

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

August 25, 2022

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. South, Point Venture, Texas 78645, on the 25th day of August 2022 at 3:00 p.m. with the Directors present being Chris Lippe, Barry Pasarew, Manuel Macias and Mark Villemarette.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas and Steven Young of Trihydro Corporation and Kay Olsen, Dodie Erickson and Jean Cecala of Inframark.

1. CALL TO ORDER.

Board President Chris Lippe called the meeting to order at 3:04 p.m.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors. Present were President Chris Lippe, Assistant Secretary Barry Pasarew and Assistant Secretary Mark Villemarette thus constituting a quorum. Secretary Manuel Macias arrived at 3:19 p.m. Vice-President Anne Kikta was not in attendance.

3. PUBLIC COMMENTS.

No public comments.

4. JULY 28, 2022 REGULAR MEETING MINUTES.

The proposed minutes of the July 28, 2022, regular meeting were presented for approval. Director Mark Villemarette made a motion to approve the minutes as presented. The motion was seconded by Director Barry Pasarew. Motion unanimously approved.

President Lippe moved to items 8, 9 and 10.

8. ENGAGEMENT LETTER SUBMITTED BY MAXWELL LOCKE & RITTER LLP FOR DISTRICT'S ANNUAL AUDIT.

Jean Cecala explained to the Board that the engagement letter submitted by Maxwell Locke & Ritter is an annual occurrence brought to the Board for approval to retain the firm to complete the District's annual audit. Mrs. Cecala said the audit firm has increased the base fee from \$14,500 to \$15,000. The Board may choose to continue engaging with Maxwell Locke & Ritter or choose a different auditing firm. Director Pasarew made the motion to accept the engagement letter submitted by Maxwell Locke & Ritter LLP for the District's annual audit. Director Villemarette seconded the motion. Motion unanimously approved.

9. TOWNHOME SEWAGE DRAINAGE LINE; SURVEY RESULTS.

Trihydro has completed the survey requested by the Board at the last meeting to assure four homes tied into the townhome sewer lines would not be adversely affected by the repairs under the townhomes. Engineers recommended reducing the slope under the townhomes from 2 percent to 1.46 percent. The tie in would remain the same. The Board discussed the fiscal responsibility of the District for these line repairs. Director Villemarette made a motion for the District to share 50 percent of the cost of these repairs with the Townhome Association up to \$5,000. President Lippe seconded the motion. Motion unanimously approved.

10. LOW PRESSURE AT TWO HOMES ON VENTURE DRIVE; QUOTES RECEIVED TO ADDRESS LOW PRESSURE ISSUE.

Two written quotes were received for mitigating the low-pressure issues for two homes on Venture Drive. This new line would also incorporate two adjacent vacant lots. After discussion of the scope of the work, Director Villemarette made the motion to accept the bid of EcoIrrigation for \$29,750. Director Pasarew seconded the motion. Motion unanimously approved.

President Lippe returned to the regular order of the agenda.

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 & Douthitt PLLC gave the financial report for the District. Currently bills are paid through the bookkeeper's account. Mr. Douthitt went over invoices paid by the District in July 2022 and presented the June 2022 financials.

The Board had no questions. Director Manuel Macias then made the motion for approval of payments of monthly bills as well as authorization to transfer funds as noted on the report. It was seconded by Director Villemarette. Motion unanimously approved.

6. PROPOSED BUDGET.

Mr. Douthitt presented the proposed fiscal year 2023 budget. He explained that certified values from Travis County Appraisal District for the WCID are approximately 33 percent higher than last year. He recommended reallocating the taxes between operations and maintenance and debt services accounts. Mr. Douthitt's recommendation was to allocate \$0.3628 per \$100 taxable value for maintenance and operation and \$0.3372 per \$100 taxable value for debt services. This would bring the tax rate down from \$0.7409 to \$0.7000 per \$100 taxable property value. Mr. Douthitt reviewed service revenues and expenditures. The proposed budget will be further discussed and the final fiscal year 2023 budget will be adopted at the September 22, 2022, meeting.

7. ORDER SETTING THE DISTRICT'S PROPOSED TAX RATE FOR 2022 AND PROVIDING OF NOTICE THEREOF.

A discussion by the Board of the 2022 tax rate was held. The item was tabled until Mr. Douthitt generated the final numbers for approval. When the Board returned to this item, Mr. Douthitt confirmed the \$0.7000 per \$100 taxable property value as the final maximum tax rate for 2022. Mr. Douthitt also confirmed that the allocation of the taxes would be \$0.3628 per \$100 taxable value for maintenance and operation and \$0.3372 per \$100 taxable value for debt service.

