

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

December 16, 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 16th day of December, 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 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. NOVEMBER 18, 2021 REGULAR MEETING MINUTES.

The proposed minutes of the November 18, 2021 regular meeting were presented for approval. Director Anne Kikta made a motion to approve the minutes as presented. The motion was seconded by Director Barry Pasarew. Motion unanimously approved.

\*\*\*\* Board President Fred Marshall rearranged the agenda to item 7. \*\*\*\*

7. 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 November 2021 and presented the October 2021 financials.

Bott and Douthitt are preparing end-of-year documents as well as providing information to auditors for the annual audit which is due February 12, 2022. Mr. Douthitt said that in February he and the Board's finance committee will re-evaluate the District's current rate order.

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 Manuel 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.

\*\*\*\* Board President Marshall returned to regular agenda order. \*\*\*\*

5. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

Trihydro requested a quote from Coyote Welding to install a handrail system at the existing raw water intake concrete staircase. No engineering issues were reported for the distribution and storage or the water treatment plant ("WTP").

No current engineering issues were reported for the wastewater treatment plant ("WWTP"). Trihydro is working with Inframark on performing field assessment on the existing manholes. Trihydro provided Inframark coordinate file and photos for reference.

Trihydro provided requirements and specifications to the District for installing signage at each District irrigation disposal site.

Bid opening for the zebra mussel mitigation project occurred on Tuesday, November 30, 2021. Trihydro evaluated low bidder's bid submission for conformance to project requirements and assessed low bidder's references. Trihydro submitted to the Board the Recommendation of Award letter and attachments for the Board's consideration and approval.

Trihydro also reviewed reporting requirements for use of the Coronavirus Local Fiscal Recovery Funds ("CLFRF"). The first report deadline is April 30, 2022. Because the grant money was appropriated by the Village of Point Venture ("VOPV"), Trihydro will provide the information to the Village for this and all subsequent reports. Directors discussed uses for the grant money and asked Trihydro to provide specification for a generator at the water plant and begin the bid process.

Mr. Vargas answered questions from Directors. Director Kikta made a motion to accept the engineer's report. The motion was seconded by Director Chris Lippe and 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 and the engineering committee will make a trip to Burnet, Texas, on December 29 to look at the city's aeration basin and equipment.

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

Water System Analysis project engineering has just begun. Trihydro is continuing to develop the GIS water system map and drafting exhibits. Inframark will provide updated valve data.

Mr. Vargas concluded that other project engineering work will begin next calendar year. Mr. Vargas answered questions from the Board. Director Macias made the motion to accept the bond projects report. The motion was seconded by Director Kikta. Motion unanimously approved.

8. 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.

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

No action was taken on this item.

10. ZEBRA MUSSEL MITIGATION – RECOMMENDATION OF AWARD.

Mr. Vargas reported that two bids for the zebra mussel mitigation project were received and opened on November 30, 2021. PrimeSpec Construction, LLC bid \$268,000 and Excel Construction Services, LLC bid \$469,800 for completion of the project. Both bids received complied with the bid requirements and were reviewed for errors.

Trihydro presented a letter to the Board recommending awarding the bid to PrimeSpec. Director Kikta made a motion to accept the recommendation to award PrimeSpec the general contract for the zebra mussel mitigation project. Director Macias seconded the motion. Motion unanimously approved.

Mr. Vargas also reported that an alternate bid item for installing a handrail system for the existing raw water intake concrete staircase was also received by both bidders. PrimeSpec's low bid of \$223.00 per linear foot was determined to be an excessive expenditure to incorporate into the District's budget. Both alternate bids were rejected.

11. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

Surface water treatment plants ("WTP") – Parts for the chlorine pump have arrived and repairs are expected next week by Inframark staff. A leaking chlorine line was replaced by ChemEquip. A report from a customer of a strong chlorine smell was investigated. Multiple sites were tested and flushed. Quarterly calibration of turbidimeters and preventative maintenance ("PM") were performed on all chlorine analyzers by ChemEquip.

Distribution system – all water valves have been exercised and only two were found that need replacing. Two leaks near the gasket on the ground storage tank ("GST") were repaired by Inframark staff. A customer has reported a possible water leak on Mariners Point. Samples taken showed no chlorine residual, however after multiple rechecks with no change, Inframark's crew will be out to locate the leak.

Wastewater Treatment Plant ("WWTP") / Collection System – parts for the generator at the WWTP have arrived and Inframark staff will begin repairs. Two manhole covers on the gravity system have been repaired. Inframark has performed a survey of all manholes and it appears the majority are going to require rebuilding. Trihydro will also survey the manholes at the end of December and make its recommendation. Customers' grinder system surveys should begin in January 2022. A pump went out at Whispering Hollow Lift Station. It has been sent for repair and should be under warranty.

Winterization – all equipment necessary to winterize is in the District. Winterization process will begin next week by Inframark staff. Heaters for the transmitters were ordered and have arrived. Inframark staff will build boxes on the transmitters at the plant and insulate them. Inframark proposed to the Director's adding an inventory location for parts and supplies in the District. A building at the water plant could be used for this purpose. The need for an agreement and compensation to the District will be discussed.

Ms. Hester answered questions from the Directors. Director Macias 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.

Ms. Hester of Inframark requested approval for replacement or repairs to a failed pump in the equalization ("EQ") basin. After a discussion about the time frame for removal of the EQ basin for construction of the new WWTP, the Board decided to repair rather than replace the pump. Director Lippe made a motion to approve repair of the pump for \$4,957.37. The motion was seconded by Director Kikta. Motion unanimously approved.

