

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

February 25, 2021

STATE OF TEXAS §

COUNTY OF TRAVIS §

The Board of Directors of the District met by remote access in regular meeting, open to the public, at the WCID Office located at 18606 Venture Drive, Point Venture, Texas 78645, on the 25th day of February at 3:00 p.m. The meeting was held only by remote access in accordance with the March 16, 2020 order by Governor Abbott temporarily suspending certain requirements of the Texas Open Meetings Act to advance the goal of limiting face-to-face meetings to slow the spread of COVID-19. No persons were at the meeting location; however members of the public had access to the meeting by calling one of the following toll-free numbers: (877) 853-5247 or (888) 788-0999 and entering the following information: Meeting ID: 873 6556 2090 and password: 655254. The public also had digital access to a meeting packet through both email and the District's website.

In attendance were Matthew McPhail of Willatt & Flickinger, PLLC, Scott Swiderski of Trihydro Corporation, Allen Douthitt of Bott & Douthitt PLLC, Jess Kennis, Kristi Hester, Ronja Keyes and Jean Cecala of Inframark and residents Roy Ables, Angela Kurth, Chris Potter, Nathan Stevens, Zane Cannaday, Eric Spencer, Karen Walker, Randy Walker, Stacey Holliday, Gayla Smith, Randy Lance, Steven Babb, Roy Mills and Stacey Godfrey.

1. CALL TO ORDER.

Board President Fred Marshall called the meeting to order at 3:05 p.m.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors. The Directors present were Fred Marshall, Chris Lippe, Manuel Macias, Barry Pasarew and Annette Kikta thus constituting a quorum.

3. RECOGNITION OF FORMER DIRECTOR BRIAN PROBST FOR HIS SERVICE ON THE BOARD OF DIRECTORS.

This item was postponed until next month.

4. PUBLIC COMMENTS.

Before public comments began, Board President Fred Marshall extended thanks and appreciation on behalf of the Board of Directors for several people who helped residents and the WCID during the recent freezing weather. Those recognized included Frank Engels, Tommy Low, John Lundin, Kurt Weber, Jimmy Taylor, and Chief Donnie Norman.

Public comments were made by Zane Cannaday, Karen Walker, and Steven Babb. The recent rate increase for water and wastewater, the District's communication system, and possible adjustments to customers' bills for recent breaks were brought before the Board. Each topic was addressed by Board members or the District's attorney, Matt McPhail. Mrs. Walker also addressed a recent sewer leak at her home and what she believed was a gross lack of communication. Inframark Senior Operations Manager, Jess Kennis, addressed her comments.

5. JANUARY 28, 2021 REGULAR MEETING MINUTES.

The proposed minutes of the January 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 Barry Pasarew. Motion unanimously approved.

6. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

Mr. Scott Swiderski, engineer for Trihydro Corporation, gave the engineer's report. Mr. Swiderski relayed there were no current engineering issues to report for either Water Treatment Plants ("WTP") or the Wastewater Treatment Plant ("WWTP"). Trihydro's focus this month was on the conceptual layout regarding configuration of basins and processing equipment for the new WWTP. Mr. Swiderski met with Directors Anne Kikta and Chris Lippe to review project status and gather District input.

Trihydro has also created a draft layout of the zebra mussel chemical feed system which is in the process of being evaluated for draft design. An evaluation process also took place to determine the appropriate chemical to use, either copper sulfate or potassium permanganate. Both are approved for use in treating potable water.

Finally, Trihydro began preparing a surplus funds application submission to the Texas Commission on Environmental Quality ("TCEQ"). This document will be submitted to gain approval for applying additional funds realized from lower bond interest rates and lesser engineering fees for documents. The additional money has not been allocated for a specific project yet, but potentially it will be applied to rehab the existing water treatment plant components.

Director Lippe made a motion to approve the engineer's report. The motion was seconded by Director Pasarew. Motion unanimously approved.

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

Mr. Swiderski reported that Trihydro is working on a cost proposal for lift station improvements.

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 all being paid through the bookkeeper's account due to COVID-19 virus orders from the governor. Mr. Douthitt began his report by presenting an invoice from Steven's Paving for just completed work of street repairs in the District. He asked the Board for approval to add the invoice to be paid. Director Macias made a motion to add the payment to Steven's Paving. Director Lippe seconded the motion. Motion unanimously approved.

