

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

November 18, 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 18th day of November, 2021 at 3:00 p.m. with the Directors present being Fred Marshall, Chris Lippe, Manuel Macias, Barry Pasarew and Anne Kikta.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas of Trihydro Corporation, Kristi Hester, Kay Olson, Clayton Chapel and Jean Cecala of Inframark, Matthew McPhail of Willatt & Flickinger, PLLC, and Point Venture residents Roy Ables and Steve Tabaska.

1. CALL TO ORDER.

Board President Fred Marshall called the meeting to order at 3:02 p.m.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors. All Directors were present thus constituting a quorum.

3. PUBLIC COMMENTS.

There were no public comments.

4. OCTOBER 28, 2021 REGULAR MEETING MINUTES.

The proposed minutes of the October 28, 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 Anne Kikta. Motion unanimously approved.

**** President Marshall rearranged the agenda to Item 8****

8. 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 October 2021 and presented the September 2021 financials.

Mr. Douthitt commented that the rate changes are driving the stronger revenues. Only two out-of-ordinary bills were paid this month – the yearly IRIS fee and welding on the ground storage tank.

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 Barry Pasarew. Motion unanimously approved.

**** President Marshall resumed the order of the agenda****

5. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

Mr. David Vargas of Trihydro presented the engineer's report for November.

On the water system report, Trihydro provided loading and submittal information to Inframark on conceptually sizing and quoting for a permanent generator at the water treatment plant ("WTP"). Additionally, Trihydro provided information to Inframark on utilizing an NSF approved epoxy putty to repair two gasket leaks on the existing bolted steel ground storage tank ("GST").

A pre-bid meeting was held on November 17 for the zebra mussel mitigation project. A couple of plan holders attended and toured the site along with two Board directors and Trihydro representatives. A discussion about the need for handrails on the concrete steps that go to the barge was initiated by Director Anne Kikta. Director Kikta said that safety should be the number one focus and the current steps without a handrail are dangerous. Director Kikta also believes the District needs to purchase a better boat to access the barge. A discussion about potential cost to install approximately 115 linear feet of handrails and purchasing a boat ensued.

Mr. Vargas answered questions from the Directors. Director Kikta made a motion to accept the engineer's report. Director Chris Lippe offered the second with the addition of authorizing Trihydro to develop specifications for a handrail along the steps to the barge. Director Kikta agreed to the addition to her motion. Motion was unanimously approved.

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

Mr. Vargas updated the Directors on the bond related projects and contracts. The new Wastewater Treatment Plant ("WWTP") is at 65 percent completion for drawings and project manual documents.

Trihydro continues to work on developing GIS water system map and drafting exhibits. Trihydro is working with Inframark on receiving final updated valve data.

Lift Station Rehabilitation project drawings are at 70 percent completion. Trihydro anticipates project going out for bid advertisement in next two months.

Mr. Vargas concluded that other project engineering work will begin next calendar year. The Board had no questions. Director Kikta made the motion to accept the bond projects report. The motion was seconded by Director Lippe. Motion unanimously approved.

7. ZEBRA MUSSEL MITIGATION – AMENDMENT NO. 2.

Mr. Vargas requested an extension of completion date for the zebra mussel mitigation project to October 31, 2022. Director Lippe made a motion to accept the extension. Motion was seconded by Director Kikta. Motion unanimously approved.

9. 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.

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

No action was taken on this item.

11. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

Ms. Kristi Hester of Inframark gave the operations and maintenance report.

Surface water treatment plant (“WTP”) – the chlorine pump and a leaking chlorine line will be repaired by staff once parts arrive.

Distribution system – The valve survey has been confirmed. Only one valve needs to be replaced on the distribution system. The ground storage tank (“GST”) was flushed of approximately 80,000 gallons before repairs of leaks on the tank were made by Coyote Welding. However, two leaks at the gasket were not fixed because welding was not feasible in that area. Inframark staff will repair these two leaks using a product recommended by Trihydro. Repairs should be completed in early December.

Wastewater Treatment Plant (“WWTP”) / Collection System – Inframark is still waiting on replacement parts to fix the generator at the plant. Manholes on the gravity feed system have been located and found to be in extremely bad condition. Staff ordered new covers and are in the process of repairing the manholes. The smoke test has been cancelled. Ms. Hester said staff would begin inspecting customers’ grinder systems for possible inflow and infiltration. Once the data is collected from that survey, the Board can then prioritize needs. Valves were added on the District’s line for a property on Southwind Road. The EQ basin second pump went out over the weekend and has been repaired. A blockage and main break occurred on Lakeland Drive. Inframark crews made the repairs and Wastewater Transport was called out to assist in cleaning the line and spill. Lots of rocks and sand were vacuumed from the system. Whispering Hollow lift station lost a pump. It has been sent for repairs. Finally, all sewer valves have been located and exercised or marked for further work. A complete summary report of the sewer valves should be available by the December Board meeting.

President Marshall asked about the plan for freeze protection. His concerns included getting the repairs on the generator at the WWTP finished, having a generator available for the WTP in case of power failure, having backup propane heaters for control rooms, insulation on the barge pumps, and having an operator on site in an emergency situation. Ms. Hester said heaters for the control rooms would be ordered. Ms. Hester also said that Inframark’s freeze protection protocol has been changed since the unprecedented freeze this past February. Inframark has ordered all items necessary for freeze protection and all of these items should be installed over the next couple of weeks. Ms. Hester added that Inframark will add chains to tires of some of their fleet and has offered incentives to operators to stay at the plant during an emergency situation. Ms. Hester added that if the operators are not already on site when a freeze happens, Inframark cannot force them to drive in unsafe conditions. Ms. Hester has considered contacting Mr. Bill Cecala to help if no Inframark personnel can get to Point Venture. With the supervision of a licensed operator, Mr. Cecala, could do what is necessary to help keep the District in compliance. It was decided that the transition committee would work with Inframark to finalize plans for emergency operations.

