

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

July 18, 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 18th day of July, 2020 at 10:30 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: 840 2084 8809 and password: 950355. 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, Tammy Hargett and Jean Cecala of AWR Services, Inc., Matthew McPhail of Willatt & Flickinger, PLLC, Allen Douthitt of Bott & Douthitt PLLC, and eleven guests.

1. CALL TO ORDER.

Board President Fred Marshall called the meeting to order at 10:31 a.m.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors. The Directors present were Fred Marshall, Annette Kikta, Brian Probst, Barry Pasarew and Chris Lippe thus constituting a quorum.

3. PUBLIC COMMENTS.

Cristin Cecala asked for a follow up on grinder system repairs.

Kris Arrieta asked for a follow up on an itemized invoice for grinder system repairs.

Brett Lanham addressed the Board to discuss his termination from AWR. He said he discovered several field personnel committing timecard theft. He also said he discovered that the field personnel were failing to conduct standard daily operations required by the contracts and TCEQ or EPA. Brett Lanham is concerned with possible health and safety issues especially during the current pandemic. After discussions with Hal Lanham regarding his findings, Brett Lanham stated he was fired from AWR. Brett Lanham has started up Lanham Consulting, Inc. He concluded his public statement and thanked the Board for their time.

President Fred Marshall appointed a sub-committee of Directors Chris Lippe and Brian Probst to look into the statement made by Brett Lanham.

4. JUNE 20, 2020 REGULAR MEETING MINUTES AND JUNE 29, 2020 SPECIAL MEETING MINUTES.

The proposed minutes of the June 20, 2020 regular meeting and the June 29, 2020 special meeting were presented for approval. Motion was made by Director Brian Probst to approve the minutes of the June 20, 2020 regular meeting and the June 29, special meeting as presented. Motion was seconded by Director Barry Pasarew. Motion unanimously approved.

5. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

Engineer Scott Swiderski of Trihydro Corporation gave the engineer's report. Mr. Swiderski first reported on the Water Treatment Plants ("WTP"). With the increased demand for processed water, the plant is operating and backwashing more. At this time operators are currently managing the backwashing trying to prevent overflows. Fluid Meter has completed repairs of the cla-vals on the barge.

Mr. Swiderski also reported that the mitigation of zebra mussels on the District's water intake is extremely important. Mr. Swiderski recommended an underwater inspection of the barge and raw water intake system take place right away. Director Probst recommended that the inspection and removal be done every six months moving forward and that this inspection/removal be included in the District's budget. Director Anne Kikta wanted to know how fast this first inspection and removal can be accomplished. Mr. Hal Lanham of AWR Services, Inc. said they had received a bid from Chapman Marine for \$3,795. With the Board's approval, the inspection and removal could be done right away. Directors Lippe and Probst asked questions about the inspection process and when the last inspection of the water intake was completed. Mr. Swiderski said that when the raw water line was replaced in 2018, it was inspected at that time. Zebra mussels have only truly become a concern in the last 18 to 24 months.

Mr. Swiderski reported that the lift station at the Wastewater Treatment Plant ("WWTP") recently triggered high level alarms. Plant operators have suggested several potential reasons. Director Lippe asked Mr. Swiderski what he believed the underlying problem at the wastewater treatment plant's lift station is triggering the high level alarms. Mr. Swiderski stated that mainly either the pump impellers could be worn out from the years of operation or rags could be affecting the check valve. He added that the lift station will be overhauled when the new WWTP is designed and constructed. Director Kikta asked if repairs were within the budget. Mr. Swiderski said they would need to investigate further and determine a course of action for the Board to consider on how best to proceed. Mr. Swiderski also reported that because of the extreme heat the plant is not processing wastewater efficiently and AWR will most likely need to turn on the second blower to provide additional air to the aeration basin. Lastly, Trihydro is coordinating with Terracon to perform geotechnical site analysis for the new WWTP.

Another recent problem is the communication fluctuations of Transfer Pump No 2 for transferring water from the ground storage tank to the elevated storage tank. It appears at higher pumping rates the transmitted information back to the water plant is unreliable. However, this is not affecting the District's water supply.

