

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

April 13, 2019

STATE OF TEXAS §
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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 13th day of April, 2019, at 9:00 a.m., with the Directors present being Fred Marshall, Brian Probst, Barry Pasarew and Cindy Clemons.

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. CITIZENS COMMENTS.

This is an opportunity for citizens to address the Board of Directors concerning an issue of community interest that is not on the agenda. In accordance with the Open Meetings Act, Board of Directors is prohibited from acting on or discussing (other than factual responses to specific questions) any items brought before them that are not on the agenda. There is a three (3) minute time limit on any communications.

Carl Eckhart was the first to address the Board. He wanted to know if the District still intended to do the annual grinder pump maintenance and asked that the WCID communicate with residents when their grinder pumps are serviced. He also thanked the Board for having the grounds around the office complex cleaned up. One other concern was a hole on Lakefront Drive that has pile-ons around it.

Ann Fussell, representing Kenwood Homes, asked the Board to reconsider the charges to Kenwood Homes for damages to the District's wastewater lines on January 7, 2019. She stated that the lines were improperly marked so didn't feel that Kenwood Homes or their plumbing contractor should be responsible for the damages incurred. Board President Marshall said this would be addressed later in the meeting.

4. MARCH 16, 2019 MINUTES OF THE REGULAR MEETING

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

*** President Marshall rearranged the agenda to discuss Item 11 next ***

11. TAP FEE CREDIT REQUEST FROM DEVELOPER.

The District's attorney, Matthew McPhail took the lead in this discussion. The Board had previously agreed to give a tap fee credit to Ameritex Home Builder for overpayment of 11 wastewater taps. Now the builder wants to exchange some of those taps for water taps. Mr. McPhail stated that since the cost for each kind of tap is uniform the Board needs to decide if they will allow this exchange. The builder said he would still like to use one tap for wastewater and the other ten as water. After a brief discussion, Director Pasarew made a motion to convert ten of the wastewater taps to water taps at the rate when purchased. Director Cindy Clemons seconded the motion. The motion carried unanimously.

5. ENGINEER'S REPORT – TRIHYDRO ENGINEERING.

Engineer Scott Swiderski of Trihydro Engineering gave the engineer's report. He said the waterline project is considered complete and is now in its warranty period through October 2019. He asked where the District would like the permanent records filed and the Board requested they be left at the WCID office. Mr. Swiderski also requested that any concerns directed to WCID about the roads be forwarded to him. The stop bars that were affected by the road repaving have now been completed.

Mr. Swiderski then reported on the progress of the new water treatment plant project. He said the final walk through has not been done and there are still a couple of issues that need rectifying. Finalized reports to the Texas Commission on Environment Quality ("TCEQ") still need to be completed, but his firm has kept the Commission informed. The plant is up and running.

At this time, Mr. Swiderski did not recommend the final payment to Keystone.

He then addressed the temporary wastewater system. With AWR monitoring the Wastewater Treatment Plant ("WWTP"), he thinks better data is now available about flows. The plant is currently averaging processing approximately 80,000 gallons per day. He is concerned about days where the inflow spikes causing the biological matter in the plant to be upset. He recommends cleaning up the WWTP to help maintain it and stay in compliance until the new plant is built. He suggests the Board consider purchasing or renting EQ or frac tanks to store excess inflow and allow the plant to have steady flows through the plant to keep it from being washed out and losing the good biologicals. Without the extra storage he doesn't feel the District can stay in compliance with its permits. He recommends the plant is cleaned out, shut down, re-seeded and restarted.

Hal Lanham of AWR Service, Inc. concurred with Mr. Swiderski that the flows need to be contained and sent smoothly through the plant. He said the District is going to need the frac tanks. The plant has reached a 90 percent flow and beyond at times. He also agreed the clarifier needs to be cleaned as soon as possible.

Mr. Swiderski reiterated the need to start planning to get the bond on the November ballot. Matthew McPhail, the District's attorney from Willatt and Flickinger, PLLC said the engineering report needs to be submitted to TCEQ before it can go on the ballot. He then recommended the Board discuss the bond during its special meeting to discuss the WWTP and irrigation issues.

