

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

December 17, 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 17th day of December, 2020 at 2:00 p.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: 815 7772 7184 and password: 533797. The public also had digital access to a meeting packet through both email and the District’s website.

In attendance were Matthew McPhail of Willatt & Flickinger, PLLC, Scott Swiderski of Trihydro Corporation, Allen Douthitt of Bott & Douthitt PLLC, Jess Kennis, Kristi Hester, Ronja Keyes and Jean Cecala of Inframark and resident Roy Able.

1. CALL TO ORDER.

Board President Fred Marshall called the meeting to order at 2:02 p.m.

2. ROLL CALL OF DIRECTORS.

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

3. PUBLIC COMMENTS.

No public comments.

4. NOVEMBER 21, 2020 REGULAR MEETING MINUTES AND DECEMBER 10, 2020 SPECIAL MEETING MINUTES.

The proposed minutes of the November 21, 2020 regular meeting minutes and the December 10, 2020 special meeting minutes were presented for approval. Director Chris Lippe made a motion to approve the minutes as presented. The motion was seconded by Director Barry Pasarew. Motion unanimously approved.

5. ENGINEER’S REPORT – TRIHYDRO CORPORATION.

Scott Swiderski, engineer from Trihydro Corporation gave the engineer’s report. Mr. Swiderski reported that the water treatment plants (“WTP”) are continuing to operate under normal conditions as Inframark employees become more familiar with how they operate. Dynamic Pump Systems (“DPS”) delivered the raw water pump strainer baskets during the first week of December. U.S. Underwater is scheduled to install the baskets December 22, 2020. Mr. Swiderski told the Board that the raw water pumps would be turned off during installation and the installation should only take a day.

At the Wastewater Treatment Plant “WWTP” the air compressor repair work was completed in early December. The blowers and the WWTP are operating normally. Inframark has completed the conversion to liquid bleach from chlorine gas for the irrigation pump system. However, golf course maintenance would not allow the liquid bleach to be injected into the system as it may void the warranty of the golf course’s newly installed pump. Because of this change, a new chemical feed pump will be installed that is capable of overcoming irrigation line pressure at a location past the

irrigation pumps.

Mr. Swiderski also reported that preliminary engineering has begun for the new proposed WWTP. The design focus for now is to determine the plant layout within the site's small footprint. Several iterations are being finalized for practical basin locations. Once these are set, Trihydro will meet with Inframark and the Board subcommittee to discuss function and receive feedback on plant layout. Additionally, Trihydro contacted several vendors of critical components to gather design information that will help decide the plant's design.

Trihydro provided fire hydrant standards to Inframark for use when Inframark purchases replacement hydrants in the future. Currently the hydrant at 18519 Staghorn is leaking and is scheduled to be replaced.

Director Anne Kikta made a motion to accept the engineer's report. The motion was seconded by Director Pasarew. Motion unanimously approved.

6. CONSIDERATION AND POSSIBLE APPROVAL OF THE ZEBRA MUSSEL MITIGATION PROPOSAL REGARDING THE RAW WATER BARGE SYSTEM.

Mr. Swiderski also presented for consideration to the Board a proposal for engineering services for the zebra mussel mitigation project. The proposal includes the design and chemical feed system bid documents and overseeing the installation of the chemical feed system. Mr. Swiderski provided a detailed scope of work and fee proposal not to exceed \$40,960. Mr. Swiderski answered Directors' questions before Director Kikta made a motion to accept the proposal from Trihydro for zebra mussel mitigation at the raw water barge system. The motion was seconded by Director Manuel Macias. The motion was unanimously approved.

7. PROPOSED BOND PROJECTS IN DISTRICT AND DISCUSSION OF BOND RELATED PROJECTS AND ISSUANCE OF CONTRACT AGREEMENTS.

Mr. Swiderski provided the Board a list of projects related to the bond. Mr. Allen Douthitt of Bott & Douthitt the District's accountant asked Mr. Swiderski to include his firm with projected expenses moving forward to allow his firm to track expenses closely.

8. 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 November and presented the October financials. The Directors bonds approved at last month's meeting are in place and are paid for three years.

Director Kikta made a motion to approve the financial report, payment of the monthly bills and authorize fund transfers as recommended by Mr. Douthitt. It was seconded by Director Macias. Motion unanimously approved.

9. 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.

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

No action was taken on this item.

11. OPERATIONS AND MAINTENANCE REPORT - INFRAMARK.

Jess Kennis of Inframark briefly went over the general manager's executive summary report. At the WTP the SC200 Turbidimeter will not display filter #2 and is not trending data in the SCADA. The unit will need to be replaced at an

estimated cost of \$20,000. Also, within the distribution system the following items were reported. The raw water intake pumps are all now fully operational, the pump controller for the Elevated Storage Tank (“EST”) is being installed in December, hour meters for the booster pumps at the plant will be installed in the next two weeks, the trident plant influent valve actuator failed, and a new assembly was purchased. The old unit will be refurbished and kept as a spare. Mr. Kennis discussed the proactive measures Inframark will take regarding the November 20 percent water loss.

