

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

June 20, 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 20th day of June, 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: 841 8030 4422 and password: 691741. The public also had digital access to a meeting packet through both email and the District's website.

Others in attendance were Scott Swiderski of Trihydro Corporation, Hal Lanham and Jean Cecala of AWR Services, Inc., Matthew McPhail of Willatt & Flickinger, PLLC, Allen Douthitt of Bott & Douthitt PLLC, and nine guests.

1. CALL TO ORDER.

Board President Fred Marshall called the meeting to order.

2. ROLL CALL OF DIRECTORS.

President Fred Marshall called roll of Directors. The Directors present were Fred Marshall, Annette Kikta, Brian Probst, and Barry Pasarew thus constituting a quorum. Director Chris Lippe was not present.

3. PUBLIC COMMENTS.

Stan Retrum spoke to the Board about his bill credit for grinder pump service. He also had a question about the indemnity clause on the grinder service agreement and asked the Board to consider modifying the agreement.

Cristin Cecala addressed the board with two issues. First, she did not receive the email notice with the agenda 72 hours in advance. Ms. Cecala then asked if someone could please review the recent work on her grinder system.

Mrs. Kris Arrieta then spoke to the Board about an invoice she received for grinder service repairs. She also had comments about the new service agreement she received. Mrs. Arrieta also asked that the service agreement be modified.

4. MAY 16, 2020 REGULAR MEETING MINUTES.

The proposed minutes of the May 16, 2020 regular meeting and the April 30, 2020 special meeting minutes were presented for approval. Motion was made by Director Barry Pasarew to approve the minutes of the May 16, 2020 regular meeting as presented. Motion was seconded by Director Anne Kikta. Motion unanimously approved.

5. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

Scott Swiderski, engineer for Trihydro Corporation, gave the engineer's report. Mr. Swiderski said with the rise in demand for water backwashing will be more frequent at the water treatment plant ("WTP"). Operators are working to keep the tanks from overflowing. AWR hired Fluid Meter Services to repair the cla-vals on the barge. This repair should be completed in the next couple of weeks. Another concern is the turbidity meters at Plant "A", the original plant. They are not working properly and need to be replaced. They are so old they cannot be repaired. AWR Services is getting prices. It was suggested that the SCADA programming be upgraded to help make the two plants work simultaneously. Mr. Swiderski also recommended getting an inspection company to come out and check the intake for zebra mussel infiltration. Mr. Swiderski said it does not seem to be affecting the water quality or production yet. He asked the Board to take action to get an inspection company hired to take care of the zebra mussel problem.

Transfer pump number 2 at the water storage tanks was experiencing communication problems and was malfunctioning. Since modification improvements, it now operates with pump number one and no further repairs are necessary. Another item Mr. Swiderski discussed was the Texas Commission on Environmental Quality ("TCEQ") bond report and its progress. TCEQ had sent several questions about the report which Trihydro and Dan Wegmiller have addressed. Lastly, he got a couple of quotes back from contractors for road repairs within the District. He recommended that the standards for streets, furnished by Haynie Contractors who works for the Village of Point Venture, be available to building contractors who tie-in to the system. He believes the builder should handle street repairs that have been caused from their tie-ins.

Mr. Swiderski also recommended the Board to begin exploring future areas for irrigation with the building of the new wastewater treatment plant ("WWTP"). He reminded them that private property cannot be used for calculating land needs and soil analysis will also need to be performed. President Marshall appointed a sub-committee of Directors Probst and Kikta to work with Mr. Swiderski to look for land for future irrigation.

a. REGION K INFRASTRUCTURE FINANCING SURVEY.

An email received by the WCID was forwarded to the engineers for review. Region K is asking for a non-mandatory survey about Districts' projects. Mr. Swiderski said that Region K offers another avenue for funding and uses the data to estimate funding needs and for what the money would be used. Mr. Swiderski said by filling out the survey it would not commit the District to borrowing money and wanted to know if the Board would like him to proceed filling it out. Mr. McPhail asked if a deadline was attached to the survey. Mr. McPhail and Mr. Swiderski will communicate with each other about the survey.

6. CONSIDERATION AND APPROVAL OF THE DESIGN FEE PROPOSAL REGARDING PROPOSED WASTEWATER TREATMENT PLANT.

Mr. Swiderski said he met with Director Chris Lippe and reanalyzed the data due to the inflow and infiltration (“I&I”) issue and the problem with flow meters recording inaccurately. The new plant is calculated at 150,000 gallons per day on average, but TCEQ requires peaking flows to be calculated in. Currently the observed peaking factor is between 2.5 and 2.6. Mr. Swiderski recommended planning for a 3.0 peaking factor. The basins require upsized designs to accommodate peaking flow so would need 450,000 gallons of capacity at the plant to handle surges, if approved by TCEQ. He redefined the costs of the project and Director Lippe was satisfied with the approach. Mr. Swiderski also wished to clarify that cost in design of the wastewater treatment plant (“WWTP”) also includes upgrading the lift station on site at the plant. Director Probst made the motion to accept and approve the design fee proposal dated May 13, 2020 regarding proposed wastewater treatment plant not to exceed \$640,000. Director Pasarew seconded the motion. Motion unanimously approved.

