

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

September 23, 2021

STATE OF TEXAS §

COUNTY OF TRAVIS §

The Board of Directors of the District met in regular meeting, open to the public, at the Venture Room located at 555 Venture Blvd. S., Point Venture, Texas 78645, on the 23rd day of September, 2021 at 3:00 p.m. with the Directors present being Fred Marshall, Barry Pasarew, Chris Lippe and Manuel Macias thus constituting a quorum. Director Anne Kikta was absent.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas and Steven Young of Trihydro Corporation, Kristi Hester and Jean Cecala of Inframark, Matthew McPhail of Willatt & Flickinger, PLLC, and Point Venture residents Roy Ables and Frank Engels.

1. CALL TO ORDER.

Board President Fred Marshall called the meeting to order at 3:00 p.m.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors.

3. PUBLIC COMMENTS.

Mr. Zane Cannady had sent a written statement to the Board asking the Directors to consider reducing the tax rate. It was read at the meeting.

4. AUGUST 26, 2021 REGULAR MEETING MINUTES.

The proposed minutes of the August 26, 2021 regular meeting were presented for approval. Director Manuel Macias made a motion to approve the minutes as presented. The motion was seconded by Director Chris Lippe. Motion unanimously approved.

5. PUBLIC HEARING ON TAX RATE.

President Fred Marshall opened the public hearing on the tax rate at 3:04 p.m. No comments were made on the proposed rate. The public hearing was closed at 3:05 p.m.

6. ORDER APPROVING 2021-2022 BUDGET.

Mr. Allen Douthitt of Bott & Douthitt, PLLC, the accountant for the District recapped the proposed tax rate and went over the proposed budget. After answering questions from the Board, Director Macias made a motion to adopt the 2021-2022 budget as presented. Director Lippe seconded the motion. Motion was unanimously approved.

7. ORDER APPROVING THE DISTRICT'S APPRAISAL ROLL AND SETTING THE DISTRICT'S TAX RATE FOR 2021.

The Board then discussed the tax rate and appraised value. The District's appraised value is \$292,741,218. The tax rate will remain the same at \$.7409 per \$100 of valuation. The O&M portion will comprise \$.3979 and the debt portion will comprise \$.3409. Director Macias made the motion to approve the District's Appraisal Roll and adopting the District's tax rate for 2021 inserting the rates above. Director Barry Pasarew seconded the motion. Voting FOR the tax rate were Directors Fred Marshall, Chris Lippe, Manuel Macias and Barry Pasarew. Voting against, none. Absent was Director Anne Kikta.

8. AMENDED INFORMATION FORM.

Because the tax rate remained the same as last year, no amendment to the information form was necessary. President Marshall rearranged the agenda. Items 18 and 19 were discussed at this time.

18. OPERATIONS AND MAINTENANCE REPORT - INFRAMARK.

Ms. Kristi Hester of Inframark gave the operations and maintenance report. Ms. Hester went through the executive summary report as follows.

Surface water treatment plants and distribution system – motor #1 on the barge has been pulled and sent to Hamilton for diagnoses and repairs. This motor should be returned and reinstalled on Tuesday, September 28. Motor #2 on the barge had to have valve adjustments. Quotes for repairs of several leaks on the ground storage tank (“GST”) were received and Ms. Hester recommended using Coyote Welding for the repairs for a total of \$4,000. Buoys have been installed on the cables between the barge and the bank. Multiple repairs were done by dedicated staff at the water treatment plant (“WTP”).

Distribution system – A repair was made for a water leak on a two inch main on Venture Blvd South. While installing taps on Palmer Drive it was discovered two large oak trees and a live stump are growing directly over a main water line. Ms. Hester recommended the removal of these oak trees to prevent damage to that main water supply. Director Pasarew said he would contact the Townhome Association as the trees are behind townhomes on Demarett Drive. Ms. Hester also reported the valve survey is being confirmed and should be ready for review at the October board meeting. Three services were disconnected for non-payment and all fire hydrants are now operational. A customer had contacted the District office that the barge was drifting towards his boat dock. Reliable Boat Dock was contacted and gave an estimate to repair a pulley and secure the barge for just over \$400.

WWTP and collection system – Inframark submitted one non-compliance notification for BOD and TSS excursions for permit exceedances. A leak was repaired on golf course irrigation discharge line; and the generator at the wastewater treatment plant is in the progress of being repaired. A leak from an opened U branch was stopped and an abandoned sewer line was plugged. A main sewer line blockage on Lakeland Drive and Lakepoint Circle was discovered and was cleaned out.

Finally, the asset inventory report is complete and will be sent to Directors. Ms. Hester reminded the Board that this is a living document and will be updated as needed.

19. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE RELATED TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 18 ABOVE.

Ms. Hester recommended hiring Coyote Welding to make the repairs on the GST for \$4,000 and authorize Reliable Boat Dock to make pulley repair for approximately \$436. Director Lippe made a motion to accept the manager’s report and authorize repairs to the GST and barge as stated. Director Macias seconded the motion. The motion was unanimously approved.

President Marshall returned to the original agenda order.

9. ENGINEER’S REPORT – TRIHYDRO CORPORATION.

Mr. David Vargas, engineer for Trihydro Corporation, gave the engineer’s report. Trihydro attended an on-site meeting with Inframark to review the operations and performance of the treatment chemical metering pumps and feed systems to determine if repairs and/or replacement are necessary.

No other engineering issues occurred in August for the wastewater and reclaimed water systems.

Mr. Vargas lastly provided the monthly project status update for the zebra mussel mitigation project.

Mr. Vargas answered questions from the Board. Director Pasarew made a motion to approve the engineer’s report. The motion was seconded by Director Lippe. Motion unanimously approved.

