

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

April 28, 2022

STATE OF TEXAS §

COUNTY OF TRAVIS §

The Board of Directors of the District met in regular meeting, open to the public, at the WCID offices located at 18606 Venture Drive, Point Venture, Texas 78645, on the 28th day of April, 2022 at 3:00 p.m. with the Directors present being Fred Marshall, Chris Lippe, Barry Pasarew and Anne Kikta.

Others in attendance were Allen Douthitt and Jessica Benson of Bott and Douthitt, PLLC, David Vargas and Steven Young of Trihydro Corporation and Kay Olsen and Jean Cecala of Inframark. Residents in attendance were Roy Ables, Charles Lantrip, Mark Villemarette, Ron Gallagher, Steve Tabaska, Frank Engels and Phyllis Marshall.

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. Present were President Fred Marshall, Vice-President Chris Lippe, Assistant Secretary Barry Pasarew and Assistant Secretary Anne Kikta thus constituting a quorum. Manuel Macias was unable to attend.

3. PUBLIC COMMENTS.

No public comments.

4. MARCH 24, 2022 REGULAR MEETING MINUTES.

The proposed minutes of the March 24, 2022 regular meeting were presented for approval. Director Chris Lippe made a motion to approve the minutes as presented. The motion was seconded by Director Anne Kikta. Motion unanimously approved.

**** President Marshall moved to Agenda Items 6 and 7. ****

6. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

Ms. Kay Olsen of Inframark gave the operations and maintenance report.

Surface water treatment plants (WTP) – Ms. Olsen reported that another meter had gone out at the water plant, making it impossible to calculate the water loss for March. The meter has been repaired. Bids are also being solicited for drainage improvements near the front entrance of the WTP to direct runoff into the existing ditch and repositioning the District's intake barge, and the SCADA software update deadline was pushed back to August 16 while engineers work with Inframark to discuss the District's needs.

Distribution system – Multiple utility contractors have been contacted to give estimates for extending the line from Staghorn to Venture Drives to help alleviate low water pressure issues at two homes. Contractors, so far, have shown no interest, are already backlogged, or won't return a bid. One contractor believes a valve is closed that should be opened. After discussion, the Board agreed to have Inframark contact Utility Specialists to try to trace down the source of the low pressure along Venture Drive. Only one contractor gave a quote to dive the ground storage tank to make repairs. US Underwater provided a quote of \$5,680 to make the repairs.

Additionally, the wastewater treatment plant (WWTP) was out of compliance for March. A clogged return sludge line and bleach pump failure caused the bad sample. A sewer valve at Lakeland Drive and Lakepoint Circle has been replaced and two 4"x3" cleanout sweeps have been added along with a new larger manhole. A developer hit an unmarked sewer tap which was repaired by onsite maintenance personnel. A long discussion about a sewer backup at a section of townhomes was held and included remarks and feedback from Townhome President Charles Lantrip. The Board was in agreement that the problem needs to be addressed as soon as possible. Engineers, townhome personnel, and representatives from the Board will meet next week on site to try to find a solution. Meanwhile, Inframark maintenance personnel will flush the clean outs near the steps monthly.

Wastewater Treatment Plant ("WWTP") / Collection System – minor problems were discovered and repaired at the WWTP.

Other items included having the barge easements surveyed. The barge was found to be out of its easement and Inframark is working to get it repositioned. A resident is asking for the easement report. Engineers responded that no formal report was written. The marks on the banks clearly show the barge is out of its easement. Trihydro will get a quote from PrimeSpec to reposition the barge while they work on the Zebra Mussel mitigation project.

Inframark is still gathering data before giving the District rebates on water valve and hydrant surveys completed recently by Inframark. The new rate order is now ready to implement and the annual API letter has been signed.

Ms. Olsen answered questions from the Directors. Director Kikta made a motion to accept the operations and maintenance report and approve the quote of \$5,680 from US Underwater to repair the leaks inside the ground storage tank. The second was made by Director Barry Pasarew and unanimously approved.

7. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 6 ABOVE.

Expenditures were approved in the above report motion.

