

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 April 21, 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 Brian Pasarew, Technical Manager Richard Welcher and Chief Operations Manager Cristin Cecala.
3. **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.

Resident Zane Cannaday addressed the Board of the potential completion date of the waterline improvement project. The Board relayed the anticipated finish date is before the July 4th, 2018 parade.
4. **March 10, 2018 Regular Meeting Minutes, March 17, 2018 Regular Meeting Minutes and March 28, 2018 Regular Meeting Minutes.**

Vice-President Carolyn Cook made a motion to approve the March 10, 2018 Regular Meeting Minutes, March 17, 2018 Regular Meeting Minutes and March 28, 2018 Regular Meeting Minutes. Assistant Secretary-Treasurer Cindy Clemons seconded the motion. All approved. Motion carried.
5. **Water Line Improvements, Pay Estimate #11, Prota Construction Inc & Prota Inc, JV.**

Progress on the Waterline Improvement project since the last meeting included all tie-ins in Phase 2A along Venture Drive are completed and fire hydrants along Venture from Summit Ridge to the three-way stop are now installed. Repaving along the portion of Venture Drive where the District had waterlines replaced has been completed. The contractor has also agreed to have a flagger on duty at all times during street closures. Secretary-Treasurer Brian Probst moved to pay Water Line Improvements, Pay Estimate #11, to Prota Construction Inc and Prota Inc, JV. for \$114,747.52. Vice-President Carolyn Cook seconded the motion. All approved. Motion carried.
6. **Water Line Improvements, Change Order #1, Prota Construction Inc & Prota Inc, JV**

At the February 2018 regular meeting, Engineers made the Board aware of the need for additional material and man power in order to complete the tie-ins located at Deckhouse Drive and Lakeland Drive and Deckhouse and Whispering Hollow Drives. Modifications were necessary due to waterlines not being located where existing plans indicated. The formal change order is now being presented to the Board for their approval to modify the existing contract with Prota. Vice-President Cook moved to pay \$3,366.04 for Water Line Improvements, Change Order #1, Prota Construction Inc & Prota Inc, JV. Secretary-Treasurer Probst seconded the motion. All approved. Motion carried.

7. Water Treatment Plant Expansion, Pay Estimate #9, Keystone Construction.

Update on the Water Treatment Plant Expansion includes several items. The roof is on but the canopies still need to be covered. The blower motors are on the pads waiting to be connected. Progress is being made on finishing yard piping. The clearwell has not arrived, but once it does it will take a couple of weeks to install. The second one has not been ordered yet. The raw intake line is ordered, but doesn't affect the original scope of the project. The plant had to be shut down twice, once for Pedernales Electric Company to install the new transformer and for the Contractor to install the new generator docking station. The second shut down was for contractors to install two new power panels at the plant. This work will provide the necessary electrical power and requirements for the plant expansion. Each time the work went smoothly and on schedule. Chief Operations Manager Cristin Cecala asked why the stairs to the barge are still pending. Trihydro Engineer Scott Swiderski said they are waiting on Keystone Construction to finalize the cost estimate. Secretary-Treasurer Probst made a motion to pay Water Treatment Plant Expansion, Pay Estimate #9, Keystone Construction of \$189,847.11. Assistant Secretary-Treasurer Barry Pasarew seconded the motion. All approved. Motion carried.

8. Water Treatment Plant Expansion, Addendum No. 2-Engineering, Trihydro Corporation.

During the March 10, 2018 workshop, the Board reviewed, in detail, Trihydro's request for an additional \$80,000 for engineering services related to the 2016 Bond Projects. Board members agreed that the following items were additional items requested after the project began: Barge System Analysis – Raw Water Hose, Stairway Design, MCC Panel Modifications, Emergency Generator Sizing, High Service Pump Analysis, Clearwell Modification, SCADA – addition systems control, and CT Study. Board Secretary-Treasurer Probst, felt the Board is responsible for these items and payment of \$27,059 should be made to Trihydro for those services.

Two additional items totaling \$52,888 include Additional Contractor Oversight and Under-budgeted Services are still under consideration by the Board of Directors. Secretary-Treasurer Brian Probst made a motion to pay Trihydro Corporation \$27,059 for Water Treatment Plant Expansion, Addendum No. 2-Engineering. Assistant Secretary-Treasurer Cindy Clemons seconded the motion. All approved. Motion carried.

9. Interlocal Agreement between WCID and Village of Point Venture to oversee Road Repairs in conjunction with the WCID's Water Line Improvement project.

