barry Pasarew and seconded by Cindy Clemons to authorize payment of the invoices as presented. The motion carried unanimously.

18. RATE ORDER

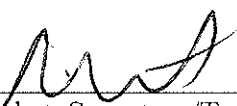
This item was not discussed.

19. ADJOURN THE MEETING

Motion was made by Cindy Clemons to adjourn the meeting, and the motion was seconded by Carolyn Cook. The motion carried unanimously. Meeting adjourned at 2:15 p.m.

  
\_\_\_\_\_  
Fred Marshall, President  
Travis County WCID – Point Venture

ATTEST:

  
\_\_\_\_\_  
Brian Probst, Secretary/Treasurer  
Travis County WCID – Point Venture

[DISTRICT SEAL]