**** President Marshall moved to Agenda Item 5. ****

5. ACCOUNTANT'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 paid through the bookkeeper's account. Mr. Douthitt briefly went over invoices paid by the District in March 2022 and presented the February 2022 financials.

Mr. Douthitt reported that the preliminary estimates for taxes in the District have been received and are up from just below \$300 million to \$417 million. Because of various factors, the final number most likely will not be as much as the estimate.

The Board had no questions. Mr. Douthitt then asked for approval of payments of monthly bills, payment of Pay Estimate #1 to PrimeSpec as well as authorization to transfer funds as noted on the report. Director Kikta made a motion to approve the financial report, payment of the monthly bills and Pay Estimate #1 to PrimeSpec as well as authorize fund transfers as recommended by Mr. Douthitt. It was seconded by Director Pasarew. Motion unanimously approved.

**** President Marshall moved to Agenda Item 8. ****

8. TOWNHOME SEWAGE DRAINAGE LINE UNDER BARGE STEPS.

This issue was discussed during the manager's report.

9. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

Water System – The barge easement was discussed during the manager's report. The District has contacted several contractors for quotes to reposition the barge. Trihydro is awaiting a quote from PrimeSpec, current contractor for the ongoing Zebra Mussel Mitigation construction project. The design committee discussed matters related to the Water Treatment Plant's (WTP) SCADA system such as the programming software being currently expired, no existing firewall, and access to an administrative code to modify control settings within the existing PLC. Inframark is in the process of setting up a meeting between the design committee and Trac-N-Trol to discuss options and costs for updating the SCADA system at the WTP.

Distribution and Storage – Trihydro worked with the District and coordinated with Utility Specialists, Inc. on providing scope for installation of two-inch water service line to move water service to homes on Venture Drive experiencing pressure issues to the upper pressure plane. No quote has been received. However, Utility Specialists believes a valve in the system that should be opened is not. Utility Specialists will be contacted to see if they are interested in looking for the valve.

Wastewater System – No current engineering issues were reported.

Reclaimed Water System – No current engineering issues were reported.

Zebra Mussel Mitigation Project – The project has begun and substantial completion should be by July 5, 2022. The Village of Point Venture (VOPV) approved a building permit on April 14, 2022. Trihydro reviewed the contractor's payment application number 1 and issued recommendation for payment to the District on April 15, 2022. Contractor has completed two-inch pipe trench installation, concrete sidewalk and driveway repairs and bore and receiving pits. Contractor is near completion on horizontal directional drill and once complete will continue installing two-inch conduit pipe along concrete staircase. Diving subcontractor is scheduled for May 9 and 10 to attach two-inch conduit pipe to raw water hose.

A progress meeting was conducted April 19. At that time the District requested the contractor furnish change order proposals to perform additional work. The additional work entails drainage improvements near the front entrance of the WTP to direct runoff into the existing ditch and repositioning the District's intake barge.

The engineering phase for the WTP generator project is scheduled to begin May 9. Trihydro assisted the design committee's review of Inframark's preventative maintenance plan. This review defined the specific O&M services the District required. Once the plan is revised and updated, the design committee will reconvene to discuss and solidify the plan. Additionally, Trihydro worked with VOPV in providing project information related to the WTP generator project. Village staff will be submitting the online report to the Treasury Department prior to the April 30, 2022 deadline. This report is for monies received by the Village and given to the District from the Coronavirus Local Fiscal Recovery Funds (CLFRF).

Director Kikta made a motion to accept the engineer's report. The motion was seconded by Director Lippe and motion was unanimously approved.

10. 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. Progress for the new Wastewater Treatment Plant (WWTP) was significant during the past month. Updates to the aeration basin and clarifier drawings were made so subconsultants can begin structural design and technical specifications. Trihydro continued the design of renovation of components of the existing WWTP. Other technical decisions and updates were also made.

Lift Station Rehabilitation – Resident Ron Gallagher was allowed to address the Board before the discussion of progress on the lift station rehabilitation project. One of the current lift stations is in front of Mr. Gallagher's home and Mr. Gallagher is concerned about the proposed changes of size and height of a wall or fence for that lift station. Board

members and engineers discussed a few options. Mr. Gallagher asked that he be allowed to review any changes to the current lift station by his home before a final decision was made.

