

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

January 18, 2020

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 18th day of January, 2020 at 10:30 a.m., with the Directors present being Fred Marshall, Barry Pasarew, and Brian Probst. Director Chris Lippe was absent.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, Scott Swiderski of Trihydro Corporation, Jean Cecala, Amanda Rodriguez, Hal and Brett Lanham of AWR Services, Inc., Matthew McPhail of Willatt & Flickinger, PLLC, Karen Sladek of Maxwell, Locke, and Ritter, LLP, Scott Spears of Arenson and Spears and six Point Venture property owners or residents, John McGuire, Anne Kikta, Manuel Macias, Roy Ables, Tex Tubbs, and Gene Glass.

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. PUBLIC COMMENTS. No Public Comments.

This is an opportunity for members of the public to address the Board of Directors concerning any issue that is not on the agenda. The response of the Board to any comment under this heading is limited to making a statement of specific factual information in response to the inquiry, or, reciting existing policy in response to the inquiry. Any deliberation of the issues is limited to a proposal to place it on the agenda for a later meeting. Each speaker offering public comment must sign an Attendance Sheet at or prior to commencement of the meeting and shall be limited to 3 minutes, unless more than 10 members of the public have signed up to speak during this meeting. In such case, speakers offering public comment shall be limited to 1 minute each.

4. DECEMBER 14, 2019 REGULAR MEETING MINUTES.

The proposed minutes of the December 14, 2019 regular meeting were presented for approval. Motion was made by Director Brian Probst to approve the minutes as presented. Motion was seconded by Director Barry Pasarew. Motion unanimously approved.

5. APPOINTMENT OF DIRECTOR TO FILL UNEXPIRED TERM OF OFFICE FOR CINDY CLEMONS.

President Fred Marshall said that the Board would not be voting to fill the position at this meeting because there were three applicants and only three Board members present. All the candidates were present so they were asked to state their names. Applicants seeking appointment to the Board of Directors are Anne Kikta, Manuel Macias, and John McGuire.

A special meeting to appoint one of the candidates was set for Tuesday, February 4, 2020 at 6:30 p.m. in the District's board room, 18606 Venture Drive, Point Venture.

6. ANNUAL AUDIT BY MAXWELL, LOCKE & RITTER.

Ms. Karen Sladek of the auditing firm, Maxwell, Locke & Ritter, LLP, presented the annual audit for fiscal year 2019 to the Board of Directors. Ms. Sladek asked the Directors to refer to several pages throughout the audit and briefly explained the auditors' findings. Additionally, she had given each Director the governance letter from Maxwell, Locke, & Ritter. Motion by Director Pasarew was made to accept the annual audit by Maxwell, Locke & Ritter as presented and authorize the execution of the Annual Filing Affidavit and filing of same with the TCEQ and Comptroller as required. The second was made by Director Probst. Motion approved unanimously.

7. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

Mr. Scott Swiderski of Trihydro Corporation went over the written report he had provided to the Directors. At the Water Treatment Plant ("WTP"), Keystone continues to resolve an ongoing warranty issue with the transfer pump. Although the problem is a nuisance and needs correcting, it does not affect plant operations as the pump is tied to a redundancy system. AWR Services, Inc. and Trihydro Corp. continue to discuss priorities regarding the few plant systems which require maintenance and repair. These include modification to the backwash system, replacement of turbidity meters at the original plant (Plant A), SCADA system upgrades for full communication of Plant A and the new plant (Plant B), and Cla-Val maintenance at the water intake barge. Director Probst asked when the last time the barge was inspected. Management said it has been inspected within the last year. Mr. Swiderski said that Trihydro is continuing to monitor other water systems along the Highland Lakes for determining appropriate zebra mussel deterrent systems.

At the Wastewater Treatment Plant ("WWTP"), both transfer pumps were removed, the well casings were cleaned out, and new strainer baskets installed in December. The pumps are now fully operational and AWR Services' operators can pump directly into the storage tanks while recording accurate flow readings. Additionally, Trihydro analyzed historic data to determine an appropriate clarifier repair date. Work is targeted to take place on Tuesday, February 18, 2020. AWR Services is formulating a drainage procedure and will work with Trihydro on setting up necessary contractors to assist with repair operations.

Prota Construction furnished cost proposals for leak repairs at the elevated ("EST") and ground storage tanks. The Board had approved up to \$15,000 for these repairs in November and the bid from Prota came in just under that. Trihydro was given the go-ahead to contact Prota to do the work as soon as possible. These repairs will correct and satisfy a deficiency reported during the recent Texas Commission on Environmental Quality ("TCEQ") inspection of the District's water system.

