

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

March 16, 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 16<sup>th</sup> day of March, 2019, at 9:00 a.m., with the Directors present being Fred Marshall, Brian Probst and Cindy Clemons.

Also present were Matte McPhail of Willatt & Flickinger, PLLC, Brett Lanham of AWR Services, Inc., and Frank Engels, President of the Point Venture POA. There were four (4) District residents in attendance.

1. CALL TO ORDER.

Board President Fred Marshall called the meeting to order.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors. Present were Fred Marshall, Brian Probst, and Cindy Clemons. Absent was Barry Pasarew.

3. CITIZENS COMMENTS.

No citizens' comments.

4. FEBRUARY 16, 2019 MINUTES OF THE REGULAR MEETING

The proposed minutes of the February 16, 2019, regular meeting were presented for approval. Motion was made by Director Cindy Clemons to approve the minutes as presented and was seconded by Director Brian Probst. The motion carried unanimously.

5. ENGINEER'S REPORT – TRIHYDRO ENGINEERING.

Trihydro engineers sent a report explaining the progress of the two remaining projects. The waterline improvements project is considered at 100 percent completion. The warranty repair of a concrete valve collar near Comanche Lane and Venture Blvd. North took place. The contractor, Prota Construction, had submitted all paperwork to Trihydro for the completion of this project. Trihydro recommended the Board release the remaining retainage. Also within this report was the Water Treatment Plant Expansion project. Keystone Construction is undergoing final stages of project close out. Operation and Maintenance manuals have been submitted to Trihydro, the blower pump starter and the transfer pump have been replaced. Keystone will recalibrate the turbidity meter and is currently awaiting shipment of new door hardware and associated metal to repair grating. The contractor has submitted all paperwork to Trihydro for completion of its work. Trihydro recommended paying two payment applications.

Board President Fred Marshall addressed a question about the roadway repairs and said the District would revisit this in August or September. It will be under the warranty period. He also reminded the Board that one tie-in on Cedar Circle was not included in the initial bond project as it was not discovered until later. This subject will be addressed later in the meeting.

Brett Lanham of AWR Services, Inc. also commented that any final repairs or concerns would be covered under warranty. AWR is currently completing a Concentration Time ("CT") study. The plant is operating normally.

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

Pay Application No. 19 for the waterline improvement project was submitted by Prota Construction in the amount of \$35,238.17 which reflects 100 percent completion and payment. Director Probst made the motion to approve Pay Application No. 19 for Prota Construction as presented. It was seconded by Director Clemons. The motion carried unanimously.

Pay Application No. 18 for Water Treatment Plan Expansion was submitted by Keystone Construction, Inc. in the amount of \$68,707.17 which reflects the 50 percent retainage. The motion was made by Director Probst and seconded by Director Clemons to approve Pay Application No. 18 as presented. Motion carried unanimously.

No action was taken on Pay Application No. 19 for Water Treatment Plant Expansion submitted by Keystone Construction, Inc. in the amount of \$76,676.60 which reflects 100 percent completion and payment. This was put on hold until the next regular board meeting to get more information from the engineers and Keystone Construction.

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

This item was not discussed.

8. MANAGER'S REPORT – AWR.

Brett Lanham of AWR Services, Inc. ("AWR") presented the Manager's Report. Mr. Lanham's report covered operations, maintenance and repairs performed within the WCID for February 1, 2019 through February 28, 2019. He stated that all treatment plants are operating normally, and operators are scheduled 7 days a week. During February, AWR billed all customers at the normal interval using the District's existing software.

Mr. Lanham then reported on the repairs and changes made at Water Treatment Plant "A" – Existing Plant – as follows. One of the booster pumps which feeds the elevated storage tank ("EST") failed and required repair. AWR personnel pulled the pump and have delivered it to contractors for tear-down and inspection. AWR is now awaiting estimated costs for approval by the Board's subcommittee for repairs. AWR is currently working with contractors regarding a corrosion issue, possibly due to electrolysis, which has caused a leak in the stand pipe to the EST. The issue had occurred prior to AWR, further up the stand pipe, and was repaired via full-circle clamp. To complete the repairs, the EST will have to be isolated and a bid to repair will be provided from the contractor. AWR installed valves on the WTP "day tanks" that supply chemical injection for water treatment. The existing tanks did not have valves to prevent siphoning from the main tank. AWR has also completed conversion of the WTP operations to

liquid chlorine from gas chlorine, as discussed at the January Board meeting. Mr. Lanham also reported that additional regulatory signage has been obtained and installed that is required by TCEQ at the WTP. Also, bulbs and ballasts have been replaced in the WTP to ensure proper lighting at the facility and AWR operators conducted a comprehensive manual backwashing of all filters after the blow-down was completed in January 2019. A full washing, air scour, and refilling of the filters will help improve filtration efficiency and extend filter run times. These filters are back in service.