Trihydro and AWR personnel met recently with Director Kikta to review District water and wastewater treatment operations and discuss plant concerns. Director Kikta was informed of improvements, the challenges involved and prioritizing improvement issues.

Finally, Mr. Swiderski reported that Trihydro is working with the Texas Commission on Environmental Quality ("TCEQ") to understand the delay in approving the Bond Application report. Trihydro has reached out to TCEQ on several occasions, receiving the response that TCEQ is still reviewing. Director Probst asked Mr. Swiderski if the Board members could possibly contact TCEQ to help expedite approval of the Bond Application report. Mr. Swiderski remarked that Board members' input may be a good idea. Mr. Swiderski said part of the delay is due to COVID-19 and TCEQ employees working from home. The only means to contact TCEQ employees at this time is by email. Director Pasarew asked if this delay is impacting the timeline. Mr. Swiderski believes it is having an impact.

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

This item was considered and acted upon at the June 2020 meeting.

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 reported that the District is current \$5,000 off plan for the month. He reported that the Pay Series 2016 bond payment of \$384,562.50 is

due. Mr. Douthitt briefly went over invoices paid by the District in June and presented the May financials. Director Probst made a motion to approve payment of the 2016 bond payment, monthly bills and authorize fund transfers as recommended by Mr. Douthitt. It was seconded by Director Pasarew. Motion unanimously approved.

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.

Mr. Swiderski told the Board that only two bids were received for road repairs within the District. He recommended the Board make future road repairs caused from damages installing new taps for homes be the responsibility of the home builder at each location. Director Pasarew made a motion to award the paving contract to Steven's Paving for \$7,500. Director Lippe seconded the motion. Motion unanimously approved.

11. APPEAL OF FINE FOR UNAUTHORIZED CONNECTION TO WATER SYSTEM THAT BYPASSES A METER.

The contractor who received a fine for unauthorized connection to the water system addressed the Board. After some discussion between the contractor and Mr. Lanham, the District's attorney Matt McPhail read the District's rules and policies which have been in effect since August 2017. Director Kikta recommended the Board stand by its previous action. With no other Director input, the discussion was closed and the contractor is responsible for the \$1,000 fine and was reminded to follow the District's rules and policies.

12. DEMAND LETTER FROM CHARTER COMMUNICATIONS FOR DAMAGE TO CABLE LINES AND FACILITIES.

Matt McPhail, the District's attorney, told the Board a demand letter was received on behalf of Charter Communications for alleged damages done to its cable lines or other facilities. Mr. McPhail said he would send the letter to Texas Municipal League Intergovernmental Risk Pool, the District's insurance company. Mr. McPhail said no further action was needed at this time.

13. MANAGER'S REPORT – AWR SERVICES.

Mr. Hal Lanham of AWR Services, Inc. gave the manager's report. He first responded to the comments made at the beginning of the meeting addressing each issue individually.

Mr. Lanham briefly reported on several items AWR responded to in June. AWR personnel plumbed the water line to the new WTP turbidity and chlorine meters. AWR had secured a quote from Chapman Marine for a dive team to clean the zebra mussels from the intake line and screen on the barge at a cost of \$3,795. A discussion took place about processes to try to deter the mussels from attaching to the equipment. Director Kikta would like to get an estimate for both a chemical injection system being added at the water intake and spray coating the screens/strainer baskets. Mr. Swiderski of Trihydro Corp. said he would work on quotes for manual and then fully automated systems to help deter zebra mussel build up on the District's water intake structure.

Director Lippe made a motion to accept the quote from Chapman Marine for \$3,795 to inspect and clean the District's intake line and screen on the barge. The motion was seconded by Director Kikta and unanimously approved.

Director Probst then asked about the fluctuation in the water loss report. Director Kikta said she is working with Mr. Swiderski to get data. She told the Board that funding is needed towards the engineering study.

14. ENGAGEMENT LETTER SUBMITTED BY MAXWELL LOCKE & RITTER LLP FOR DISTRICT'S ANNUAL AUDIT.

The District's attorney, Matthew McPhail, said the engagement letter from auditing firm, Maxwell Locke & Ritter is the yearly letter presented to the Board and includes a fee of \$14,500. He recommended accepting the letter. Motion by Director Probst was made to approve the engagement letter submitted by Maxwell Locke and Ritter LLP for the District's annual audit and pay the fee. The second was made by Director Kikta. Motion unanimously approved.

