

## PUBLIC NOTICE OF REGULAR MEETING

TAKE NOTICE THAT A REGULAR MEETING OF THE  
Board of Directors of Travis County Water Control and Improvement District Point Venture  
will be held at the WCID Office located at:  
18606 Venture Drive, Point Venture, TX 78645  
In Travis County, Texas, commencing on January 20, 2018 @ 10:30 a.m.  
To consider and act upon any or all of the following:

### MINUTES

1. **Call to Order.** Board President Fred Marshall called the meeting to order at 10:30 a.m.
2. **Roll call of Directors.** Jean Cecala called roll. Present were Board President Fred Marshall, Vice-President Carolyn Cook, Secretary-Treasurer Brian Probst, Assistant Secretary-Treasurer Cindy Clemons, Assistant Secretary-Treasurer Barry Pasarew, Chief Operations Manager Cristin Cecala and Technical Manager Richard Welcher.
3. **Citizen comments:** No citizen 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 communication.
4. **December 16, 2017 Regular Meeting Minutes.** Assistant Secretary-Treasurer Barry Pasarew made a motion to approve the December 16, 2017 Regular Meeting Minutes. Assistant Secretary-Treasurer Cindy Clemons seconded the motion. All approved. Motion passed.
5. **Water Line Improvements, Pay Estimate #8, Prota Construction Inc & Prota Inc, JV.**  
In December, Prota finished temporary excavation to locate utility lines (pot-holing) in the section along Venture Drive between Deckhouse and Lakeland Drives. New water lines and fire hydrants have been installed in that section but are not in service yet. Prota's crews have moved counter-clockwise along Venture continuing the "pot-holing" process and are almost to Venture Blvd. South. The utility locating company, One Call, is here daily working side-by-side with Prota to try to locate lines to try to avoid cutting utilities. This has slowed down the construction process. Their repaving crew has completed the permanent repair of streets in Phase 1, but will have to come back to amend the repaving completely to the ribbon curb. A second crew is expected to be brought in to help move up the completion date of the entire project. Secretary-Treasurer Brian Probst made the motion to approve Water Line Improvements, Pay Estimate #8, Prota Construction Inc & Prota Inc, JV. for \$108,901.59. Assistant Secretary-Treasurer Barry Pasarew seconded the motion. All approved. Motion passed.
6. **Water Treatment Plant Expansion, Pay Estimate #6, Keystone Construction.**  
The plant expansion project has been moving slower due to a change in the job site superintendent for Keystone. Discussion is on-going about the construction of the stairs to the barge. These were not in the original contract and engineers from Trihydro need to finish the design. The CMU building at the water treatment plant is almost complete. Trihydro Engineer Scott Swiderski will provide change orders for next month's meeting for replacement of raw waterlines, additional light switches with associated apparatuses, and light fixtures on the filter building. Secretary-Treasurer Brian Probst made a motion to approve and pay Water Treatment Plant Expansion, Pay Estimate #6, Keystone Construction for \$92,387.50. Assistant Secretary-Treasurer Barry Pasarew seconded the motion. All approved. Motion passed.

7. **Tower Lease – T-Mobile.** The Board discussed the Lease Extension Proposal from third-party company, Black Dot, which is acting as T-Mobile's agent requesting a reduction in the contract lease price. Assistant Secretary-Treasurer Barry Pasarew made a motion to maintain the existing contract with T-Mobile and work directly with T-Mobile for any future contracts. Vice-President Carolyn Cook seconded the motion. All were in favor. Motion passed.
8. **Yard Lease – Townhome Association/WCID.** The Townhome Association currently uses part of WCID property for storage. This arrangement was entered into back in 1990 between WCID and the Townhome Association. A new agreement has been drafted that grants a new initial lease term of 25 years (ending November 09, 2042), which will be auto renewed for an additional period of 5 years each. However, this agreement may be terminated by Lessor or Lessee at any time during the period of Lease Renewal and Extension. Upon written notice, the Lessee shall have 12 months in which to vacate the leased premises. Secretary-Treasurer Brian Probst made a motion to accept the Lease Agreement as written for Yard Lease – Townhome Association/WCID. Vice-President Carolyn Cook seconded the motion. All were in favor with the exception of Assistant Secretary-Treasurer Barry Pasarew who abstained from the vote. Motion passed.
9. **2018 Board Meeting Calendar.** Board meetings are held the third Saturday of the month beginning at 9:00 a.m. unless otherwise noted. The January 20, 2018, April 21, 2018, July 21, 2018, and October 20, 2018 will begin at 10:30 a.m. Vice-President Carolyn Cook made a motion to accept the proposed 2018 Board Meeting Calendar. Assistant Secretary-Treasurer Cindy Clemons seconded the motion. All were in favor of approving the 2018 Board Meeting Calendar with the exception of Assistant Secretary-Treasurer Barry Pasarew who abstained. Motion passed.