Director Pasarew asked if this amount was in line with the original proposed budget established for the new WWTP. Mr. Swiderski said it was comparable. Approximately \$550,000 was budgeted for the design of the WWTP but has added a headwork system and the lift station. He is guaranteeing to the board Trihydro would be diligent with the funding and reports will be submitted to the Board to track the progress throughout the project.

7. 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 May and presented the April financials. Mr. Douthitt went over the comparison on income statement to actuals explaining that the District is over budget because of maintenance for a lift station that was approved last month. The District is looking at approximately \$80,000 down to budget. Mr. Douthitt went on to say that the normal budget is running fairly well. 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 Kikta. Motion unanimously approved.

Mr. Swiderski of Trihydro asked Mr. Douthitt and the Board if he could be involved with the budget process for next year. This could help the Board better understand the CIP and bond process. Mr. Douthitt was very open to that suggestion. Mr. Douthitt would appreciate any input Mr. Swiderski and Mr. Lanham can offer for anything outside the normal operations that could affect budget.

8. 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.

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

No action was taken on this item.

10. ROAD REPAIRS WITHIN THE DISTRICT.

Scott Swiderski provided the Village of Point Venture standards for roads and received two quotes for services. Mr. Swiderski had also contacted another vendor, but had not received a quote from them. He also recommended the Board authorize a cap threshold for these repairs. President Marshall asked that the Board hold off on announcing a dollar figure until all the quotes are in. Director Kikta asked for clarification of the quotes. She wished to know if these were for specific repairs or for all future repairs. President Marshall said that the quotes were for a list of specific repairs in the District. Director Kikta also asked if these repairs would be inspected afterwards. Mr. Swiderski said that the repairs are not extensive enough to require inspection. This item was postponed for the special meeting agenda.

11. WATER PRESSURE ISSUES WITHIN THE DISTRICT.

Mr. Hal Lanham said that AWR Services has been working with Trihydro to try to figure out the water pressure issues in the District. Mr. Swiderski of Trihydro said there is possibly a restriction of some sort either in the mains or customer lines. The lines are older and the water is hard which causes sediment build up. Some analyses have been done but no specific reasons are realized at this time for the pressure problems in the District. Director Kikta asked if this is a community-wide program. Mr. Swiderski explained the two pressure plains are fed by two different storage tanks. He also said that this occurs in various locations, with one household experiencing issues while an adjacent home is not, so it's hard to pinpoint what is going on. At this time, there is not enough information to move forward. Director Probst asked Mr. Swiderski if he had a plan to figure out and solve this problem. Mr. Swiderski said he would have to look at current data provided from River City Engineering, obtain raw data from the system, do field testing and figure out from there the appropriate course of action.

12. MANAGER'S REPORT – AWR SERVICES.

A written manager's report was furnished to the Board before the meeting. Mr. Hal Lanham began the report by introducing AWR Services new CEO, Tammy Hargett, who has been with AWR for two weeks. Mr. Lanham then touched on the high points of the written report including sending a letter notifying the building contractor at 605 Deckhouse who was illegally using water of the fine the Board imposed at last month's meeting. He also reported on the two lift stations went down and that two of the pumps may be under warranty. Six plumbing companies were contacted asking for RFP for work on grinder pumps in the District. Only one responded with a proposal.

Water loss was down this month. Four meters were pulled for testing and all came back within the normal range of metering. One other item Mr. Lanham discussed was AWR's adjusting hours spent at several jobs to help the customer. Mr. Lanham said that he hopes that within the next 60 days a contractor will be in place to do repairs within the District.

Director Kikta asked if the percentage of water loss can be translated into gallons. The loss is significant between 600,000 to 1,000,000 gallons per month. Mr. Lanham believes this is a metering issue. A few years ago the District had a company survey for water leaks and did not find any significant leaks. Director Kikta would like more data about where this water is going. Mr. Lanham said AWR can work with the engineers to use a formula to get a number of gallons being backwashed. Mr. Swiderski said that the backwash does feed back into the system.

a. TESTING METERS FOR ACCURACY.

This item was discussed earlier in the report.

13. GRINDER SYSTEM SERVICE REPAIRS, CUSTOMER INVOICES AND SUBCONTRACTORS.

Grinder system service repairs and subcontractors were briefly discussed during the manager's report and were postponed until a later date. President Marshall appointed a subcommittee of Directors Pasarew and Lippe to look at the adjustments AWR gave on several grinder pump services for customer invoices. The committee will bring the information back to the Board at the special meeting.