15. GRINDER SYSTEM SERVICE AGREEMENT.

The Board first asked for comments from the guests who had asked to speak during this agenda item. Both Cristin Cecala and Oscar Strohacker spoke about the amended agreement.

Mr. McPhail said he and a two-member subcommittee have been working on amending the service agreement after an overwhelming response from the public about the one recently mailed to customers. Mr. McPhail reminded the Board that the agreement must comply with the TCEQ rules. Mr. McPhail said he needed a firm direction the Board was planning to go for grinder pump maintenance in the future. Director Lippe then spoke on behalf of the committee. Director Lippe said that he and Director Pasarew have worked together and have heard the comments from the community. He said the committee was trying to work on a plan that was best for customers and the District. Director Lippe said the District does not have the resources to continue maintaining and repairing grinder pumps. Mr. Lippe then said he was going to make a motion so that the proposed service agreement will be written to make the following points clear. Director Lippe made a motion that the District will not be responsible for routine maintenance and repairs of grinder pumps, the customer is responsible for such maintenance and repairs using licensed plumbers of their choice; therefore, the District will only respond for emergency maintenance as required to eliminate spill conditions and protect the public health and safety and the environment. Director Pasarew seconded the motion which was unanimously approved.

President Marshall clarified that the townhomes are different and will be treated separately. President Marshall reported that a subcommittee is working on a new agreement between the District and the Townhome Association for care of its grinder pumps.

The Board also clarified that the current process of responding to alarming grinder pumps would stay in effect until the new agreement has been modified and approved by the Board. The previous motion was then modified by Director Lippe to include the effective date and seconded by Director Pasarew. The amended motion was unanimously approved.

16. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

President Marshall reported that storage tank levels continue to drop because of the additional watering on the golf course. The hot weather is a huge help to help eliminate the treated effluent from the wet weather storage tanks.

17. RATE ORDER.

Mr. McPhail said the rate order would be modified once the grinder pump agreement was finalized and approved. No action was taken.

18. CONTRACT AMENDMENT WITH AWR SERVICES INC.

Mr. Hal Lanham said that AWR Services will have a revised agreement ready for the Board at the next regular Board meeting in August. No action was taken.

AGENDA ITEMS RELATED TO ELECTIONS

19. Directors Election

- a. Contract for Election Services with Travis County and New Equipment Adoption Order

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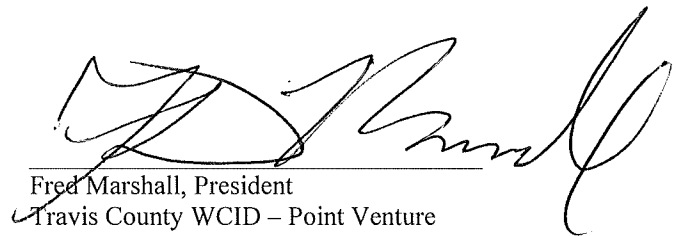
19. Eleccion de Directores

- a. Contrato de servicios electorales con el Condado de Travis y Orden de adopci3n de equipo nuevo

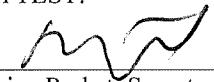
Mr. McPhail said the contract for election services with Travis County and the new equipment adoption order were necessary for Travis County to conduct the District's election in November. A small fee will also need to be included with the Contract. Director Probst made a motion to approve the contract for election services with Travis County and pay the fee. The motion was seconded by Director Kikta. Motion unanimously approved. Director Probst made a motion to accept the New Equipment Adoption Order. The motion was seconded by Director Kikta. The motion was unanimously approved.

20. ADJOURN THE MEETING.

Motion was made by Director Kikta to adjourn the meeting. The motion was seconded by Director Pasarew. The motion carried unanimously. Meeting adjourned at 12:19 p.m.


Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:



Brian Probst, Secretary
Travis County WCID – Point Venture

(SEAL)