Meeting dates listed below:

January 20, 2018 @ 10:30 a.m.	July 21, 2018 @ 10:30 a.m.
February 17, 2018 @ 9:00 a.m.	August 18, 2018 @ 9:00 a.m.
March 17, 2018 @ 9:00 a.m.	September 15, 2018 @ 9:00 a.m.
April 21, 2018 @ 10:30 a.m.	October 20, 2018 @ 10:30 a.m.
May 19, 2018 @ 9:00 a.m.	November 17, 2018 @ 9:00 a.m.
June 16, 2018 @ 9:00 a.m.	December 15, 2018 @ 9:00 a.m.

***Board President Fred Marshall rearranged the agenda as follows:***

11. **Records Management Program.** This order was created to comply with latest legislation in which the Board's secretary is designated Records Management Officer. Assistant Secretary-Treasurer Barry Pasarew made a motion to comply with all current legislation and designate Secretary-Treasurer Brian Probst as Records Management Officer for Travis County W.C.I.D. – Point Venture. Vice-President Carolyn Cook seconded the motion. All approved. Motion passed.
12. **Financials.** Financials were not prepared by meeting time. Secretary-Treasurer Probst explained that he is working with CMA Kevin Brinkman and bookkeeper Vickie Knight on reformatting the financials to make it simpler and more stream-lined. The Board was informed that the 2017 audit must be submitted to TCEQ within 135 days of the board's September 30, 2017 approval. (February 14, 2018). Auditors hope to have the 2017 audit ready by the end of January. Board members plan to meet with the auditors after that time to review and potentially approve the audit. At the meeting with auditors, Board members will discuss how the audit is prepared and the Board's desires for future audits. A special meeting with the auditors will be held Saturday, February 10, 2018 at 10:00 a.m.

### 13. Managers' Report.

#### a. water flow

- At this time the water plant is treating 154,000 gallons a day
- with the ability to treat 500,000 gallons a day

#### b. sewer flow

- The sewer plant is treating 57,974 gallons a day
- with the ability to treat 100,000 gallons a day.

#### c. effluent tank

- Effluent tank 1 – 42 feet
- Effluent tank 2 – 50 feet
- Total storage is at 4,215,000 gallons

#### d. pond levels

- Pond level – 5 ft. 8 in.
- Current inflow vs irrigation discharge average is at -29,763 gallons per day.

**10. Wet Weather Storage and Golf Course Irrigation.** Board members discussed the critical need to disperse effluent water immediately. Combined tank storage is 5 million gallons and as of January 19 2018, tanks were at 4,215,000 gallons. If the current dispersal rate continues, this leaves approximately two weeks before the tanks would be breached causing a spill. Board Members and several concerned residents spoke on the need to use irrigation on the golf course to bring tank levels down to manageable amounts. The District and Point Venture Property Owners Association (POA) have a contract which states, "The District may commence irrigation of the PVGC at any time the effluent in Storage Ponds 1 and 2 reach an emergency level, as determined by the District's manager." Spokesperson for the POA, Frank Engels, requested the two boards – WCID and POA have an emergency meeting to reach a compromise on watering the golf course. Board President Marshall stated that this issue would be discussed with the WCID attorneys during executive session. Tentative date for an emergency meeting between the two Boards was set for Saturday, January 27, 2017 at 1:00 p.m.

Regular session adjourned at 12:55 p.m. for closed executive session.

### 14. Executive Sessions

#### a. Personnel 551.074

#### b. Consultation with Attorney 551.071

Closed executive session adjourned at 2:08 p.m. and opened back up into regular session.

### 15. Action on item 14 if any following executive session. None


### 16. Adjourn the meeting.

Assistant Secretary-Treasurer Barry Pasarew made a motion to adjourn the meeting. Assistant Secretary-Treasurer Cindy Clemons seconded the motion. All approved. Meeting adjourned at 2:24 p.m.

This facility is wheelchair accessible and accessible parking spaces are available. The Board of Directors reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.074 (Personnel Matters), 551.072 (Deliberations about Real Property). \*Travis County WCID Meetings will follow Open Meeting Rules. Be advised that a quorum of the Village of Point Venture Council may be present at these meetings.

  
Fred Marshall, Board President

ATTEST:

  
Cristin Cecala, Chief Operations Manager