Director Macias made the motion to approve the order setting the District's proposed tax rate for 2022 as \$0.3628 per \$100 taxable value for maintenance and operation and \$0.3372 per \$100 taxable value for debt services for a total of \$0.7000 per \$100 taxable value and providing for publication of notice thereof. The motion was seconded by Director Villemarette. Voting for the proposed tax rate were Directors Chris Lippe, Manuel Macias, Barry Pasarew and Mark Villemarette. Voting against the proposed tax rate were none. Director Kikta was absent. Motion approved.

11. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

Water System

Surface Water Treatment Plant – A discussion was held at the Design/Engineering Committee meeting of the Water Treatment Plant (WTP) walk-through that occurred August 17 between the District and Inframark on current plant operations. The "conventional" plant is currently not 100 percent operational; only portions of the plant are operating. Conceptual discussions included: replacing the filter media and installing higher capacity backwash return pumps to convey the backwash to the head of the plant and have the "conventional" WTP treat the backwash; and getting the "conventional" WTP operating to allow for performing maintenance to the Trident WTP system such as cleaning and replacing filters.

Distribution and Storage – The District is awaiting a quote from EcoIrrigation for installing new service lines from Staghorn Drive to the existing meters located on Venture Dr. and tie the two homes and the two adjoining empty lots to the upper pressure plane.

Wastewater System –

Wastewater Treatment Plant (WWTP) – No current engineering issues to report.

Collection – Trihydro provided support to Inframark on evaluating Ameritex sewer line. Trihydro also provided Inframark a copy of existing manhole overview map on July 31 to include in Inframark's asset management system and for evaluating smoke testing the gravity sewer system.

Trihydro surveyed the 4" PVC sewer line from the west side of the Townhomes to the end of the line at the fourth residential home on August 4. Trihydro produced exhibits depicting the survey point tables, sewer alignment, and sewer profile with slope percentages. Trihydro then met with the Design/Engineering committee on August 18 to review the exhibits, discuss solutions and site assess the alignment. After discussing several options, it was agreed between all parties to have the plumber re-lay the sewer line below the townhomes at an average 1.46% slope between the fixed points, including removing any sags in the line, from townhome #20 up to the cleanout before the intake concrete staircase. This recommendation will provide adequate flow and minimum velocity of 2.6 feet per second and minimize impact of upstream customers. Additionally, the townhome plumber still needs to revise his quote removing work on the intake concrete staircase.

Reclaimed Water System –

Storage - No current engineering issues were reported for reclaimed storage.

Irrigation – Trihydro provided the District copy of the irrigation disposal map, included in the existing wastewater permit, delineating designated areas for spray and subsurface irrigation.

Zebra Mussel Mitigation Project – PrimeSpec, the contractor for this project, notified Trihydro on August 8 that project site punch list items were near completion. PrimeSpec is waiting on the pump skid representative from Macaulay for correct relay cables since the current ones furnished were too short. Trihydro is waiting for PrimeSpec to schedule inspection of the punch list items and deliverables of remaining closeout documents. Inframark is working with Chameleon Industries on ordering Earth Tec-QZ, the chemical to be used in the system.

Water Treatment Plant (WTP) Generator Project – The Board's Design/Engineering committee reviewed the 70% drawings on August 14 for the WTP generator project. Additional survey data and field dimensions were obtained at the WTP on August 4. Trihydro developed the construction cost estimate of approximately \$352,000. The District has a total of \$255,962.89 allocated to this project from monies received through the Coronavirus Local Fiscal Recovery Fund (CLFRF) by the Village and passed on to the District. Trihydro has drafted permitting documents for both the Lower Colorado River Authority (LCRA) and the Texas Commission on Environmental Quality (TCEQ).

A bid schedule was set up as follows:

Begin advertising: Thursday, September 8, 2022

Pre-Bid Meeting: Tuesday, September 27, 2022 at 10:00 a.m.

Last Day of Questions: Friday, October 7, 2022 at 5:00 p.m.

Bid Opening: Thursday, October 13, 2022 at 2:00 p.m.

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

12. 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 Bond Program currently has two active design projects which are the Wastewater Treatment Plant (WWTP) and the Water System Analysis.

Wastewater Treatment Plant – Final decisions on the District's new 0.15 MGD Wastewater Treatment Plant (WWTP) are

being made. Coordination with both structural subconsultant, Vic Winter, and electrical subconsultant, JRSA were done by Trihydro. Preliminary discussions with the Design/Engineering committee on constructability for locations such as staging and spoils areas and office trailers and coordination with the Property Owners Association (POA) were held. Board members on the committee requested a meeting to show constructability and process flow review with Trihydro, Inframark and the entire Board of Directors.

