

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

May 27, 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 27<sup>th</sup> day of May 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: 860 4759 8057 and password: 256168. 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, David Vargas and Steven Young of Trihydro Corporation, Allen Douthitt and Jessica Benson of Bott & Douthitt PLLC, Kristi Hester and Jean Cecala of Inframark and residents Roy Ables, Mark Villemarette, and Stacey Holliday.

1. CALL TO ORDER.

Board President Fred Marshall called the meeting to order at 3:01 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. PUBLIC COMMENTS.

There were no public comments.

4. APRIL 22, 2021 REGULAR MEETING MINUTES.

The proposed minutes of the April 22, 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.

5. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

Mr. David Vargas, engineer for Trihydro Corporation, gave the engineer's report.

Mr. Vargas reported there were no engineering issues at the water and wastewater plants for May. Mr. Vargas briefly went over the official report from the arborist firm about the health of the trees being watered in the roughs.

Mr. Vargas reported that in a meeting between Trihydro, Inframark and District board of directors representatives the water distribution system was discussed. Trihydro will utilize the information gathered by Inframark in its survey of valves and hydrants. From this and other data, Trihydro will develop a water model for further evaluation of the existing water distribution network. Further discussion occurred regarding modifying the scope on the proposal for conducting a preliminary engineering report to include updated the water model along with assessing both the ground and elevated storage tanks. This report will determine appropriate corrective measures on pressure and flow issues with the distribution system and improvements to the storage tanks to be brought into regulatory compliance. Mr. Vargas stated that a formal proposal will be submitted during the June Board meeting.

Trihydro furnished the zebra mussel mitigation design memorandum for the design committee's review. This memorandum included design criteria, chemical feed system evaluation, conceptual design and layout and recommendations. Trihydro will perform due diligence and respond accordingly with the design committee's recommendations to continue with the design phase.

Director Kikta asked the District's attorney, Matt McPhail whether or not the design of the proposed new wastewater treatment plant ("WWTP") can be shared with the entire Board. Mr. McPhail agreed that the entire Board could have access to the materials to keep them informed of the project. Mr. Vargas said he would add all the Board members to the document sharing software. Mr. McPhail added that comments from Board members not on the design committee should be limited and go through Trihydro. Director Kikta asked if this information can be shared with residents and whether interested residents could be involved during the design process. Mr. McPhail advised that adding members of the public to committees to work with the Board is possible, but he recommended limiting the number of outside participants to a small group initially. He also recommended describing the roles and responsibilities of any committee to avoid confusion. Mr. Mark Villemarette expressed an interest in volunteering.

Mr. Vargas answered questions from the Board and then Director Kikta made a motion to approve the engineer's report. The motion was seconded by Director Pasarew. Motion unanimously approved.

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

Mr. Vargas will continue providing a monthly status report of the bond program. Mr. Vargas briefly went over the executive summary of the bond program. Overall the progress of all contracted projects is moving forward as planned.

Mr. Vargas then provided a detailed update of each design project.

New WWTP: Thirty percent of the general drawings have been furnished to the design committee. This consists of general, site plans and treatment equipment and system sheets. Trihydro continued creating corresponding technical specifications to be integrated within the project manual. Concurrently, Trihydro began producing the construction cost estimate. Trihydro has also provided a formal notice to TCEQ for designing the new treatment plant per bond issuance requirements. Additionally, Trihydro has requested approval for maintaining the District's existing permit without amendments or modifications.

Asset Management Plan: Trihydro is holding off on generating a cost estimate for the Asset Management Program as the District, Inframark, and Trihydro explore current District systems and deficiencies.

Lift Station Rehabilitation: Trihydro continued drafting the site plans and layout for each lift station. Additionally, Trihydro has obtained plat maps and property information from Travis County and incorporated the existing information into the drawing. Trihydro has also corresponded with Inframark on obtaining information and data on past lift station repair work and existing pump specifications for assessment. Trihydro is working with Inframark to wet tap and pressure test each lift station's discharge pipe to confirm pump system requirements. Odor control equipment and submersible pumps are also being evaluated by Trihydro.

Elevated Storage Tank ("EST"): Trihydro is currently assessing a cost proposal for performing a Preliminary Engineering Report ("PER") of the tank site and water distribution system to determine appropriate improvements.

Mr. Vargas completed the report by reporting that current projects are on schedule.

Director Kikta made a motion to accept the Bond Projects Report. Director Manuel Macias seconded the motion which was unanimously approved.

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 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 April 2021 and presented the March 2021 financials.

Mr. Douthitt informed the Board that the District is slightly ahead of budget. Part of this is due to the sale of a District truck and the recent customer rate increase. Mr. Douthitt has contacted bond counsel for clarification to reimburse the District from bond monies for repairs and purchases made prior to the passing of the bond. These repairs and purchases were made out of necessity and should be included with the bond project.

Mr. Douthitt stated that 98.19 percent of property tax monies have been collected for this year.

Mr. Douthitt answered questions from the Directors. Mr. Douthitt then asked for approval of payments of monthly bills and authorization to transfer funds as noted on the report. 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 Chris Lippe. 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. CONSIDERATION OF AT&T CELLULAR SITE LEASE EXTENSION.

