

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
was held at the WCID Office located at:
18606 Venture Drive, Point Venture, TX 78645
In Travis County, Texas, commencing on November 17, 2018 @ 9:00 a.m.
To consider and act upon any or all of the following:

MINUTES

1. **Call to Order.** President Fred Marshall called the meeting to order at 9:00 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 Barry Pasarew, Assistant Secretary-Treasurer Cindy Clemons, Chief Operations Manager Cristin Cecala, and Technical Manager Richard Welcher.
3. **Citizen comments:** No Citizens 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. **October 20, 2018 Regular Meeting Minutes.**
Assistant Secretary-Treasurer Barry Pasarew made a motion to approve the October 20, 2018 Regular Meeting Minutes. Vice-President Carolyn Cook seconded the motion. Secretary-Treasurer Brian Probst and Assistant Secretary-Treasurer Cindy Clemons abstained. Motion carried.
5. **Directors Election**
 - a. **Certificates of Election, Oaths of Office, and Statements of Elected Officials**
Board Directors Fred Marshall, Carolyn Cook, and Barry Pasarew read the Election Statement and Oath of Office, attested by Technical Manager and Notary Public, Richard Welcher. All three Board directors ran unopposed in the November 6, 2018 election. Terms are for four years.
 - b. **Election of Officers**
Assistant Secretary-Treasurer Barry Pasarew made a motion for all officers to remain the same and elect by acclamation. Vice-President Carolyn Cook seconded the motion. All approved. Motion carried. Officers are as follows:
President – Fred Marshall
Vice-President – Carolyn Cook
Secretary-Treasurer – Brian Probst
Assistant Secretary-Treasurer – Cindy Clemons
Assistant Secretary-Treasurer – Barry Pasarew

Elección de Directores

 - a. *Certificados de elección, juramentos de oficio, y declaraciones de los funcionarios electos*
 - b. *Elección de oficiales*
6. **Water Line Improvements, Pay Estimate #18 Prota Construction Inc & Prota Inc, JV.**
No payment estimate for Water Line Improvements, from Prota Construction Inc & Prota Inc, JV was presented. Trihydro engineer, Scott Swiderski said he is still waiting on pricing for striping and few other items. The punch list is almost completed. Roads have been completed. Mr. Swiderski has issued the substantial completion letter to Prota. A last change order and the final payout is all that remains for this project. After that, the warranty period begins.

7. Water Treatment Plant Expansion, Pay Estimate #15, Keystone Construction.

Mr. Swiderski then asked for the Board to approve the pay estimate to Keystone Construction. He added that the bulk of this estimate is for work to finalize the barge. Fencing has begun, the Cla-Val is on site and waiting for installation. Revegetation in the stair area has begun as well as re-sodding. Vegetation still needs to be added at the water plant. Mr. Swiderski said he has not Submitted the substantial completion letter but the plant is considered finished as of November 9, 2018. The plant is operational and capable of producing water. It will continue to be monitored over the next 90 days. Secretary-Treasurer Brian Probst made the motion to approve Water Treatment Plant Expansion, Pay Estimate #15, to Keystone Construction for \$49,827.50. Assistant Secretary-Treasurer Barry Pasarew seconded the motion. All approved. Motion carried.

8. Water Treatment Plant Expansion, Change Order #7, Keystone Construction.

Trihydro Engineer Scott Swiderski presented the change order from Keystone Construction for \$1,316.00 for the replacement of the sodium hypochlorite (bleach) pump. He said there had been a pressure issue with the old one, so one pump was upgraded. The pump has already been installed. President Marshall reminded everyone that WCID has switched from using chlorine gas to bleach which is significantly safer to use. He also mentioned a possible open house for the new water plant. Vice-President Cook made a motion to approve Water Treatment Plant Expansion, Change Order #7, Keystone Construction for \$1,316.00. Assistant Secretary-Treasurer Pasarew seconded the motion. All approved. Motion carried.

9. Temporary Wastewater System Controls.

Technical Manager Richard Welcher reported on the black water dive at the Waste Water Treatment Plant of the aeration basin and digester that took place November 12, 2018. He said the aeration chamber has heavy sedimentation that cannot be pumped out. Engineer Scott Swiderski attributed this partially to the poor design of the original plant when building the floor. The initial findings were that 8 of the 17 nozzles are blocked so the pump is not working efficiently. He said cleaning will improve the plant's efficiency and may give the Board more time before having to build a new plant. He also felt that at this time WCID most likely can avoid purchasing frac tanks. Mr. Welcher and the engineers are exploring ways to get the basin cleaned out without having to haul the sludge or add anything. Mr. Swiderski said the final dive report should be submitted by December 1. By then, he hopes to have options for cleaning the basin. The digester is functioning properly.