Water System Analysis – The GIS team completed the overall water distribution system map.

Future bonds – All other future bonds have been reprioritized and work will be dependent on bids for the WWTP.

Mr. Vargas and Mr. Steven Young answered questions from the Board. Director Villemarette made the motion to accept the bond projects report. The motion was seconded by Director Macias. Motion unanimously approved.

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

No action on this item.

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

Director Macias made a motion to authorized Trihydro to advertise for bids for the WTP generator project. Director Pasarew seconded the motion. Motion was unanimously approved.

15. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

Ms. Kay Olsen gave the Operations and Maintenance Report for Inframark.

Surface water treatment plants (WTP) – Two cla-vals on the water intake barge have been repaired. Inframark is working on procuring prices to redirect runoff into the drainage ditch. Chapman Marine has been asked to record water depth at barge, which may affect turbidity in the plant. Inframark is exploring different options for chemicals for the Zebra Mussel chemical feed line due to supply issues.

Distribution system – Inframark received a quote from Samco for leak detection services for \$14,000. Two quotes for mitigating water pressure issues to two homes on Venture Drive have been received and were presented to the Board. Several companies were contacted to give estimates, however only two responded with written quotes.

Wastewater Treatment Plant (“WWTP”) / Collection System – Contractor repaired sewer line and backfilled trench prematurely on Venture Blvd North. Inframark will work with the contractor to assure line has a minimum of 2 percent slope. The second grinder pump was received and installed at Whispering Hollow Lift Station. Inframark is ordering a spare pump to have in inventory. Inframark met with Ecolrrigation to explore adding timers on the current watering system on the golf course to reduce manual operations for watering the roughs during winter months. Alterman was called to repair a blower at the sewer plant. An emergency repair at the POA boat storage lift station was made earlier in the month. Slupe had to be called out for vacuum service.

Other – Inframark continues to work on the Preventative Maintenance Plan and Asset Register. Inframark can provide a Replacement Schedule to be used for budgeting purposes at an additional \$750 charge. Ms. Olson asked for Board’s approval.

Inframark will schedule a trip to the intake barge at least once monthly. Security cameras have been installed at both the District’s office and water plant. Two of the cameras will need to be relocated and Inframark will pay to have that completed. The amended draft of the service agreement between the District and Inframark has been sent to Inframark attorneys revising a per incident limit of \$5,000, a monthly limit of \$10,000, and a requirement to inform the Operations committee within 48 hours.

Ms. Olsen discussed several issues with the engineers and Board members. Ms. Olsen 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.

16. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 15 ABOVE.

Director Macias made a motion to approve expenditures by Inframark of \$2,560 for a spare VFD from Lone Star Electric and of \$750 for the Replacement Schedule. The motion was seconded by Director Pasarew. Motion unanimously approved.

17. SERVICE AGREEMENT WITH CHAPMAN MARINE FOR INTAKE BARGE MOORING/ANCHORING SERVICE.

The District's attorney reviewed the contract with Chapman Marine that was presented at last month's meeting for intake barge mooring and anchoring service. Director Villemarette made the motion to approve the contract with Chapman Marine for intake barge mooring/anchoring service. Director Macias seconded the motion. Motion unanimously approved.

18. CANCELLATION OF EXISTING "DOCK INSPECTION & SERVICE PACKAGE" CONTRACT WITH RELIABLE BOAT DOCK SERVICES.

Director Villemarette made a motion to cancel the contract with Reliable Boat Dock Services after the Chapman Marine contract is fully executed. The motion was seconded by Director Pasarew. Motion unanimously approved.

AGENDA ITEMS RELATED TO ELECTIONS

19. DIRECTORS ELECTION.

PUNTOS DEL ORDEN DEL DÍA RELATIVOS A ELECCIONES

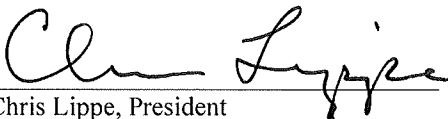
19. ELECCIÓN DE DIRECTORES.

No action was required on this item.

Jean Cecala, the District's election agent, notified the Board that four applicants have applied for a place on the ballot for three open Director positions for the November 8 election. Drawing for places on the ballot will be held Monday, August 29 at 10:00 a.m. at the WCID Office.

20. ADJOURN THE MEETING.

Motion was made by Director Macias to adjourn the meeting. The motion was seconded by Director Villemarette. The motion carried unanimously. Meeting adjourned at 5:06 p.m.


Chris Lippe, President
Travis County WCID – Point Venture

ATTEST:


Manuel Macias, Secretary
Travis County WCID – Point Venture

(SEAL)