Ms. Hester answered questions from the Directors. Director Kikta made a motion to accept the operations and maintenance report. The second was made by Director Pasarew and unanimously approved.

12. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 11 ABOVE.

Inframark presented no expenditures or repairs for Board approval.

13. RATE ORDER.

President Marshall said the rate order needs to be addressed again. Preliminary discussion to incrementally raise water and wastewater rates will begin. President Marshall suggested that the finance committee of Director Macias and himself along with the accountant, Mr. Allen Douthitt, begin investigating the current rates and possible increases. Director Kikta made a motion to authorize the finance committee and accounting firm to start investigating the current rates. Director Macias seconded the motion which was unanimously approved.

14. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

President Marshall said that Bill Cecala has begun irrigating the roughs. One large section cannot be irrigated yet due to the high weeds.

15. PROPOSAL FOR MOWING AND MAINTENANCE OF AREAS SUBJECT TO EFFLUENT IRRIGATION.

President Marshall said this mowing needs to be complete before all the sprinklers can be utilized in the area marked on an aerial map furnished to the Directors. Three written proposals were submitted to the District for mowing in areas subject to effluent irrigation along the golf course. Bids ranged from \$2,500 to \$5,000.

Director Kikta made a motion to accept the lowest bid. The motion was seconded by Director Macias. Motion unanimously approved.

****Mr. Matthew McPhail asked that the next two items be discussed, if necessary, after the executive session. President Marshall rearranged the agenda to Item 18.****

18. REPAIR AND MAINTENANCE TO FENCE NEAR DISTRICT'S OFFICE.

President Marshall said additional repairs and painting need to be done on the 8 foot fences around the District office. These repairs and painting were not included on the original bid in September. The back fence between District property and the first home on Summit Ridge have serious structural issues which need repair and should be painted to match the rest of the fence. Also, the short fence that surrounds the electrical box in front of the office should be repaired and painted to match the rest of the fencing.

The 8 foot fence is part of the area leased to the Point Venture Townhome Association for storage. A discussion of who is responsible for repairs took place. Mrs. Jean Cecala said she read the contract and the District is responsible to keep the fence in good repair. Mrs. Cecala believes the Townhome Association should be responsible for replacing the gate. Director Kikta agreed that the fence needs to be repaired and that the Townhome Association should pay to have the gate repaired. Director Pasarew said he would check with Townhome management. Director Pasarew does not believe the Townhome Association is using the area any longer.

Director Kikta made a motion to accept the bid to repair the fence and gate along the Townhome Association storage area. Motion failed for lack of a second. Directors Lippe and Macias wished to see the fencing before making a decision to do more work. A motion was made by Director Macias to table the discussion until more research could be done. Director Lippe seconded the motion which was unanimously approved.

19. PROPOSED DATES FOR FUTURE BOARD MEETINGS.

Director Kikta asked if the Board meetings could also be done through Zoom in the coming year. Mr. McPhail explained that effective September 1, 2021, the meetings must occur in person. While it is possible to allow District consultants to attend remotely, three Board members must be present in person at the meeting site to establish a quorum. Arrangements can be made to allow for another Director to attend remotely, but the requirements are cumbersome and will require advanced notice.

Proposed regular Board meeting dates for 2022 are:

January 27	February 24	March 24	April 28	May 26	June 23
July 28	August 25	September 22	October 27	November 17	December 15

Director Kikta made the motion to accept and set the proposed meeting dates for 2022. The motion was seconded by Director Lippe. Motion unanimously approved.

President Fred Marshall announced that the Board of Directors will now go into closed session for consultation with the District's attorney pursuant to Sections 551.071 and 551.072 of the Texas Government Code regarding matters related to Agenda Items No. 16 and 17. The Board went into closed session at 4:42 p.m.

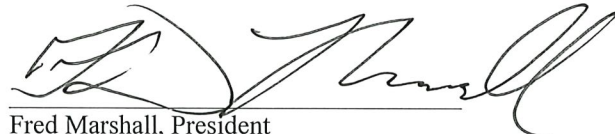
At 5:26 p.m., President Marshall announced that the Board of Directors has concluded its closed session and is returning to open meeting, and that no action was taken during the closed session.

16. DELIBERATE THE PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY RELATING TO THE LIFT STATION REHABILITATION PROJECT INVOLVING POA AND DISTRICT OWNED PROPERTY LOCATED NEAR THE POA BOAT STORAGE LIFT STATION PROPOSED SITE.
17. AGREEMENT BETWEEN THE DISTRICT AND VILLAGE OF POINT VENTURE FOR THE RECEIPT OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS GRANT AWARD FOR INVESTMENT IN ELIGIBLE PROJECTS.

No action was taken upon returning to open meeting.

20. ADJOURN THE MEETING.

Motion was made by Director Pasarew to adjourn the meeting. The motion was seconded by Director Kikta. The motion carried unanimously. Meeting adjourned at 5:27 p.m.


Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:


Manuel Macias, Secretary
Travis County WCID – Point Venture

(SEAL)