The Lift Station Rehabilitation project went out for bid in late April and only one contractor submitted a bid. PrimeSpec's bid was for \$1,763,000 which is considerably more than the original estimate of approximately \$800,000. The estimate for the project was made in 2019. The Board discussed several options including reconfiguring the project and going out for new bids. Board members asked Trihydro to look for ways to trim the project. The Board discussed having a special meeting to discuss all future bond projects. Director Lippe made a motion to have a special workshop meeting on Thursday, May 5, 2022 at 2:00 p.m. Director Kikta seconded the motion. The motion passed.

Water System Analysis – Trihydro coordinated with Inframark on field verification of water valves and surveying approximately 10 hydrants that were not located in the original survey. Trihydro continues revising the GIS system mapping consisting of adjusting waterlines and its connections to the surveyed valves and hydrants.

Future bonds – After a recent design committee meeting, concern that the WWTP project could have a substantially higher construction cost, resulting in less bond money left over for the future bond projects. All these projects will be discussed at the May 5 meeting.

Mr. Vargas answered questions from the Board. Director Kikta made the motion to accept the bond projects report. The motion was seconded by Director Lippe. Motion unanimously approved.

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

Pay Application No. 1 to PrimeSpec for the Zebra Mussel Mitigation project was approved during the accountant's report.

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

a. LIFT STATION REHABILITATION – RECOMMENDATION OF AWARD.

The decision on this recommended reward was postponed. The bid will be discussed at the May 5 meeting.

13. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

The Property Owners' Association (POA) golf course personnel asked that watering of the roughs be stopped to begin holding water in storage tanks for summer watering of the course. Watering in the roughs has stopped for this season and hoses will be removed and stored sometime this month.

14. POA REQUEST FOR REDUCED RATE FOR FILLING COMMUNITY POOL.

POA President Frank Engels addressed the Board and asked the Directors for consideration of giving a discount to the POA for refilling the community pool. After discussion, Director Lippe made the motion to give a one-time 50 percent discount for water on the POA's April 2022 bill. Director Pasarew made the second. The motion was unanimously approved.

15. MEMBERSHIP AND ASSIGNMENTS OF THE COMMITTEES.

Committee assignments were briefly discussed. Director Kikta said that the Land Acquisition Committee is no longer needed. Director Lippe wished to postpone assigning committees until he had a chance to visit with each Director to find out their interests. No decision was made on this item.

16. ACCEPTANCE OF RESIGNATION OF BOARD PRESIDENT FRED MARSHALL.

Board President Fred Marshall gave his letter of resignation from the Board effective immediately. This resignation is due to the Marshalls moving out of the District. Mr. Marshall thanked the other Directors and the consultants. Directors

who were present read a letter of appreciation each had written and then Mrs. Jean Cecala presented a plaque to Mr. Marshall and told him a live oak tree had been planted at the District office in his honor for his years of service on the Board.

Director Kikta made the motion to accept the resignation of Board President Fred Marshall from the Board of Directors. Director Pasarew seconded the motion. The motion unanimously was approved.

17. PROCEDURES FOR APPOINTMENT OF REPLACEMENT DIRECTOR TO FILL VACANCY CREATED BY RESIGNATION OF FRED MARSHALL.

A discussion of the procedures for appointing a replacement to fill the vacancy created by Mr. Marshall's resignation concluded with Directors wishing to advertise the vacancy in the District's May newsletter. Directors directed Mrs. Cecala to publish the newsletter as soon as possible. The Board has 60 days in which to fill the position and Directors expressed a desire to solicit and receive applications as soon as possible and try to fill the vacant position by the May 26, 2022 meeting.

18. ADJOURN THE MEETING.

Motion was made by Director Kikta to adjourn the meeting. The motion was seconded by Director Pasarew. The motion carried unanimously. Meeting adjourned at 6:13 p.m.



Chris Lippe, President
Travis County WCID – Point Venture

ATTEST:



Manuel Macias, Secretary
Travis County WCID – Point Venture

(SEAL)