Mr. Douthitt briefly went over invoices paid by the District in January 2021 and presented the December 2020 financials. Mr. Douthitt added that approximately 92 percent of tax revenue has been collected for the District. 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 Kikta. Motion unanimously approved.

9. CONSIDER ADOPTION OF A RESOLUTION AUTHORIZING USE OF SURPLUS FUNDS AND ACKNOWLEDGING REIMBURSEMENT OF OPERATING FUND.

Bond counsel will give input next month on this item. No action was taken.

10. REIMBURSE OWNER DEPOSITS HELD ON RENTAL PROPERTY ACCOUNTS.

Mrs. Jean Cecala of Inframark reported that she discovered during the billing transition that the new system ("AVR") does not have the capability to hold an owner's and a tenant's deposit on one account. The former billing system allowed the owner of rental properties to keep a separate \$100 deposit on file to avoid interruption of service between tenants. Since AVR's system does not have this capability, tenants of those properties are now showing a \$200 deposit on the account when in fact the tenants only have a \$100 deposit on file.

The extra \$100 needs to be adjusted in the new billing system. The District will either need to reimburse 32 homeowners their \$100 deposit or allow Inframark more time to explore whether AVR can incorporate the capability of a separate owner's deposit on one account into its system. Ms. Kristi Hester of Inframark asked the Board to consider giving Inframark another month to research whether the new system can include this. The Board agreed to give another month.

11. 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.

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

No action was taken on this item.

13. OPERATIONS AND MAINTENANCE REPORT - INFRAMARK.

Senior Operations Manager, Jess Kennis, presented the operations and maintenance report for Inframark. At the WTP, the recent winter storm affected a flange gasket on the raw water intake and a 4 inch gate valve on the raw water line that is not in service. The Elevated Storage Tank ("EST") pressure transducer and pressure gauge sustained freeze damage and are on order for replacement. In the District's distribution system a 6 inch water main break was repaired at the entrance on February 23. Quarterly calibration checks on all turbidity meters and PM's on all chlorine analyzers were performed. Inframark is still working on cost estimates for SCADA related work.

Inframark is putting together a cost estimate to clean the ponds at the WWTP. Re-chlorination station conversion to bleach status has had another delay due to the winter storm. Installation will most likely be completed by the end of February. Also, the fence at the POA lift station was schedule to begin February 24.

Clean up efforts at the District's shop and EST area were the main focus for this round of cleaning and organizing. Future efforts will be scheduled for the WTP and WWTP.

Finally, the billing conversion is completed, Utility Specialists started tap installations on February 24, Steven's Paving finished the road work on February 24 and personnel and volunteers assisted customers with water turn offs during the winter storm due to leaks and other concerns. Mr. Kennis thanked the volunteers who helped during the storm. President Marshall added his gratitude to Inframark Operator Scott Manuel for staying with the plant and keeping it in operation.

Director Kikta inquired as to how long the plant was inoperable during the winter storm. Mr. Kennis responded that the plant never lost functionality. Due to failures as the storage systems, the capacity of those tanks could not be determined.

Director Kikta made the motion to accept the operations and maintenance report. Director Pasarew seconded the motion which was unanimously approved.

14. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE RELATED TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 13 ABOVE.

No expenditures were presented for Board approval.

15. REPAIR AND MAINTENANCE TO DISTRICT PONDS.

This item was briefly discussed during the operations and maintenance report. An estimate is still needed for repairs and maintenance to District ponds. Several Board members had comments regarding cost estimates, whether this was a priority over other projects and whether sludge samples were performed at the pond. Director Lippe inquired whether a cleaning of the wet well of the pump area rather than the whole pond would be preferable. Mr. Kennis said data would be collected from the clear well and an estimate for each – cleaning the pond and the wet well.

16. CLEANUP, REPAIR AND MAINTENANCE WITHIN THE DISTRICT AS A RESULT OF THE RECENT WINTER STORMS.

Mr. Jess Kennis said he still needs to get a price estimate for a 6 inch valve at the wastewater plant. Mr. Kennis said he would put together a list of all the expenses associated with the recent winter storm and there may be a possibility that an insurance claim can be submitted.