The final item addressed at this time was the cost to tie in Cedar Circle to the main water lines. That expense will be paid through the 2016 Bond monies. The work has been completed and cost was \$10,350. Additionally, approximately \$2,500 will be needed to repair the road(s) which were affected by the work. AWR will furnish the final cost for pavement.

The Board then discussed a date for a workshop to discuss the new bond for the WWTP and additional effluent irrigation for Wednesday, May 1, 2019 at 1:00 p.m. in the District's office complex.

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

Director Brian Probst said that the Board's subcommittee met with Scott Swiderski to discuss the additional engineering fees requested by Trihydro Engineering for the Water Treatment Plant expansion. Both parties agree to split the remaining \$40,224 of engineering fees between the District and Trihydro Engineering.

Director Probst then made a motion to approve a change order to pay Trihydro Engineering \$20,112 for extra engineering required for the Water Treatment Plant expansion project. Director Pasarew made the second. The motion carried unanimously.

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

This item was not discussed.

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

This item was not discussed.

*** President Marshall rearranged the agenda to discuss item 17 next ***

17. TOWNHOME LEASE AGREEMENT WITH THE DISTRICT.

President Marshall gave an overview of the lease agreement between the District and Townhome Association. He stated that the District is contractually obligated to adhere to the agreement so the interior fence between the Townhome's storage area and the Solid Waste Collection area would need to be moved. Currently the fence does not give the Townhome Association the square footage stated in the contract. Director Probst inquired if it would be possible to share the cost of moving this fence with the Townhome Association. Charles Lantrip, the Townhome Association president said that would be a townhome board's decision. Director Clemons made a motion to authorize resurveying, legal fees, and building of a new interior fence. It was seconded by Director Probst. In favor of the motion were Directors Probst and Clemons. Director Pasarew abstained from the vote. The motion carried.

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

Ms. Jessica Benson, representing Bott and Douthitt, went through the financials for March with the Board. She reviewed the updated cash activity report she gave to the Board at the meeting. She also reviewed the checks written since the last Board meeting and transfers being presented for approval as reflected in the updated cash activity report. She recommended that the Board approve payment to Trihydro Corporation for \$20,112 in settlement of additional Water Treatment Plant engineering and administrative services. Because of the Trihydro disbursement, the transfer from TexPool Operating Account would increase from \$100,000 to \$120,000.

After discussion, upon motion by Director Probst and seconded by Director Clemons, the Board voted unanimously to approve the transfers and the payments of bills and invoices as presented.

10. MANAGER'S REPORT – AWR SERVICES.

Hal 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 March 1, 2019 through March 31, 2019. He stated that all treatment plants are operating normally, and operators are scheduled 7 days a week. During March, AWR billed all customers at the normal interval using the District's existing software and plan to use this software for April's billing.

Water Treatment Plant ("WTP") operations include leaks on the "stand pipe" (fill line) which needs repaired. Also the new water plant is functional and producing good quality water. The District experienced some very high flows to the Wastewater Treatment Plant ("WWTP") during Spring Break.

Mr. Lanham agrees with engineer recommendations for some type of equalization tanks to accept the high flow and then smoothly feed the wastewater into the plant. He also said that some portions of the clarifier have up to five feet of sludge. He recommended the sludge be removed to help keep the plant running efficiently.

A water line repair was made in the 300 block of Southwind Road. Approximately 30 to 40 customers' water service was affected by the break. A boil water notice was issued as required by TCEQ.

At this time, Mr. Lanham discussed the District's need for its own customer notification system. AWR uses a system called Immediate Response Information System ("IRIS"). This system allows for several options for customers to receive notifications. These include email, landline phone, cell phone, and text message. The cost is approximately \$200 per month plus the cost to input the customers contact information into the system. A letter and form would need to be sent to all customers providing an opportunity to sign up for IRIS. There is no cost to the customers. The Board agreed to have AWR proceed with putting IRIS in place.

Mr. Lanham also addressed the need for the District to attain a new copier. He suggested a lease plan. He provided a document outlining different options for leasing. The District owns their current copier which is almost 11 years old and is in need of significant work. The company who will be leasing the new copier can have a new one in place in 7 to 10 working days and will remove the old one. A motion was made by Director Clemons and seconded by Director Probst to authorize AWR to put together a lease agreement for 48 months for a new copier. The motion carried unanimously.

a. DISPUTED INVOICE ON WASTEWATER LINE REPAIRS – 200 VENTURE BLVD S.

