

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 August 25, 2018 @ 9:00 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 9:00 a.m.
2. **Roll call of Directors.** Jean Cecala called the roll. Present were President Fred Marshall, Vice-President Carolyn Cook, Secretary-Treasurer Brian Probst, Assistant Secretary-Treasurer Cindy Clemons and Assistant Secretary-Treasurer Barry Pasarew, 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. **July 21, 2018 Regular Meeting Minutes and July 26, 2018 Regular Meeting Minutes.**
Vice-President Carolyn Cook made the motion to approve the July 21, 2018 Regular Meeting Minutes and July 26, 2018 Regular Meeting Minutes. Assistant Secretary-Treasurer Cindy Clemons seconded the motion. All approved. Motion carried.
5. **Directors Election**
 - a. **Order Declaring Unopposed Candidates Elected to Office and Cancelling Directors Election**
Elección de Directores
 - b. **Orden que Declara a los Candidatos sin Oponentes Electos a sus Cargos y Cancela la Elección**
The District has cancelled the November 6, 2018 election for the three, four-year term seats that were open for election. Only three applications were received and these were from the incumbents. Continuing on the Board for another four year term are Fred Marshall, Carolyn Cook, and Barry Pasarew. Secretary-Treasurer Brian Probst made a motion to approve the order declaring unopposed candidates elected to office and cancelling director's election. Assistant Secretary-Treasurer Barry Pasarew seconded the motion. All approved. Motion carried.
6. **Water Line Improvements, Pay Estimate #15, Prota Construction Inc & Prota Inc, JV.**
Trihydro engineer, Scott Swiderski, reported that Prota is completing miscellaneous projects and going through the punch list. Old fire hydrants are being removed. The retainage fee will not be released until the District is satisfied that all work is satisfactorily completed. Chief Operations Manager Cristin Cecala added that the repairs at the golf course parking lot are completed. Striping on the parking lot still needs to be done as well as stop bars and striping on streets in areas that got removed or covered during the waterline project. The Board was in consensus to allot money to do the striping.

The Board discussed and agreed to move forward with the proposal from the contractor to replace five additional fire hydrants. WCID employees tested all fire hydrants and five were found to be malfunctioning and they didn't have isolation valves; therefore, WCID cannot take them offline to repair. The Board agreed to spend \$21,000 to replace the fire hydrants and add isolation valves. This work will be completed in the right-of-ways not on Village streets.

Secretary-Treasurer Brian Probst made the motion to approve Pay Estimate #15, Prota Construction Inc & Prota Inc, JV for \$24,134.09. Assistant Secretary-Treasurer Barry Pasarew seconded the motion. All approved. Motion carried.

7. Water Treatment Plant Expansion, Pay Estimate #12, Keystone Construction.

Mr. Swiderski then reported progress by Keystone Construction for the new water plant. Two-thirds of the stairs to the intake barge are complete, the clearwell is almost complete then it will need to be cleaned and tested. Internal piping in the water plant is complete except for a blower line. Mr. Swiderski added that the bac-t testing is being pushed back to after Labor Day due to the vendor's (Westech) scheduling. Scada programming starts next week and the new raw water line is on site. Substantial completion is still on track for the end of September with the total job being completed in January 2019. Secretary-Treasurer Probst made a motion to approve Pay Estimate #12, Keystone Construction for \$154,873.75. Assistant Secretary-Treasurer Pasarew seconded the motion. All approved. Motion carried.

8. Engagement letter submitted by Orrick Herrington & Sutcliff for bond counsel services.

COM Cristin Cecala explained the need for the engagement letter with Orrick Herrington & Sutcliff. Jerry Kyle will help the Board prepare for the next bond election. The Board has used his services in the past. He is now with a new firm. Assistant Secretary-Treasurer Barry Pasarew made the motion to accept the Engagement letter submitted by Orrick Herrington & Sutcliff for bond counsel services. Vice-President Carolyn Cook seconded the motion. All approved. Motion carried.

9. Engagement letter submitted by Willatt & Flickinger, PLLC for general counsel services.

Chief Operations Manager Cecala reported that the engagement letter submitted by Willatt & Flickinger is for continuing their services as the District's general counsel. They will no longer represent the District as bond counsel. Vice-President Cook made the motion to accept the Engagement letter submitted by Willatt & Flickinger, PLLC for general counsel services. Assistant Secretary-Treasurer Pasarew seconded the motion. All approved. Motion carried.