For Water Treatment Plant "B" – New Plant – Mr. Lanham reported that AWR is working with contractors and the District's engineer to assist in initiating startup of the District's new Trident plant. AWR is finishing a 30-day pilot study. The bacteriological sample results returned absent of bacteria. AWR has obtained a copy of the new CT study from the engineer and are making adjustments as necessary at the plant. Some final components are on order with the contractor and are anticipated to be installed as soon as they are received. Once complete, the new WTP will be placed into daily service.

As discussed in the February Board meeting, Mr. Lanham reported AWR has received approval from President Marshall to proceed with the tie-in work near Cedar Circle for a water distribution line. AWR will work with contractors to obtain costs for asphalt/road repairs once the known size of the excavation area required is determined. Excavation is scheduled to begin this week at an approximate cost of \$10,000 to \$12,000 for the tie-in work. Road work costs will be in addition to this.

AWR also responded to a customer call for low water pressure. Personnel checked pressure in the area, at the meter, and at the fire hydrant. Pressure was determined to be within normal parameters. Mr. Lanham said after research, AWR is not convinced a check valve is responsible for sporadic pressure in the lower distribution plane. He said AWR is working with the District's engineer and may possibly do pressure checks throughout the District as well as look at ways to improve pressure coming out of the plant. More research needs to be done to address this issue.

AWR is also working with regulatory personnel at TCEQ regarding multi-sample analysis for lead and copper at various locations throughout the District. AWR has placed an order for sample bottles and materials and will work with customers to obtain the independent samples needed for analysis at an independent lab.

At the Wastewater Treatment Plant ("WWTP"), Mr. Lanham reported that conversion of all the WWTP facilities from gas to liquid chlorine is complete and in service. Repairs have been completed to the WWTP emergency generator and the generator oil and fluids are being serviced to place it back in rotation. Annual inspections will be scheduled. A separate AWR invoice has been submitted for authorization. Effluent irrigation at the golf course and other areas is continuing. It has been determined that a significant amount of groundwater is in the area. Many of the locations tested for chlorine residual have tested negative, indicating groundwater. Soil sample reports have also been furnished to both the POA and Board subcommittee. Additional regulatory signage required by TCEQ has been obtained and installed at the WWTP. Also, Mr. Lanham reported that after additional sludge hauling from the plant, the overall health of the WWTP has improved significantly resulting in producing more efficiently, and higher quality treated effluent. In the future, a more comprehensive cleaning of the clarifier and aeration basin is suggested, which will further improve the operational efficiency of the WWTP. This may need to be considered to be included in future projects.

According to Mr. Lanham, the rehabilitation work at the Whispering Hollow lift station has been completed. The station is now back in normal service and appears to be operating well. The rehab project was completed at a lower cost than anticipated. Additionally, AWR responded to a customer call regarding a possible wastewater leak at 400 Venture Blvd. South. The leak was located, hand-excavated, and determined to be on a two-inch District wastewater line. The area was isolated and a two-inch

dresser was installed to seal the line. It was tested and placed back in service.

AWR conducted an inspection of areas within the District for possible inflow and infiltration (“I&I”) into the grinder pump tanks. This inspection had previous authorization from the Board subcommittee. Multiple locations had missing bolts and other small components which were replaced. All lids were sealed, one was replaced, and a report was provided to the subcommittee. AWR is now working to raise some of these tanks which are currently below grade by installing extension collars on the tops of the tank to help reduce I&I.

AWR personnel responded to twelve (12) wastewater system Customer Service Calls and Grinder Pump Repairs in February. Four (4) new Wastewater taps were installed during this reporting period. AWR also back-filled the areas reported at the February Board meeting near the golf course where previous District staff had installed taps.

Director Probst asked about refurbishing the current WWTP. Mr. Lanham said the old plant will run in tandem with the new one. He stated refurbishing the plant is quite costly so needs to be budgeted in future projects and possibly included as part of the bond issue. Mr. Lanham stated the regulatory monitoring equipment is aging and will eventually need to be replaced. Resident Roy Ables asked to have added back into the Manager’s Report how much each plant is treating and the tank and pond levels. He also recommended AWR produce a newsletter or report on behalf of the District on a regular basis.

Upon a motion by Director Probst and seconded by Director Clemons, the Board unanimously approved AWR’s Manager’s Report.

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

Mr. Allen Douthitt, of the accounting firm of Bott & Douthitt, reported that a full financial package is planned to be available for the Board at the April meeting. He also included Agenda Item 12 – Opening up of Manager’s Account – at this time. He asked the Board to authorize a Manager’s Account for the bookkeeper to pay things as they come up rather than having to make multiple trips to the District with checks. He recommended the District transfer \$50,000 into that account which will then be replenished each month for funds used. Mr. Douthitt also reported the District has missed the 2018 deadline for filing its audit; however, Mr. Douthitt called the regulatory agency, TCEQ, and explained the recent transitions within the District. He is hopeful to have the audit ready for the April meeting for the Board’s approval. Mr. Douthitt then went over the cash/investment sheet. He also asked that the Board approve vendor payments and add AWR’s invoice for February of \$147,357.29. Mr. Douthitt also asked for the Board’s approval of fund transfers of \$50,000 from Compass Bank Operating Account to Compass Bank Bookkeeper’s Account, \$250,000 from TexPool Operating Account to Compass Operating Account, \$574,683.52 from Chase Tax Account to TexPool Operating Account and \$780,126.35 from Chase Tax Account to TexPool Interest and Sinking Account.