Finally, Mr. Swiderski reported that Trihydro is very close to finalizing the TCEQ bond application. He plans to have it ready to present to the Board at the February 2020 regular meeting.

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

Mr. Allen Douthitt of Bott and Douthitt, PLLC, gave the financial report for the District. He briefly went over invoices paid by the District in December and presented the November financials. Director Probst made a motion to approve payment of bills and the bond payments due on February 15, 2020, and authorize fund transfers as recommended by Mr. Douthitt. It was seconded by Director Pasarew.

Motion unanimously approved.

9. APPROVAL OF CONSTRUCTION PLANS AND PAY ESTIMATES, CHANGE ORDERS AND ACCEPTANCE 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. MANAGER'S REPORT – AWR SERVICES.

Mr. Hal Lanham of AWR Services, Inc. gave the manager's report. A copy had been provided to each Director. The three main points discussed during the report were the number of grinder pumps serviced in 2019, sludge in the pump sump, and Customer Service Inspection ("CSI") reports. AWR Services have responded to 133 grinder pump issues in the course of the year. Decisions about future grinder system maintenance and repairs were discussed. The Directors will make a decision in the near future about future repair to these systems which are an integral part of the Districts wastewater system.

President Marshall said that a recent sludge check was completed in the pump sump. There is no notable sludge build up. Sludge depth in the pond has not yet been determined.

A brief discussion about the TCEQ required CSI reports took place. The Village of Point Venture has an ordinance in their building code that addresses these reports. Mr. Lanham said that the water provider is ultimately responsible for these and the Board of Directors gave AWR Services permission to contact TCEQ and Mayor Love.

12. GRINDER PUMP MAINTENANCE AGREEMENT PLANS.

Mr. Matthew McPhail began the discussion on grinder pump maintenance agreement plans. He stated that every customer in the District must have a signed agreement with the District. The Board would need to decide whether it will assess a monthly fee or not and whether the District would still offer repair services for these systems. Mr. McPhail urged the Directors to make these decisions so the agreement plans could be sent to each customer. Whether the District offers repair services or not, it would still be responsible for control and inspection of any work done on individual grinder pump systems.

13. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

This discussion began during the manager's report. Tank levels are beginning to creep up and the Board discussed the contractual decisions that will be made if the tanks reach the 3.5 million gallon mark. Mr. Swiderski of Trihydro Corp. handed out a graph of the historic combined tank volumes. He said this graph should not have the peaks and valleys currently recorded, but should have a level appearance throughout the year. He also furnished a graph with the approximate days to full tank when unable to irrigate.

Mr. Gene Glass, a member of the Property Owner's Association Board of Directors wanted to know when the Board planned to have the extra irrigation hoses run under the cart paths rather than over them. This was discussed and was agreed that a local handy man would be given the specifications and asked to give a bid to cut through the cart path in four places, add a PVC sleeve, and replace the concrete over the sleeve.

14. RATE ORDER.

Mr. McPhail also began this discussion. The recently revised grinder pump system standards will be added to the rate order. He encouraged the Directors to examine the entire order and possibly add and adjust fees as appropriate.

15. CONTRACT AGREEMENT WITH AWR SERVICES, INC.

Mr. McPhail said the committee from the Board of Directors met and have been working on creating a written amended contract. The committee is primarily looking at the base fee and grinder pump services. Director Probst said the committee's desire is to have a definition of base services, the impact grinder pumps have on the District's budget and a solution, and a clear definition of inspections of District facilities – what they are and the cost for non-routine items.


Mr. Hal Lanham said that AWR Services wants to repair equipment throughout the District so repeat visits are not necessary to keep equipment running. He also wants the Board to have a clear understanding of what AWR Services does and does not do. Additionally, he stated that AWR Services wants a clear understanding of the Board's desires. Mr. Brett Lanham added that AWR would like clarity of standard for each call for services in 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 551.071 of the Texas Government Code regarding matters related to Agenda Item No. 15. The Board entered into a closed session at 1:30 p.m.

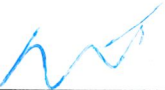
At 2:25 p.m., President Marshall announced that the Board of Directors has concluded its closed session and is returning to open meeting, and that no action was taken during the closed session.

16. ADJOURN THE MEETING.

Motion was made by Director Pasarew to adjourn the meeting. The motion was seconded by Director Probst. The motion carried unanimously. Meeting adjourned at 2:26 p.m.


Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:



Brian Probst, Secretary
Travis County WCID – Point Venture

(SEAL)