Mr. Matt McPhail briefly described the site lease extension with AT&T. The District leases tower space to multiple cell phone companies. Mr. McPhail did not believe that engaging with AT&T on a lease extension was an urgent matter and recommended the Board do nothing at this time. The Board was in agreement with Mr. McPhail's recommendations.

11. OPERATIONS AND MAINTENANCE REPORT - INFRAMARK.

Ms. Kristi Hester of Inframark gave the operations and maintenance report. Ms. Hester went through the executive summary report as follows.

At the water treatment plants ("WTP") Inframark recommended replacing the current CL17 Analyzer for the Trident plant with a SC200 that will integrate with the SCADA system. Replacement cost is \$7,500 for the SC200. Inframark will add the raw water meter flows to the water accountability report to verify no loss on the raw water line. A public notification on monitoring failure from the Texas Commission on Environmental Quality ("TCEQ") will go out with the annual Consumer Confidence Report ("CCR") due July 1. The CCR is complete and the District is in compliance. Ms. Hester showed a copy of the TCEQ template. She said that new to the report this year was water loss. Ms. Hester asked the Directors for approval of the CCR for publication. Director Lippe made a motion to approve the CCR for publication. The second was made by Director Macias. The motion was unanimously approved.

Additionally, some aesthetics work needs to be completed on the raw water intake barge. Currently tarps are being used to shield lights on the barge. Mr. David Vargas of Trihydro said that the interior lights of the barge can be turned off as there are location lights on each corner of the barge. Inframark will turn off the lights and remove the tarps.

In the distribution system, more research was completed by Inframark on the low pressure issues at Venture and Demarett Drives. This issue will be included in the overall distribution and water storage tank plans to connect to higher pressure plane with bond funds. What was believed to be a leaking fire hydrant on Lakepoint Cove turned out to be two leaks on the service line feeding the Property Owner's Association ("POA") property. The leaks were repaired and an isolation valve was added. The valve and hydrant surveys are complete and in review for accuracy. Nothing major was found during the valve survey. A few of the valves initially were difficult to operate, but began operating once they were opened and closed several times.

During the recent completed meter audit it was discovered that a master meter for the POA was not registering properly. The meter and register have been replaced. Also during the meter audit, two angle stops were found to be leaking and were repaired and two meters were replaced. No major issues were found and all meters tested were working properly. Inframark continues to work on builder water and wastewater taps and hopes to have all of the taps submitted in 2020 finished the first week in June.

TCEQ virtual pre-inspection is completed for the WWTP and TCEQ has returned the report with only one issue that has already been rectified. Motors on both blowers have been replaced at the WWTP at the cost of \$3,500. Whispering Hollow pump #1 was scheduled for reinstallation. A starter at Whispering Hollow lift station needs to be replaced at a cost of \$500. The lift station at the WWTP repairs should be finished by the end of this month and will be ready to be reinstalled.

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

A motion was made by Director Kikta to approve the purchase of the SC200 at the water treatment plant at a cost of \$7,500. Director Macias seconded the motion. The motion was unanimously approved.

13. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

President Fred Marshall said that as of Wednesday morning the tank levels were at 3,668,000 gallons. Mr. Marshall has communicated with Bill Cecala to begin irrigating the roughs again. Director Pasarew expressed his concern of the increase in inflow during rain events due to infiltration into home grinder systems. The Board discussed all the variables and different costs associated with upgrading grinder systems which have infiltration.

14. ANNUAL CYBERSECURITY TRAINING.

Mr. Matt McPhail reminded the Directors they must complete the annual cybersecurity training by June 14. He asked the Directors who have not completed the training to contact his office for assistance if needed.

15. IN-PERSON MEETINGS OF THE BOARD OF DIRECTORS.

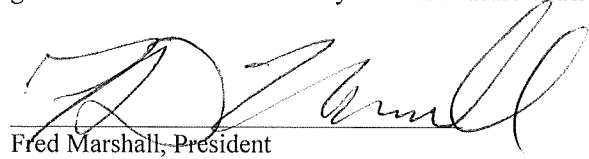
President Marshall asked the Directors for their opinion whether to begin in-person meetings. Mr. Marshall added that if the Board decided to begin meeting in-person, the most likely meeting place would be the Venture Room at the POA complex due to its larger size. After input from several Directors it was agreed to continue meeting via Zoom for the time being. This will also allow time to see if the state changes any laws regarding meetings for government entities.

16. REQUEST FOR BOARD RECOMMENDATION FOR WILLATT & FLICKINGER, PLLC.

Mr. Matt McPhail asked the Board if it would be amenable to furnishing a letter of recommendation for the firm of Willatt & Flickinger, PLLC. With no discussion, Director Kikta made a motion to allow Willatt & Flickinger to request a recommendation from the Board. Director Lippe seconded the motion which was unanimously approved.

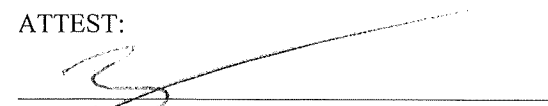
17. ADJOURN THE MEETING.

Motion was made by Director Kikta to adjourn the meeting. The motion was seconded by Director Pasarew. The motion carried unanimously. Meeting adjourned at 4:19 p.m.



Fred Marshall, President  
Travis County WCID – Point Venture

ATTEST:

  
Manuel Macias, Secretary  
Travis County WCID – Point Venture

(SEAL)