10. PROPOSED BOND PROJECTS IN DISTRICT AND DISCUSSION OF BOND RELATED PROJECTS AND ISSUANCE OF CONTRACT AGREEMENTS.

Mr. Vargas provided the Board a monthly status report of the bond program. Overall the progress of all contracted projects is moving forward as planned.

Mr. Vargas then provided a detailed update of the three active design projects which are the Wastewater Treatment Plant ("WWTP"), the Water System Analysis and the Lift Station Rehabilitation. After his report, Mr. Vargas answered questions from Directors. Director Lippe then made a motion to accept the Bond Projects Report. Director Pasarew seconded the motion which was unanimously approved.

11. ZEBRA MUSSEL MITIGATION – AMENDMENT NO. 1.

Mr. Vargas of Trihydro Corporation submitted a request for additional engineering costs for the zebra mussel mitigation project to the Board for approval. At the August 26, 2021 Board meeting, Trihydro discussed working with the electrical sub-consultant, JRSA, to furnish a cost proposal for providing electrical and controls design including construction administration. JRSA is currently not included in the existing contract. Mr. Vargas explained the scope of work and costs for consideration. The original contract amount is for \$40,960.00. Adding JRSA's engineering cost including Trihydro's engineering cost for project coordination and quality assurance/quality control ("QAQC") would increase the contract to \$58,920.00.

Mr. Vargas answered questions from the Board. A motion was made by Director Lippe to approve Amendment No. 1. Director Macias seconded the motion which was unanimously approved.

President Marshall rearranged the agenda to item #13.

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

Mr. Allen Douthitt of Bott and Douthitt, PLLC, gave the financial report for the District. Currently bills are continued to be paid through the bookkeeper's account. Mr. Douthitt briefly went over invoices paid by the District in August 2021 and presented the July 2021 financials.

Mr. Douthitt answered questions from the Directors. Mr. Douthitt then asked for approval of payments of monthly bills as well as authorization to transfer funds as noted on the report. Director Macias made a motion to approve the financial report, payment of the monthly bills and authorize fund transfers as recommended by Mr. Douthitt. It was seconded by Director Lippe. Motion unanimously approved.

President Marshall resumed the regular order of the agenda.

12. TRIHYDRO FY 2021-22 GENERAL ENGINEERING SERVICES AGREEMENT.

Mr. Vargas of Trihydro Corporation submitted a proposal for professional engineering services to the District for fiscal year 2022 general engineering services agreement. The proposal included a proposed scope and fee estimate for providing these services which Mr. Vargas summarized. The fee estimate for engineering services based time and materials is not to exceed \$50,000.00 without written authorization.

Mr. Vargas answered questions from Directors. A motion was made by Director Lippe to accept the proposal from Trihydro for FY 2021-22 general engineering services agreement for an amount not to exceed \$50,000.00. Director Macias seconded the motion which was unanimously approved.

14. RESOLUTION REGARDING ANNUAL REVIEW OF DISTRICT INVESTMENT POLICY AND INVESTMENT STRATEGY.

Mr. Matthew McPhail recommended to the Board that no changes be made to the District's investment policy and investment strategy for the coming year. A motion was made by Director Macias to approve the District's Investment

Policy and Investment Strategy. The motion was seconded by Director Lippe. Motion unanimously approved.

15. APPROVAL OF CONSTRUCTION PLANS AND PAY ESTIMATES, CHANGE ORDERS AND ACCEPTANCES OF COMPLETION WITH RESPECT TO CONSTRUCTION CONTRACTS.

No action was taken on this item.

16. ADVERTISEMENT FOR BIDS AND APPROVAL, AWARD, RECOMMENDATION AND ADMINISTRATION OF CONSTRUCTION CONTRACTS.

No action was taken on this item.

17. LAND EXCHANGE WITH POA FOR LIFT STATION ON BEARDEN COVE.

President Marshall reported that he had met with the Property Owners' Association ("POA") president and general manager about exchanging land for the new POA lift station. After the discussion and meeting with Trihydro, it was decided access to the new lift station would be from Venture Blvd. South. President Marshall said the POA seemed amenable to this exchange and would address the issue at their October 9, 2021 meeting. If the POA approves the land exchange, the WCID attorney would complete the legal documents for the transaction. Director Macias made a motion to authorize Trihydro and lead council to complete legal descriptions and documents upon approval of the land exchange with the POA. The motion was seconded by Director Pasarew. Motion unanimously approved.

20. REPAIRS AND MAINTENANCE TO FENCING AT DISTRICT'S OFFICE AND SHOP.

President Marshall asked the Board to consider quotes for repairing and re-staining the fencing at the District's office and shop. Three quotes were received for the work which would include replacing approximately 90 pickets, repairing gates, power washing the exterior of the fence and staining it.

Director Macias made the motion to accept the lowest bid of \$5,750.00 for the work. Director Lippe seconded the motion. Motion unanimously approved.

21. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

Current tank levels are just above 1,100,000 gallons. President Marshall believes the tanks need to be empty by mid-October to assure when colder, wetter weather occurs during winter months the tanks will have adequate room to store the effluent. POA president Frank Engels said he would communicate with golf course personnel to try to get the tanks empty in that time frame. President Marshall said some shredding of weeds in some of the areas where the District waters will need to be done first. Hoses and sprinklers will then be put out for supplemental watering by the District.


22. ADJOURN THE MEETING.

Motion was made by Director Macias to adjourn the meeting. The motion was seconded by Director Pasarew. The motion carried unanimously. Meeting adjourned at 4:38 p.m.



Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:


Manuel Macias, Secretary
Travis County WCID – Point Venture

(SEAL)