A special meeting was scheduled to discuss this item on Monday, June 29, 2020 at 1:00 p.m.

14. DECLARATION OF SURPLUS PROPERTY AND SALE OF SURPLUS PROPERTY (DISTRICT'S VEHICLES AND UTILITY EQUIPMENT.

President Marshall said that the District has a backhoe and vacuum truck that the District no longer needs that should be sold. Director Probst made a motion to declare the backhoe and vacuum truck as surplus equipment and advertised to be sold. Director Pasarew seconded the motion. Motion unanimously approved.

Director Kikta asked who actually advertises the equipment for sale. President Marshall said that the equipment will be put on an auction site. Jean Cecala asked that someone have authorization to set a reserve price for the auction. A sub-committee of Directors Marshall and Probst will set the amount of the reserve. The motion was then amended by Director Probst to include clarification that the sub-committee will set the reserve amount. Director Pasarew seconded the motion. The amended motion was approved unanimously.

15. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

President Marshall said tank levels were going down. No comment was available from anyone from the Property Owner's Association.

16. DISTRICT'S WATER INTAKE BARGE AND REQUESTS FOR WAIVER TO CONSTRUCT PRIVATE BOAT DOCKS.

Mr. Matt McPhail reported this issue is complete. He sent a letter in early June to the property owner and realtor who came with questions at last month's board meeting. Mr. McPhail worked with Mr. Swiderski and focused on two considerations for the letter. First, the TCEQ exception previously issued would not automatically apply to this new request. The bigger concern is the easement the District has which allows access to the barge. If the lake level goes down and a dock was built where it was proposed, the District would have major issues accessing the water intake barge. He has not heard a response from the owner.

President Marshall said that the home has been sold and any future dealings will be with the new owner.

17. RATE ORDER.

Mr. McPhail also addressed the rate order. He said the only possible change to make would be tap fees, but those can be postponed to another month. He believed that once the grinder pump repairs have been considered and decided on, that would be an ideal time to do all the major changes needed. No action was taken.

18. CONTRACT AMENDMENT WITH AWR SERVICES, INC.

Mr. McPhail said that there is no update on the contract at this time. The contract is on hold until the Board makes a decision about grinder pump repairs and service. This issues needs to be resolved before

the final amendment can be finished. Mr. Lanham agreed.

AGENDA ITEMS RELATED TO ELECTIONS

19. Directors Election

- a. Resolution Authorizing Secretary’s Appointment of Agent to Perform Duties During Election Period
- b. Notice of Deadline to File Application for Place on Ballot

PUNTOS DEL ORDEN DEL DÍA RELATIVOS A ELECCIONES

19. Elección de Directores

- a. Resolución para autorizar al secretario para designar a un agente para desempeñar funciones durante el período electoral
- b. Aviso de fecha límite para presentar solicitudes de un lugar en la boleta de votación

Mr. McPhail said the only action needed on this item was a motion to approve the resolution to appoint an agent to perform duties during the election period. He said that the District needs an agent to handle all election matters such as collecting ballots, having the office open for certain times, distributing and collecting applications for the ballot and other duties if the Secretary is not available. Mr. McPhail said this may be a little more difficult during COVID-19, but the District has a person in the office that can do these duties. Director Probst made a motion to approve a resolution appointing Jean Cecala election agent to perform duties during election period. Director Kikta seconded the motion. Motion approved unanimously.

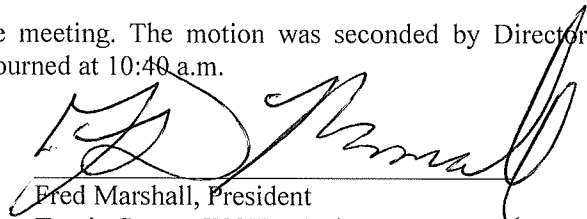
President Marshall announced that the two Board positions open for election are currently being held by Directors Probst and Kikta.

Mr. McPhail said that the start date for receiving applications for the ballot is officially July 18, but since the office is closed it will begin July 20. Last date to file is August 17, 2020. The one item that must be filled out and mailed is the actual application. Only originals can be accepted.

President Marshall asked for any other comments. Cristin Cecala asked that the agenda get sent out to the public sooner for future meetings.

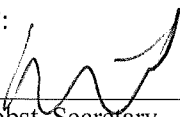
20. ADJOURN THE MEETING.

Motion was made by Director Kikta to adjourn the meeting. The motion was seconded by Director Probst. The motion carried unanimously. Meeting adjourned at 10:40 a.m.



Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:



Brian Probst, Secretary
Travis County WCID – Point Venture

(SEAL)