Chief Operations Manager Cecala gave a brief overview of the paving portion of the project that is currently under the District's 2016 Bond. In the original agreement between the District and the Village, the District had agreed to repave the streets from one foot beyond the cut line to the nearest ribbon curb. The Village's Public Works liaison reached out to the District and asked the District's contractor to provide a price to repave the entire width of Venture and Venture Blvd. South where construction took place. Through an Interlocal Agreement (ILA) the Village Council agreed to pay the additional \$220,575 to expand paving the parts of Venture Drive and Venture Blvd. South which were affected by the waterline improvement project. The ILA will end at the conclusion of the bond project. The District's attorney made a couple of changes to the ILA from the Village. Secretary-Treasurer Brian Probst made a motion to approve the Interlocal Agreement, with changes from the District's attorney, between W.C.I.D. and Village of Point Venture to oversee Road Repairs in conjunction with the WCID's Waterline Improvement project. Vice-President Cook seconded the motion. All approved. Motion carried.

10. Wet Weather Storage and Golf Course Irrigation.

The discussion opened with a question by Board Secretary-Treasurer Brian Probst asking why the daily outflows were so inconsistent. Chief Operations Manager Cristin Cecala explained that the golf course was given more flexibility for watering the course due to the tank levels dropping. She said the District has again begun to man watering of the roughs as of April 12 to help

continue to drop water levels in the tanks. Ideally the District wants the water in the tanks to be below 2,500,000 gallons. Point Venture Golf Club (PVGC) wants to keep the tanks closer to three million gallons for use in the summer months. The District is already in preliminary studies to expand the wastewater treatment plant and add drip irrigation to help alleviate this problem in the future.

11. Financials.

Secretary-Treasurer Probst informed the Board that the District's finances continue to be tracking right on budget for standard operations in addition to the 2016 Bond Projects. He said the District should end the year at the break-even point for operations, income vs expense. Besides the yearly audit of the District's finances, the District has hired a dedicated bookkeeper with weekly oversight by a Certified Managing Accountant. The District has implemented a separation of duties between the dual check signers and the check writer. The District has also updated its credit card use policy. Secretary-Treasurer Probst then made a motion to approve the March 2018 financials. Vice-President Carolyn Cook seconded the motion. All approved. Motion carried.

12. Managers' Report.

a. water flow

- At this time the water plant is treating 216,000 gallons a day
- with the ability to treat 500,000 gallons a day

b. sewer flow

- The sewer plant is treating 58,100 gallons a day
- with the ability to treat 100,000 gallons a day.

c. effluent tank

- Effluent tank 1 – 51 feet
- Effluent tank 2 – 14 feet
- Total storage is at 2,757,000 gallons

d. pond levels

- Pond level – 3 ft. 6 in.
- Current inflow vs irrigation discharge average is at -21,405 gallons per day.

Representatives from the Point Venture Property Owners' Association (POA) asked when the parking lot at the golf course would be fixed. Chief Operations Manager Cecala said she previously had met with POA General Manager, Tania Spikes, and it was determined that due to the upcoming Golf Shop construction, repairing the golf course parking lot should be put on hold. POA members asked if a temporary patch could be used at this time to make it better. The Board is willing to entertain suggestions and work with the POA to repair and restore the golf course parking lot. Possibly a workshop should be held to review options.

Resident Dan Olson inquired about a potential newsletter to the residents about what improvements have already been made and what still needs to be done. He also added his and his wife's praise to the W.C.I.D. and other Village entities in working together for a common cause.

13. Action items related to former employee Chance Chatham.

Board President opened the floor for residents to address the Board of their concerns and opinions regarding misappropriation of District funds by former employee Chance Chatham. Several residents voiced their desire to see criminal charges filed against Ms. Chatham in order to prevent future employers from unknowingly hiring a thief. Resident Dan Olson felt the Board should consider this item finished and move forward with the things the District will need to address in the future to make services better in Point Venture. Board President Fred Marshall discussed options the District now has since the civil suit has been settled. First, the District could postpone any decision as it has two years from the date the Board was made aware of the

misappropriated funds to pursue further actions. Second, the Board could vote to take action NOT to file criminal charges, and third, the Board could vote to pursue criminal charges against Ms. Chatham. After a lengthy discussion, the Board decided to break for executive session to discuss the item with the District's attorney.

Regular session was adjourned at 12:26 p.m. for closed Executive Session - Consultation with attorney
Regular session reconvened at 12:55 p.m.

Board President Marshall addressed the possible outcomes if the Board did vote to file criminal charges. These included the District Attorney not pursuing the case at all, the judge/jury giving deferred adjudication to Ms. Chatham, the judge/jury could find her not guilty or the judge/jury could find her guilty and she would have this on her record with a possibility of further recompense to the District. He made it clear that once the District reports the crime, it then becomes the full responsibility of law enforcement to follow up and take further action, if they so choose. Assistant Secretary-Treasurer Barry Pasarew made a motion for the Board of Directors to authorize Chief Operations Manager, Cristin Cecala, to report theft of District funds by former employee Chance Chatham on Monday, April 23, 2018 to the law enforcement agency which has jurisdiction over the matter. Vice-President Carolyn Cook seconded the motion. All approved. Motion carried.

14. Adjourn the meeting.

Secretary-Treasurer Brian Probst made a motion to adjourn the regular meeting. Assistant Secretary-Treasurer Pasarew seconded the motion. All approved. Meeting adjourned at 1:06 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