

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

January 28, 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 28th day of January, 2021 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: 834 0466 1213 and password: 790238. 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, Jimmy Romell of Maxwell, Locke and Ritter, 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, Gene and Laurie Glass.

1. CALL TO ORDER.

Board President Fred Marshall called the meeting to order at 3:04 p.m.

2. ROLL CALL OF DIRECTORS.

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

3. PUBLIC COMMENTS.

No public comments.

4. DECEMBER 17, 2020 REGULAR MEETING MINUTES.

The proposed minutes of the December 17, 2020 regular meeting were presented for approval. Director Anne Kikta made a motion to approve the minutes as presented. The motion was seconded by Director Chris Lippe. Motion unanimously approved.

5. ANNUAL AUDIT BY MAXWELL, LOCKE AND RITTER.

Jimmy Romell of Maxwell, Locke and Ritter independent auditors for the District presented the 2020 audit to the Directors. He went over a number of pages in the document and answered questions from the Directors. Director Manuel Macias made a motion to accept the audit as presented, authorize signature of the affidavit, and authorize filing the audit with the Texas Commission on Environmental Quality ("TCEQ"). The motion was seconded by Director Kikta and was unanimously approved.

6. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

Mr. Scott Swiderski, engineer for Trihydro Corporation, gave the engineer's report. Mr. Swiderski informed the Board that as Inframark becomes more acclimated with operating the District's systems, operational issues will be noted in the Manager's report and Trihydro's report will focus on engineering issues in conjunction with Inframark's report.

At the Water Treatment Plant (“WTP”), engineers met with Inframark to discuss equipment issues at the original plant (Plant A). The turbidity meters at the plant were discussed and agreed that replacement was the only option since spare parts no longer exist for the current equipment. Other issues discussed were SCADA and media replacement.

Mr. Swiderski reported that there were no issues at the current Wastewater Treatment Plant (“WWTP”). The chlorine injection system should be completed for irrigation in the new few days. For the new WWTP, Trihydro has completed several conceptual layouts for determining an appropriate plant design. Trihydro met with Directors Kikta and Lippe to provide updates and review preliminary information.

Mr. Swiderski said that he will present cost estimates for repairs of two of the lift stations at the next Board meeting.

Zebra mussel mitigation system design also began with an investigative review of Cedar Park’s chemical feed system that was recently installed. This information will be considered as Trihydro designs the District’s system.

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

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

No action or discussion was taken on this item.

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 briefly went over invoices paid by the District in December and presented the November financials.

Mr. Douthitt reported that money from the new bond will reimburse the District for expenses incurred for repairs that were needed to be done immediately and fall under bond projects.

Director Barry Pasarew 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. 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.

Senior Operations Manager, Jess Kennis, presented the operations and maintenance report for Inframark.

Mr. Kennis concurred with Mr. Swiderski that the turbidity meters in Plant A need to be replaced. Inframark is working with the transition subcommittee and engineer to develop a solution and cost estimate for a new NTU meter and SCADA upgrades. Estimated cost is \$50,000. Installation of the new pump controller for the Elevated Storage Tank (“EST”) is approximately 90 percent complete. The trident plant influent valve actuator was replaced and the new valve body will be installed soon. The old unit will be refurbished and kept as a spare.

The water loss calculation continues to be high and Inframark is working to find the cause. A leak on Venture Blvd was repaired, a leaking fire hydrant on Staghorn was replaced, and a leak on a service line on Staghorn was also repaired. Additionally, the ground storage tank was discovered to have several small leaks on the tank's sidewall. Inframark sent a cost estimate to conduct a fire hydrant survey.

At the WWTP, the re-chlorination station conversion to bleach is almost complete. The company which was to build a new fence around the boat storage lift station has moved the start date to mid-February. The second phase of Operation Clean Sweep was underway the week of the meeting. The billing conversion is on schedule. The audit comparison did not find any issues, so the site went live in Inframark's system on January 26, 2021. Payments are being entered and the interface with the meter reading system is being completed. Two bids for street repairs for damages by the District were presented by Inframark.

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

The Board discussed the two bids for street repairs in the District. A motion was made by Director Lippe to approve hiring the lower bidder at a cost not to exceed \$15,000 to make the needed repairs. Director Kikta seconded the motion which was unanimously approved.

The valve and hydrant survey estimates provided by Inframark was also discussed. Two options were presented to the Board for fire hydrant inspections – a standard and a premium inspection. Director Kikta asked if replacement and repairs will be done during the survey. Mr. Kennis said that the surveys were meant to collect data. Repairs and replacement will not be the focus; however, should an emergency repair be needed, it will be addressed.


Director Kikta made a motion to approve both the valve and fire hydrant surveys at a cost not to exceed \$20,000 and also give the transition committee authority to approve up to \$5,000 additional monies if needed. The motion was seconded by Director Manuel Macias. Motion was approved unanimously.

13. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

Wet weather storage tank levels remain low as irrigation is put in the roughs around the golf course. The golf course has not done any significant watering on the course in weeks. The Board listened to the concerns of Gene Glass who said the ramps over the cart paths are being driven around causing damage to the course. Laurie Glass then voiced her concern that constant watering of the trees in the rough was going to kill the oaks. She asked that the District consider other places to water or rotate the watering schedule.


14. 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 4:40 p.m.



Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:



Manuel Macias, Secretary
Travis County WCID – Point Venture

(SEAL)