

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

February 22, 2020

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 22nd day of February, 2020 at 9:00 a.m., with the Directors present being Fred Marshall, Barry Pasarew, Brian Probst and Chris Lippe. Director Anne Kikta was absent.

Others in attendance were Scott Swiderski of Trihydro Corporation, Jean Cecala, Hal and Brett Lanham of AWR Services, Inc., Matthew McPhail of Willatt & Flickinger, PLLC, Scott Spears of Arenson and Spears and five guests.

1. CALL TO ORDER.

Board President Fred Marshall called the meeting to order.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors.

3. PUBLIC COMMENTS. No Public Comments.

This is an opportunity for members of the public to address the Board of Directors concerning any issue that is not on the agenda. The response of the Board to any comment under this heading is limited to making a statement of specific factual information in response to the inquiry, or, reciting existing policy in response to the inquiry. Any deliberation of the issues is limited to a proposal to place it on the agenda for a later meeting. Each speaker offering public comment must sign an Attendance Sheet at or prior to commencement of the meeting and shall be limited to 3 minutes, unless more than 10 members of the public have signed up to speak during this meeting. In such case, speakers offering public comment shall be limited to 1 minute each.

4. STATEMENT OF APPOINTED OFFICER; OATH OF OFFICE.

Statement of Appointed Officer, Anne Kikta, and oath of office were administered before the meeting in front of a notary public.

5. ELECTION OF OFFICERS.

The Board of Directors discussed officer positions. Motion was made by Director Barry Pasarew to nominate Fred Marshall, President; Chris Lippe, Vice-President; Brian Probst, Secretary; Barry Pasarew and Anne Kikta, Assistant Secretaries. Director Chris Lippe seconded the motion. Motion approved unanimously.

6. JANUARY 18, 2020 REGULAR MEETING MINUTES AND FEBRUARY 4, 2020 SPECIAL MEETING MINUTES.

The proposed minutes of the January 18, 2020 regular meeting and February 4, 2020 special meeting were presented for approval. Motion was made by Director Brian Probst to approve the minutes of the January 18, 2020 regular meeting as presented. Motion was seconded by Director Pasarew. Director Lippe abstained from the vote. A second motion was made by Director Probst to approve the minutes of the February 4, 2020 special meeting as presented. Motion was seconded by Director Pasarew. Motion unanimously approved.

7. CUSTOMER REQUEST FOR REFUND OF GRINDER PUMP MAINTENANCE AGREEMENT FEES.

A customer had requested a refund of a year's charges for the grinder pump maintenance plan and asked to be removed from the plan. After a lengthy discussion, Director Probst made a motion to give the customer a credit on her bill for the fees paid for one year. The motion was seconded by Director Pasarew. Motion carried unanimously.

8. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

Mr. Scott Swiderski of Trihydro Corporation went over the written report he had provided to the Directors. Mr. Swiderski began with the Water Treatment Plant ("WTP") transfer pump issue. During the past month the problem was resolved by Keystone and their sub-consultant. The pump malfunctioning was caused by a programming error in SCADA. All other plant systems are running normally.

Mr. Swiderski then reported that the February 18, 2020, shut down at the Wastewater Treatment Plant ("WWTP") was successfully completed. The clarifier was drained and several stainless steel plates were found to be damaged. These were replaced and reset to appropriate floor clearance. The plant was back on-line by that evening. While the clarifier was empty it was discovered that the sludge collection chamber agitator is square rather than round which is inefficient. It was also discovered that the grout ring was not installed during plant construction. The missing ring is causing sludge buildup along the edge of the walls thus preventing an efficient biological denitrification treatment process. Additionally, Mr. Swiderski noted that the clarifier feed pipe points down rather than out to alleviate the force of water entering the clarifier during high flows. This excessive force can upset the plant blanket where denitrification takes place. Mr. Swiderski said that corrections can be made to the plant for better operations, but not worth performing since a new plant will be constructed shortly.

At the elevated and ground storage tanks, work to repair leaks is scheduled to begin the first week of March. The contractor is waiting on fabrication of components for the repairs. Mr. Swiderski said the elevated storage tank will not have to be drained, but that the ground storage tank will require draining below the leak line during the repairs. After repairs are completed, an inspection of each tank will be performed.

The improved communication system between the Elevated Storage Tank ("EST") and the WTP are underway and close to completion as of this date.

Finally, Mr. Swiderski announced that the Bond Application Report is complete and ready for approval by the Board for submittal to the Texas Commission on Environmental Quality ("TCEQ"). The report will go to TCEQ with an expedited request and an additional fee for this request. Director Probst made a motion to authorize Trihydro Corp. to submit the bond application and the additional fee to TCEQ. The second was made by Director Pasarew. Motion unanimously approved.

After the motion, Mr. Swiderski recommended a meeting with Board members, AWR Services and engineers to determine the best design and true scope of the new WWTP bond project. At that time details of the design can be done and the costs to proceed with the project.

9. BOOKKEEPER'S REPORT ON THE FINANCIAL AFFAIRS OF THE DISTRICT, INCLUDING AUTHORIZATION OF PAYMENT OF BILLS – BOTT & DOUTHITT, PLLC.