10. Resolution Expressing Intent to Finance Expenditures to be incurred.

Following up to the two budget workshops, Secretary-Treasurer Probst presented to the Board a reimbursement resolution (prepared by bond counsel) to resolve to reimburse the M&O reserves from surplus debt service funds for capital outlay expenditures in FY 2018/19. Secretary-Treasurer Probst explained that this resolution authorizes the District to reimburse M&O up to \$650,000 for acquisitions, construction, improvement, replacement, repair, extension and rehabilitation of the District's water and wastewater system and related facilities and infrastructure. Assistant Secretary-Treasurer Barry Pasarew made the motion to adopt the Resolution Expressing Intent to Finance Expenditures to be incurred. Vice-President Carolyn Cook seconded the motion. All approved. Motion carried.

11. Order Approving Budget for 2018/2019.

The Board has had two budget workshops. Secretary-Treasurer Probst pointed out that the only change from the Board's last workshop is that the line item for elections had been zeroed out. However, that money would be used for publications for the upcoming bond election. The total proposed M&O income is approximately \$1,364,000. M&O proposed expenses are estimated to be \$1,444,000. Capital Outlay expenses are proposed at \$284,000. Total proposed expenses, M&O plus Capital Outlay, is approximately \$1,724,000. Secretary-Treasurer Probst pointed out that the Reimbursement Resolution just approved, covers the funds needed for the capital outlay expenses included in the proposed budget. Assistant Secretary-Treasurer Cindy Clemons made the motion to approve the Order Approving Budget for 2018/19. Assistant Secretary-Treasurer Barry Pasarew seconded the motion. All approved. Motion carried.

12. Order Setting the District's Proposed Tax Rate for 2018 and Providing for Publication of Notice Thereof.

After adopting the budget, the Board proposed a tax rate for FY 2018/19 using calculated rates provided by Travis County Appraisal District. The current Debt Service tax rate is \$0.3638; the proposed FY 2018/19 Debt Service tax rate is \$0.3604, which is a slight reduction by \$0.0034 per \$100 valuation. The current Maintenance and Operation tax rate is set at \$0.2615; the proposed FY 2018/19 M&O tax rate would be \$0.2655, which is a slight increase by \$0.004 per \$100 valuation. Current Debt Service and M&O tax rates combined total \$0.6253; the proposed FY 2018/19 combined tax rate is \$0.6259, which is an overall tax rate increase of only \$0.0006 per \$100 valuation. This increase in the tax rate will bring in approximately \$153,000 more than last year in tax revenue. Vice-President Cook made the motion to approve the Order Setting the Proposed Tax Rate for 2018 at \$0.2655 per \$100 for M&O, plus \$0.3604 for Debt Service for a total tax rate of \$0.6259 per \$100 value and Providing for Publication Notice Thereof. Assistant Secretary-Treasurer Pasarew seconded the motion. All approved. Motion carried.

13. Financials.

Trihydro engineer went over the 2016 bond project changes, recommendations, costs, and pending costs breakdown. He also discussed the need for costs associated with trying to control zebra mussels from harming water intakes.

Secretary-Treasurer Brian Probst went over Cash in Banks and Year to Date income and expenses. Currently we were looking better than projected; income is coming in on target, while expenses are coming in under budget. He, Ms. Cecala, and District bookkeeper are continuing to work on the financials to simplify the reports and make them easier to follow. Assistant Secretary-Treasurer Clemons made the motion to accept Financials for July 2018. Vice-President Cook seconded the motion. All approved. Motion carried.

14. Managers' Report.

a. water flow

- At this time the water plant is treating 299,000 gallons a day
- with the ability to treat 500,000 gallons a day

b. sewer flow

- The sewer plant is treating 72,000 gallons a day
- with the ability to treat 100,000 gallons a day.

c. effluent tank

- Effluent tank 1 – 4 feet
- Effluent tank 2 – 0 feet
- Total storage is at 357,000 gallons

d. pond levels

- Pond level – 4 ft.6 in.
- Current inflow vs irrigation discharge average is at -47,762 gallons per day.

Technical Manager Richard Welcher also reported that WCID field employees have primarily been working on new services and grinder pump maintenance.

Chief Operations Manager Cristin Cecala reported she is working to update the current office system to Microsoft Office 365. She is looking into the District acquiring its own domain and move away from being a part of the Village's website. She is inquiring about regulations and other considerations for the District to have its own presence on the web. She also reported that in July, one sewer and one water tap were completed and that two new additional services submitted applications. The crew worked on three sewer leaks and one water leak during July and spent approximately 460 hours on Village services. She also reported the camera system is experiencing some off-line cameras – one in the dump yard and one at the water plant. The pumper truck is out of commission but with the approved budget management can start looking into purchasing one. The water plant backwash had to be redirected and the process for backwashing changed to avoid large amounts of water spilling into adjacent lots.

Regular meeting resumed at 12:00 p.m.

15. Adjourn the meeting.

Assistant Secretary-Treasurer Barry Pasarew made the motion to adjourn the meeting. Vice-President Carolyn Cook seconded the motion. All approved. Meeting adjourned at 12:02 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