10. Proposal for Professional Engineering Services Agreement from Trihydro Corporation – Preliminary Bond Report.

Trihydro Engineer Scott Swiderski has presented the Board a proposal for Engineering Support for Water System Bond Initiative. The fees represented in the proposal are to get the bond process started and approved. Within the proposal are fees for Trihydro representative(s) to attend public meetings as directed by the WCID Board to communicate bond intent and to participate in design discussions with District representatives, meet with the bond initiative team, meet with TCEQ personnel, or attend other necessary meetings as directed. The cost for this is estimated at \$21,060. For bond scopes and cost estimates, \$27,068.00 is proposed. This is for Trihydro to produce documents and cost estimates of proposed bond projects to the details necessary to provide required information for the public, TCEQ, and other agencies. Trihydro will produce schematic layouts, cost estimates, marketing materials, and other justification data for the purpose of bond support. A fee of \$23,964.00 was in the proposal for TCEQ Bond Application Report. This fee includes Trihydro developing and submitting a bond application report to TCEQ for approval of the identified bond project. They will create a draft report, perform an internal peer review, submit to the District for review, assemble the final report, and submit to TCEQ for approval. Trihydro estimates the total fee to not exceed \$72,092. Secretary-Treasurer Brian Probst made the motion to accept the proposal from Trihydro for Engineering Support for Water System Bond Initiative. Assistant Secretary-Treasurer Cindy Clemons seconded the motion. All approved. Motion carried.

11. Disposal of Effluent and Golf Course Irrigation.

Wet weather storage tank levels are higher than preferred at this time of year. However, rough watering is ongoing and Technical Manager Richard Welcher has developed a way to move this irrigation around to allow more options. Chief Operations Manager Cristin Cecala reminded the Board that the Property Owners Association (POA) system temporarily was down, but is operational again.

12. Financials.

Engineer Scott Swiderski did a brief report on the 2016 Bond Project. He said there are no significant changes from last month. He reminded the Board that he would like them to address the additional engineering fees submitted several months ago at their next regular board meeting. Secretary-Treasurer Brian Probst then did a year-end recap. He said the District had a good financial year in 2018, banking approximately \$100,000 surplus. He said everything for 2018 has been forwarded to the new auditing firm for review. He said the District is also in discussions with a potential new accounting firm to do the District's accounting work. This company is a specialist in water districts. After a meeting between the chief accountant and President Marshall and Secretary-Treasurer Probst, the District is waiting for a proposal from the accountant. The accountant had several requests for the Board about month-to-month processes as well as more checkpoints in place. Because the District is so small and has very few employees, the accounting firm will be able to provide these checkpoints. The firm, however, cannot begin work for the District until January. Assistant Secretary-Treasurer Pasarew made a motion to accept the unaudited end-of-year financials. Vice-President Cook seconded the motion. All approved. Motion carried.

13. Managers' Report.

a. water flow

- At this time the water plant is treating approximately 159,000 gallons a day
- with the ability to treat 1,000,000 gallons a day

b. sewer flow

- The sewer plant is treating approximately 68,000 gallons a day
- with the ability to treat 100,000 gallons a day.

c. effluent tank

- Effluent tank 1 – 32 feet
- Effluent tank 2 – 27 feet
- Total storage is at 2,835,000 gallons

d. pond levels

- Pond level – 4 ft. 0 in.
- Current inflow vs irrigation discharge average is at -22,438 gallons per day

Technical Manager Richard Welcher also said the men have been working on troubleshooting grinder pumps and a lift station that went down. He has found a good pumper truck and plans to purchase it next week.

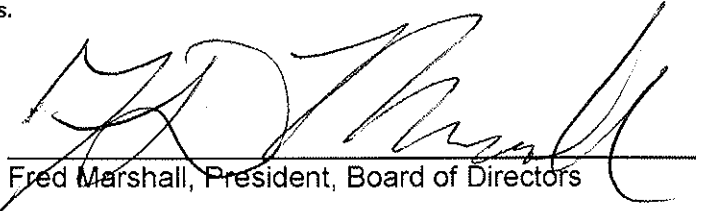
Chief Operations Manager Cristin Cecala added that the District ended October with 6 water and 7 sewer taps to complete. The field had 13 grinder pumps to troubleshoot in October and completed 5 annual services. One water and two sewer leaks were located and repaired. Over 400 hours were spent supporting Village services. She recommended that Board members attend the newly elected officials' workshop in San Antonio on January 11, 2019. Everyone expressed regret at the resignation of Trihydro engineer Clair Schmitt who has been instrumental in helping the District finalize its Waste Water Master Plan

Regular session was adjourned at 10:35 a.m. for closed Executive Session.
Regular meeting resumed at 2:25 p.m.


14. Adjourn the meeting.

Secretary-Treasurer Brian Probst made a motion to adjourn the meeting. It was seconded by Vice-President Carolyn Cook. All approved. Meeting adjourned at 2:26 p.m.

This facility is wheelchair accessible and accessible parking spaces are available. The Board of Directors reserves the right to adjourn into closed 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, President, Board of Directors

ATTEST:



Brian Probst, Secretary-Treasurer, Board of Directors