Mr. Kennis reported at the WWTP and the collection system the following items. The re-chlorination station conversion to bleach anticipated completion was December 18, 2020 and the grating at the bar screen is rusted, unsafe and unserviceable so will be replaced in the very near future. Whispering Hollow lift stations floats and pump controls are not operating properly and those are scheduled for repair in the next week.

Phase 1 of “Operation Clean Sweep” was conducted December 11 which included assessing and inventorying the shop building at the office. The garage doors were scheduled for repair at an estimated cost of \$600. The second phase of the clean-up will be scheduled soon. The wet wells at two lift stations have been secured to eliminate safety concerns. The fencing company will install the new fence at the boat storage lift station in early January. Additionally, a bid to eliminate the extension cord use at the WTP has been received and will be presented for board approval in January.

Mr. Kennis also reported that Inframark is coordinating the installation of taps in 10 locations, the billing conversion is underway, and asked the Directors if they wished the District to cover the \$1.00 fee for ACH transactions that will be incurred with the new billing system. Director Kikta made a motion that customers will pay all associated fees for electronic payments. The motion was seconded by Director Macias. Motion unanimously approved.

12. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE RELATED TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 11 ABOVE.

Mr. Kennis told the Board that a new fire hydrant would need to be purchased and replaced for a leaking one on Staghorn Drive. The estimated cost for this replacement and repair is \$5,000. Motion was made by Director Kikta to approve the purchase of the fire hydrant and labor to replace it. The motion was seconded by Director Lippe. Motion unanimously approved.

13. REVIEW OF TEMPORARY MORATORIUM ON DISCONNECTION OF WATER SERVICES DURING COVID-19 CRISIS.

The District set a temporary moratorium in place in March 2020 on disconnect of water services during COVID-19 crisis. The Board agreed that the moratorium should be extended. Director Macias made a motion to extend the moratorium on disconnection of water services in the District for six months. The motion was seconded by Director Kikta. Motion unanimously approved.

14. PROPOSED 2021 BOARD MEETING CALENDAR.

Mr. Matt McPhail explained that the Board would need to approve an updated resolution designating regular offices and meeting times and places. The Board agreed last month to change meetings to 3:00 p.m. on the fourth Thursday of each month beginning in January 2021. The 2021 Board dates were scheduled as follows:

January 28	February 25	March 25	April 22	May 27
June 24	July 22	August 26	September 23	October 28
November 18	December 16			

The November and December dates are on the third Thursday of the month due to holidays. Director Kikta made a motion to approve the 2021 Board meeting calendar and adopt the resolution designating regular offices and meeting times and places. The motion was seconded by Director Lippe. Motion unanimously approved.

15. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

Jean Cecala of Inframark reported that the wet weather storage tanks remain empty at this time. All effluent is pumped into the pond and then being dispersed into the golf course roughs.

16. RATE ORDER.

Mr. McPhail reported to the Board that the rate order has had a few final minor changes which the Directors were given prior to the meeting. Director Macias made a motion to approve the amended rate order with the noted changes. The motion was seconded by Director Kikta. Motion approved unanimously.

17. DESIGNATION OF LOCAL GOVERNMENT RECORDS MANAGEMENT OFFICER.

Mr. McPhail addressed this item. The former Records Management Officer (“RMO”) for the District no longer serves as a director so the Board would need to appoint a new RMO. Mr. McPhail said that typically the Board secretary serves in this capacity. Mr. Macias said he was amenable to being appointed as the RMO. A motion was made by Director Kikta to appoint Director Manuel Macias as the designated local government records management officer. The motion was seconded by Director Lippe and unanimously approved.

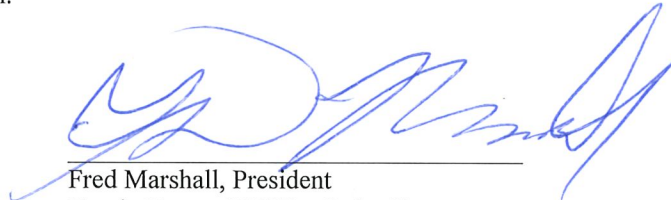
18. ACQUISITION OF LAND WITHIN THE DISTRICT.

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 551.072 of the Texas Government Code for deliberation regarding real property related to Agenda Item No. 18. The Board entered a closed session at 2:58 p.m.

At 3:46 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.


19. ADJOURN THE MEETING.

Motion was made by Director Pasarew to adjourn the meeting. The motion was seconded by Director Kikta. The motion carried unanimously. Meeting adjourned at 3:47 p.m.



Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:



Manuel Macias, Secretary
Travis County WCID – Point Venture

(SEAL)