17. CONTRIBUTION FROM DISTRICT FOR ELECTRONIC COMMUNITY SIGN.

The Village of Point Venture had put together a cost estimate for an electronic sign for the community and asked the four entities - Village, District, Property Owners Association ("POA"), and Townhome Association - of their interest in sharing the cost and use of the sign. President Marshall called for the Directors to discuss the request to determine the interest level of the District's participating monetarily. Director Pasarew said that the Point Venture Townhome Association had no interest in participating in the purchase. Director Pasarew also inquired how a blinking, lighted sign would impact the dark sky community and believes that should be considered. Several Directors expressed their support of the idea of the District sharing the cost and use of the sign. Director Macias believes the sign will be another way to communicate to residents important messages in a timely manner. President Marshall concurred with Director Macias' comments. Director Kikta also was in agreement of the need to be able to better communicate with residents. Director Kikta volunteered to interface with the Village for locations and costs and the Board was agreeable to that. Director Macias made a motion that WCID would express interest in sharing the cost of the community sign and Director Kikta to interface with the Village on this project. The motion was seconded by Director Lippe. Motion unanimously approved.

18. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

Irrigation in the roughs was stopped due to the recent winter storm. Wet weather storage tank levels have risen to approximately 1.7 million gallons. President Marshall reported that damage was done to sprinkler heads during the freeze. Additionally, people are driving around the ramps and over the District's hoses damaging those hoses requiring purchasing sturdier, more costly hoses.

The Board heard concerns from Laurie Glass of the trees in the rough being damaged due to constant watering. She asked whether the District had consulted an arborist as discussed last month. Mr. Swiderski of Trihydro said he would consult with an arborist to get an opinion. Mrs. Glass also inquired whether the irrigation in the roughs could be done at night rather than during the day so people would not be exposed to the effluent. Mr. Swiderski responded that there are no issues with effluent water being applied during daylight. The requirement of the permit is when irrigating effluent it is to be accomplished in areas not in use. Director Lippe inquired whether signs could be installed in the areas in question. President Marshall said he would communicate with the POA about informing golfers to stay out of the sprinklers or installing signs.

19. BILLING ADJUSTMENTS; TEMPORARY EXTENSION OR WAIVER OF LATE FEES AND ADJUSTMENT TO RECONNECTION FEE.

Mr. Matt McPhail said this item was included due to the timing of January bills being mailed and customers requesting their water turned off to avoid potential freezing pipes. The Directors heard from resident Steven Babb about other potential adjustments to consider because of the winter storm. The Directors agreed that waiving late fees for the January bill and not assessing reconnection fees would be beneficial to customers. Discussion ensued about numerous homeowners who experienced significant leaks due to freezing pipes and how best to handle possible adjustments to those accounts. Directors agreed that verifiable leaks would be given adjustments to their February bill if the customer presents the District with invoices for repairs to their water lines.

After many ideas were discussed Director Lippe made the motion to allow for a waiver of late fees for all customers for the January 2021 billing cycle and waive the reconnection fees to customers who requested water turned off during the recent freeze. For customers with verifiable leaks, water and wastewater will be billed based on that customer's average usage from December 2019, January 2020 and February 2020. Customers who wish to receive this adjustment must provide the District with receipts for repairs. These verifiable leaks due to the freeze will not be considered in the District's 36-month leak adjustment policy. All District customers' winter quarterly average for 2021 is to be based only on December 2020 and January 2021 usage. Director Macias seconded the motion which was unanimously approved.

20. AMENDMENT TO TEMPORARY EMERGENCY ORDER DELEGATING AUTHORITY TO THE BOARD PRESIDENT TO APPROVE CERTAIN ACTIONS NEEDED TO CONTINUE FUNCTIONING OF THE DISTRICT DURING COVID-19 VIRUS CRISIS INCLUDING AUTHORIZATION FOR THE BOARD VICE-PRESIDENT TO ACT IF THE BOARD PRESIDENT IS UNAVAILABLE OR UNABLE TO ACT.

Mr. McPhail recommended the Board approve an amended temporary emergency order and extend its deadline. The previous order expired in September 2020. Director Kikta made a motion to approve the amendment to the Temporary Emergency Order which authorizes the Board President to approve certain actions needed to continue functioning of the District during COVID-19 virus crisis including authorization for the Board Vice-President to act if the Board President is unavailable or unable to act. Motion was seconded by Director Macias. Motion unanimously approved.


21. 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 4:55 p.m.



Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:



Manuel Macias, Secretary
Travis County WCID – Point Venture

(SEAL)