

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

June 24, 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 24th day of June 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: 848 0514 3615 and password: 354837. 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 of Trihydro Corporation, Allen Douthitt and Jessica Benson of Bott & Douthitt PLLC, Kristi Hester, Kay Olsen and Jean Cecala of Inframark and residents Roy Ables and Mark Villemarette.

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. The Directors present were Fred Marshall, Chris Lippe, Manuel Macias, and Barry Pasarew thus constituting a quorum. Director Anne Kikta was absent.

3. PUBLIC COMMENTS.

No public comments.

4. MAY 27, 2021 REGULAR MEETING MINUTES.

The proposed minutes of the May 27, 2021 regular meeting were presented for approval. Director Manuel Macias 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 stated there were no engineering issues to report for the Water Treatment Plants ("WTP") or the Wastewater Treatment Plant ("WWTP") and Reclaimed Irrigation System.

Mr. Vargas received plans for a commercial development that is proposed in the District. Trihydro is currently investigating whether the District has adequate service for the project.

Zebra mussel mitigation system design continues to progress. It was agreed at a recent design committee meeting to use liquid copper sulfate as the suitable chemical to prevent and control quagga and zebra mussels at the raw water intake. Location of chemical injection points were also discussed during the design meeting. Additionally, further discussion occurred on addressing committee questions and comments on the system.

Mr. Vargas answered questions from the Board and then Director Chris Lippe made a motion to approve the engineer's report. The motion was seconded by Director Macias. 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 and Lift Station Rehabilitation: Both of these projects are at 30 percent preliminary design completion and covered the design parameters sizing, equipment selection, and improvements.

For the WWTP, Trihydro continues working with supplier and manufacturer representatives on obtaining details and specifications for the fine screen, aeration coarse bubble diffusers, and aluminum geodesic domes for the existing effluent storage tanks. Survey crews gathered additional information and data at the plant site to assist the design team in composing the design plans.

At the lift stations, Trihydro had a survey crew gather additional information and data to assist the design team in composing drawings. Trihydro corresponded with the District's attorney in evaluating existing utility easement information to confirm if new easements are warranted at any lift station site. Additionally, Trihydro is working with Inframark on performing pressure testing each lift station's discharge pipe to confirm pump system requirements which will assist Trihydro to appropriately size the new lift station submersible pumps.

Asset Management Plan: Cost estimates for the Asset Management Program are on hold as the District, Inframark, and Trihydro explore current District systems and deficiencies as it will allow for an accurate assessment for what scope of services are needed versus what Inframark will perform as part of their responsibilities.

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 had hoped to have the PER ready for the June meeting but he required additional information to finish the proposal. The PER proposal will be furnished at the July Board meeting for approval.

Mr. Vargas completed the report by reporting that current projects are on schedule. Mr. Vargas then answered questions from the Board.

Director Pasarew made a motion to accept the Bond Projects Report. Director Lippe 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 May 2021 and presented the April 2021 financials.

Mr. Douthitt reported that in April the budget was ahead by approximately \$15,000. Mr. Douthitt believes the increase in water and wastewater rates has helped the District keep up with ongoing maintenance expenses.

Additionally, Mr. Douthitt had received word that \$166,357.32 will be reimbursed to the operations and maintenance fund from bond proceeds.

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, reimbursement to the District from bond proceeds, and authorize fund transfers as

recommended by Mr. Douthitt. It was seconded by Director 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. REVIEW OF TEMPORARY MORATORIUM ON DISCONNECTION OF WATER SERVICES DURING COVID-19 CRISIS.

Mr. Matt McPhail the District's attorney said that the temporary moratorium that was renewed in December for six months will be expiring in June. Directors asked questions about the impact of ending the moratorium and Ms. Kristi Hester of Inframark answered and explained how other Districts have handled past due accounts. Ms. Hester commented that the District's rate order allows for payment plans. Ms. Hester recommended a three-month payment plan on past due accounts with the option to extend it to six months if needed. Director Macias believed customers should receive ample notice that the moratorium would end and recommended a July 31, 2021 end date. After a brief discussion, Director Macias made a motion to end the temporary moratorium effective July 31, 2021. Director Pasarew seconded the motion. Motion unanimously approved.