This item was moved until after the Board met in closed Executive Session.

12. COMMUNICATIONS FOR WASTEWATER PLANT AND ELEVATED STORAGE TO WATER TREATMENT PLANT.

Mr. Lanham said the District is currently using a system provided by AT&T at a cost of over \$1,000 per month. He recommends changing the communication system between the water plant and elevated storage to radio communications if the cost is less. He has already communicated with a company with which AWR Services has a long-standing relationship. He said AWR Services would acquire more bids and talk with AT&T to find out if they have other options which are more cost effective than the current one.

He also discussed the need for the District's lift stations to have some kind of emergency communication in place when they go into alarm. Cellular options are available. AWR will gather information for the Board to make a decision. Mr. Lanham recommended this project be placed in next year's budget.

11. COMMUNICATION SYSTEM WITH PROPERTY OWNERS.

This item was discussed during the Manager's Report.

12. COPIER REPLACEMENT.

This item was discussed during the Manager's Report.

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

The District has received two applications and resumes for the open Director position. The appointment

was postponed until the May 1, 2019 special meeting.

14. GRINDER PUMP MAINTENANCE AGREEMENT PLAN.

Hal Lanham of AWR Services asked the Board to consider three major points when addressing changes to the grinder pump maintenance agreement plan. These are 1) set a standard for pumps including brand; 2) District does all repairs and maintenance; 3) Cost to maintain these pumps. Mr. Lanham said he would gather more information.

18. TEMPORARY WASTEWATER SYSTEM CONTROLS.

This item was discussed during the engineer's report.

19. INTERLOCAL AGREEMENT AND COMMUNICATIONS BETWEEN WCID AND VILLAGE OF POINT VENTURE.

a. DISTRICT'S SUBCOMMITTEE REPORT.

The District's subcommittee met and despite several efforts could not get a meeting time to work between them and the Village of Point Venture representatives. Board President Marshall asked the Board to consider authorizing the District's attorney to draft a proposed agreement for the Village's use of the area behind the office for collection of solid waste and the area behind the shop for a dog kennel. Director Clemons made a motion to authorize attorney, Matt McPhail, to draft a lease agreement between the District and Village of Point Venture to be ready by Monday. The motion was seconded by Director Pasarew. Motion carried unanimously.

20. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

AWR Services representative, Hal Lanham, reported that additional lines for effluent watering have been added to the roughs at the golf course. Complaints of overwatering have been reduced significantly. President Marshall said golf course personnel have discontinued watering roughs as of April 12, 2019. The Property Owner's Association ("POA") would like to have four million gallons in storage before the summer months.

21. RATE ORDER.

Attorney Matt McPhail began this item by emphasizing the need to address the rate order soon. The current order needs significant work and more details to alleviate confusion.

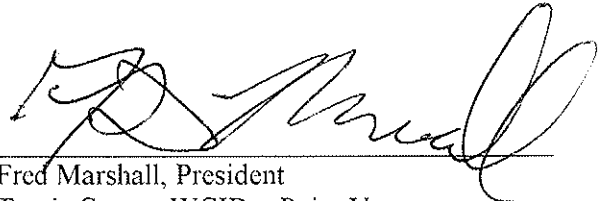
President Fred Marshall announced that the Board of Directors will now go into closed session for consultation with the District's attorney pursuant to Sections 551.071 of the Texas Government Code regarding matters related to Agenda Item No. 10b. The Board went into closed session at 12:17 p.m. The Board entered into Executive Session at 12:24 p.m.

At 1:32 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.

Director Probst made a motion to authorize the District's attorney to write and send a letter to Kenwood Homes forgiving the cost of damages done to the District's wastewater system line on January 7, 2019. Director Clemons seconded the motion. The motion carried unanimously

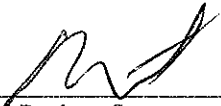
22. ADJOURN THE MEETING.

Motion was made by Director Probst to adjourn the meeting. The motion was seconded by Director Pasarew. The motion carried unanimously. Meeting adjourned at 1:32 p.m.



Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:



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

(SEAL)