Director Probst gave the report. Allen Douthitt of Bott and Douthitt, PLLC met earlier in the week with the Board's finance committee to go over invoices paid by the District in January and presented the December financials. At the earlier meeting Mr. Douthitt recommended the Board approve payment of bills and authorize fund transfers. Director Probst then made a motion to approve payment of bills and authorize fund transfers as recommended by Mr. Douthitt. It was seconded by Director Pasarew. Motion unanimously approved.

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

No action was taken on this item.

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

No action was taken on this item.

12. HOUSE BILL 3834 RELATING TO CYBERSECURITY TRAINING.

Matthew McPhail, attorney for the District, briefly explained that a new House Bill 3834 relating to cybersecurity training passed last June. The new bill requires that all Directors of a WCID complete a mandatory training on cybersecurity. Mr. McPhail said no action was required at today's meeting and he hoped to have more information by the next Board meeting.

13. MANAGER'S REPORT – AWR SERVICES.

Brett Lanham of AWR Services gave the manager's report. AWR Services had provided a written copy for the Directors. Besides the regular monthly business, AWR had obtained an estimate to raise two meter boxes on Valley Hill with the understanding that the two builders would share in the expense of this project.

Director Probst inquired about pressure issues throughout the District. After much discussion about the two pressure plains in the District, Mr. Brett Lanham said that a leak detection expert will be in the District and will troubleshoot problems on Peckham Drive at that time.

AWR Services had received a quote of near \$4,000 to replace a grinder tank in the District for a larger size at a home on Summit Ridge. The Board agreed to put this replacement on hold.

AWR Services also received two proposals for inspecting the water intake barge. It was recommended that the District authorize the lesser of the two proposals and have an ROV go down to take pictures to see if more work would be required. Director Lippe made a motion to approve \$646.89 to do the ROV inspection. It was seconded by Director Probst. Motion approved unanimously.

A brief discussion about the water loss report took place. It is believed that once the leaks in the two storage tanks are completed, the water loss should significantly decrease.

14. COORDINATION OF TANK INSPECTIONS AND CONSIDERATION OF COST PROPOSALS.

Mr. Brett Lanham of AWR Services also received two quotes to inspect both storage tanks. After a brief discussion, Director Probst made a motion to do an inspection to meet TCEQ requirements and release funds of \$1,380.00 for that inspection after leaks are repaired on the tanks. Director Lippe seconded the motion. Motion unanimously approved.

15. STATUS OF STREET REPAIRS, REPAIR OPTIONS AND CONSIDERATION OF PROPOSALS.

President Marshall led this discussion with the Board. Several streets in the District have been damaged while installing new taps, repairing water or wastewater breaks and adding lines. President Marshall stated that he would enlist Mr. Roy Ables to help him access the streets and create a list. He would then get a list of contractors to contact for bids to fix the streets.

16. GRINDER PUMP MAINTENANCE AGREEMENT PLANS.

This item was postponed for a special meeting scheduled for Tuesday, March 3, 2020, at 1:00 p.m. at the District offices' board room. At that meeting, the Board will discuss future grinder maintenance and repairs in the District. The rate order will also be addressed in this special meeting.

17. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

President Marshall said that he has received an estimate to saw cut the golf course cart path and put plates across the cuts so that irrigation hoses can run beneath the path rather than over it. The estimate was \$3,250. After a discussion by the Directors it was suggested by Brett Lanham of AWR Services to get estimates from irrigation companies or landscapers to blast under the sidewalks with high pressure water and install a PVC sleeve. Mr. Lanham said he would contact the landscaper who works for the District.

Director Probst said that he would like to send the information that engineer Scott Swiderski provided at January's meeting about tank levels to Point Venture Property Owners Association ("POA") management. The Board was amenable to the suggestion.

A customer complained that irrigation water from the roughs has been found running across number 6 fairway on the golf course on two different occasions. Management assured the customer the irrigation run off would be watched more carefully.

18. RATE ORDER.

No action was taken on this item. It will be discussed at the March 3, 2020 special meeting.

19. CONTRACT AGREEMENT WITH AWR SERVICES, INC.

Brett Lanham of AWR Services said that AWR had received a draft amendment to the contract between them/it? and the District. AWR management has not had a chance to go over it but Mr. Lanham felt they could have a reply back to the District's attorney within 30 days.

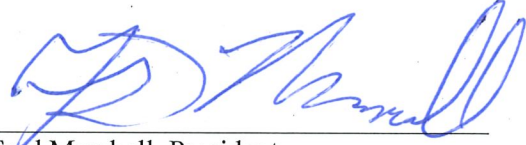
Brett Lanham went on to ask the Board when AWR could expect payment for services performed in January. A discussion ensued and AWR employee Jean Cecala said she would reach out to the accounting firm on Monday morning to find the check's status and notify AWR.

President Fred Marshall announced that the Board of Directors will now go into closed session for consultation with the District's attorney pursuant to Sections 551.071 of the Texas Government Code regarding matters related to Agenda Item No. 15. The Board entered into a closed session at 11:57 a.m.

At 1:19 p.m., President Marshall announced that the Board of Directors has concluded its closed session and is returning to open meeting, and that no action was taken during the closed session.

20. ADJOURN THE MEETING.

Motion was made by Director Pasarew to adjourn the meeting. The motion was seconded by Director Probst. The motion carried unanimously. Meeting adjourned at 1:21 p.m.



Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:



Brian Probst, Secretary
Travis County WCID – Point Venture

(SEAL)