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.

Surface water treatment plants and distribution system – The CL 17 analyzer approved at last month's meeting is on site and scheduled for installation June 25. New chlorine pump has been installed and is working properly. The tarp on the raw water barge has been removed. It was discovered that the interior lights are connected to the exterior lights. An electrician will assess the situation next week and give a bid to separate the lights so the interior lights can be turned off. Additionally, clean up at the elevated storage tank yard is complete.

Distribution system – POA master meter has been replaced and will be verified that the new meter is registering properly. The valve and hydrant survey are complete and are currently being reviewed for accuracy. All residential taps paid in 2020 are complete except for the townhomes which are currently being worked on. Steven's Paving has been contacted and is expected this week to assess five road repair locations and give an estimate for the work.

WWTP and collection system – The Texas Commission on Environmental Quality ("TCEQ") virtual pre-inspection is completed. Whispering Hollow lift station had a pump removed on April 28 and still has no estimated time of delivery. Another pump was located and should be installed by the end of this week. A bearing in the equalization basin failed, the pump was pulled and sent for diagnostic assessment. Ms. Hester recommended replacing the pump at a cost of \$7,839. It could take from 6 to 12 weeks to receive the new pump. One pump is currently running. All pumps at the WWTP lift station are now working and pressure testing is scheduled this week at all lift stations.

The asset inventory report should be ready for budgeting purposes.

Ms. Hester recommended the Board consider having Inframark do a smoke test for the section of the collection system that is gravity flow. During the recent rain storms the plant experienced inflow and infiltration ("I&I"). The smoke test would test that the District system is sealed on the gravity line. The cost should be less than \$2000.

The District is still having a significant water loss. Zero use customers' meters have been tested and are shown to be working properly. Ms. Hester went through a proposal from Samco Leak Detection Company and what it would provide to the District to test for leaks. Ms. Hester recommended the District hire Samco Leak Detection Company at an

estimated cost of \$13,750. The Directors discussed the advantages and disadvantages of the proposed leak detection and the cost.

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

Director Macias made a motion to approve Steven's Paving to complete road repairs at a cost not to exceed \$5,000, pay \$7,839 for the replacement pump at the EQ basin, authorize smoke testing of the collections system by Inframark for \$2,000, and authorize Samco Leak Detection to test the distribution system for leaks at a cost of \$13,750. Director Pasarew seconded the motion. Motion unanimously approved.

13. DISPOSAL OF EFFLUENT AND GOLF COURSE IRRIGATION.

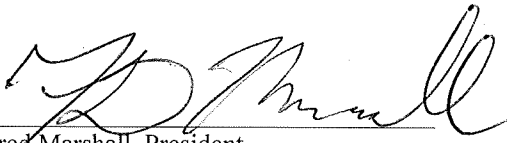
President Fred Marshall said the wet weather storage tanks are currently just above 3 million gallons. Golf course personnel, this week, requested the hoses used for irrigation of the roughs be removed. Golf course personnel assured they would begin watering the course.

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

Director Pasarew made a motion to resume in-person meetings. A brief discussion ensued before Director Macias seconded the motion contingent upon the availability of the Venture Room in the POA complex and allowing the Board President to finalize an alternate meeting location if necessary. Director Pasarew amended his motion to include the contingency. Motion unanimously approved.

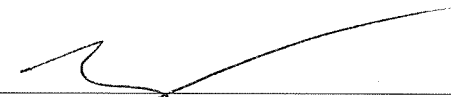
15. ADJOURN THE MEETING.

Motion was made by Director Macias to adjourn the meeting. The motion was seconded by Director Pasarew. The motion carried unanimously. Meeting adjourned at 3:59 p.m.



Fred Marshall, President
Travis County WCID – Point Venture

ATTEST:



Manuel Macias, Secretary
Travis County WCID – Point Venture

(SEAL)