13. AUTHORIZE THE ACQUISITION OF A BOAT FOR USE BY DISTRICT.

President Marshall proposed the Board set a not to exceed amount for the purchase of a good, used boat. President Marshall recommended purchasing a 16 foot, deep and wide aluminum Jon boat on a trailer with a 20-30 horsepower

motor. The current boat used to access the barge is inadequate and unsafe. Director Kikta made a motion to authorize the acquisition of a boat for the District with the price not to exceed \$15,000. Director Macias seconded the motion which was unanimously approved.

14. 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; EASEMENT FOR ACCESS TO LIFT STATION SITE; AGREEMENT FOR POA USE OF BOAT STORAGE AREA.

Mr. Matt McPhail reported the Point Venture Property Owner's Association ("POA") is amenable to entering into an agreement with the District for easement to the District's property that is within the POA's boat storage area. Mr. McPhail said he needed authorization from the Board to proceed with the agreement and asked that a committee review the document before finalizing. The current committee of President Marshall and Director Lippe agreed to this request. Mr. McPhail will work as quickly as possible to finish preparing the document.

Mr. McPhail said a second agreement with the POA would also need to be created for boat storage by the POA on District-owned property. The agreement would grant the POA the right to store boats and trailers on District property in the area near the lift station. Director Kikta made a motion to authorize Mr. McPhail to prepare both agreements between the District and POA as discussed. The motion was seconded by Director Macias. Motion unanimously approved.

15. AGREEMENT FOR THE TRANSFER AND ACCEPTANCE OF U.S. DEPARTMENT OF THE TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY AND BETWEEN THE VILLAGE OF POINT VENTURE, TEXAS AND TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT – POINT VENTURE.

Mr. Matt McPhail reported to the Board that an agreement between the Village of Point Venture and the District has been approved and signed by the Village for the transfer and acceptance of grant money allocated to the Village for Coronavirus State and Local Fiscal Recovery Funds (CLFRF). Mr. McPhail asked for approval from the Board to enter into the agreement. Mr. David Vargas of Trihydro said Trihydro will prepare the reports to be submitted by the Village as required. Director Kikta made a motion to enter into an agreement for the transfer and acceptance of U.S. Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds between the Village of Point Venture and the District. The motion was seconded by Director Pasarew. Motion unanimously approved.

16. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

President Marshall said the roughs are now being irrigated and tank levels are holding steady at this time. Mrs. Jean Cecala reported that the District purchased 6 sprinklers and hoses to replace broken ones. Mrs. Cecala also said signage has been ordered to be placed near the irrigation sites to warn people to stay out of and not drink the water. These will be installed once they arrive.

17. REPAIR, REPLACEMENT AND MAINTENANCE TO FENCE NEAR DISTRICT'S OFFICE AND EXPENDITURES AND CONTRACTS RELATED TO THE SAME.

Directors discussed the bids received for fence and gate work to be done near the District's office. Three separate bids were discussed and voted on. The bid to replace the gate at the townhome storage area was \$935.00. Director Lippe made the motion which was seconded by Director Kikta to accept the bid. Motion unanimously approved.

Two bids to replace or repair the fence around the transformer box in front of the District office were received. After discussion the Board agreed to replace rather than repair the fence. Director Lippe made the motion to accept the lowest bid of \$2,640.00 to replace the fence. Director Macias seconded the motion. Motion unanimously approved.

Two bids were reviewed for work on the side fence at the townhome storage area. Director Macias made the motion to accept the low bid of \$1,050.00 to straighten the fence. The motion was seconded by Director Kikta. Motion approved unanimously.

18. ADDITION OF HANDRAILS FOR THE STAIRS TO THE BARGE AND DISCUSSION OF BIDS, EXPENDITURES AND CONTRACTS RELATED TO THE SAME.

Several bids for building handrails for the stairs to the barge were submitted. Prices ranged from \$9,500 to \$24,976. Director Macias made the motion to accept the low bid of \$9,500 for the addition of handrails for the stairs to the barge. Motion was seconded by Director Kikta. Motion unanimously approved.

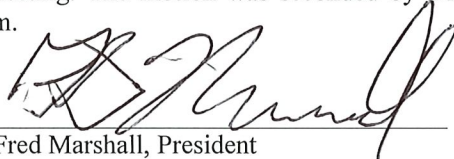
19. RATE ORDER.

The rate order will be discussed more fully after the finance committee can meet with the District's accountant in February. One suggestion brought to the Board's attention for consideration is a possible back-charge to builders for re-inspections at the same address. The Texas Commission on Environmental Quality ("TCEQ") requires that all new homes pass a customer service inspection ("CSI"). This inspection is performed by Inframark. Another suggestion made was to assess fines to builders for missed inspections. Inframark will compile research from other rate orders to use as an example.

Mrs. Cecala said she would reach out to local builders as a courtesy to let them know about the possible changes to the rate order.

20. ADJOURN THE MEETING.

Motion was made by Director Pasarew to adjourn the meeting. The motion was seconded by Director Macias. The motion carried unanimously. Meeting adjourned at 5:08 p.m.

  
Fred Marshall, President  
Travis County WCID – Point Venture

ATTEST:

  
Manuel Macias, Secretary  
Travis County WCID – Point Venture

(SEAL)