Director Probst made a motion to accept disbursements and transfers as requested. Director Clemons seconded the motion. The motion carried unanimously.

Director Probst made a motion to approve adding AWR’s invoice for February to disbursements and transfers. Director Clemons seconded the motion. Motion carried unanimously.

Director Probst made a motion to open a Manager's Account and move \$50,000 into the account from Compass Bank's Operating Account. Director Clemons seconded the motion. It carried unanimously.

10. REMOVAL OF CAROLYN COOK AS BANK SIGNOR.

Director Probst made a motion to remove former Board member Carolyn Cook as bank signor on all District financial accounts. It was seconded by Director Clemons. Motion carried unanimously.

11. APPOINTMENT OF DIRECTOR TO FILL UNEXPIRED TERM OF OFFICE FOR CAROLYN COOK.

At this time the Board was not ready to appoint a new Director to replace former Board member Carolyn Cook. The newly appointed Director will finish Ms. Cook's four-year term which began November 2018. Directors must be property owners in the District. Once the new Director is appointed, the Board will discuss re-electing officers. The Board will need to accept applications and meet with the applicants to give them a job description. A subcommittee was appointed to receive applications and meet with the applicants. On the subcommittee are Board President Fred Marshall and Secretary-Treasurer Brian Probst.

12. OPENING UP OF MANAGER'S ACCOUNT

This item was discussed and voted on during the Bookkeeper's Report.

13. GRINDER PUMP MAINTENANCE AGREEMENT PLAN.

This item was not discussed.

14. TEMPORARY WASTEWATER SYSTEM CONTROLS.

Brett Lanham of AWR Services, Inc. said he is exploring possibly cleaning of the wastewater treatment plant as well as adding auto dialers to District lift stations. At this time, a short discussion about the direct line from the elevated storage tank to the water plant ensued. AWR management is looking at other options to help reduce costs.

\*\*\*President Marshall rearranged the agenda to move Item 15 to after the Executive Session\*\*\*

16. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

President Marshall stated that all District meters had been calibrated and are working properly. The effluent sprinklers meter needs to be addressed as it hasn't been recording correctly for several weeks. POA President, Frank Engels, said he would get with golf course staff and try to resolve the issue. Mr. Engels also let AWR management know that when its employees need a golf cart for managing effluent sprinklers around the course, they may temporarily use a golf cart from the golf course.

17. TEXAS COUNTY DISTRICT RETIREMENT SERVICE PLAN TERMINATION.

President Marshall said additional funding may still need to be sent to the Texas County District Retirement Service account before it can be closed. This plan is for all past employees who were affected by January 7, 2019 layoff.

18. RATE ORDER.

This item was not discussed.

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 went into closed session at 11:21 a.m. The Board entered into Executive Session at 11:21 a.m.

At 12:11 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.

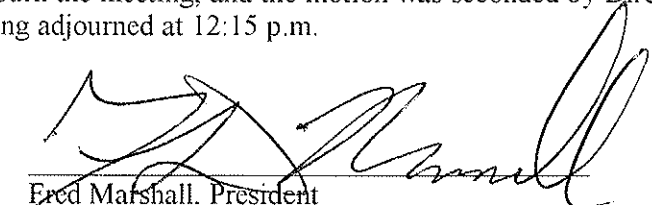
15. INTERLOCAL AGREEMENT BETWEEN WCID AND VILLAGE OF POINT VENTURE.

a. District's Subcommittee Report.

President Marshall reported that the subcommittee has not heard from the Village as to whether they intend to remain at the fire station permanently. No one from the Village Council was present at the Board meeting. President Marshall thanked Director Probst for serving on the subcommittee and announced that Director Clemons would now serve on this subcommittee with him. They would reach out to the Mayor with the District's offer for office space in the District's building as well as parameters for using the area behind the District office for a solid waste collection area and the area used as a dog kennel.

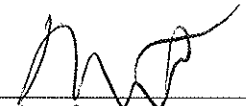
19. ADJOURN THE MEETING.

Motion was made by Director Cindy Clemons to adjourn the meeting, and the motion was seconded by Director Brian Probst. The motion carried unanimously. Meeting adjourned at 12:15 p.m.



Fred Marshall, President  
Travis County WCID – Point Venture

ATTEST:



Brian Probst, Secretary-Treasurer  
Travis County WCID – Point Venture