

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

March 28, 2024

STATE OF TEXAS §

COUNTY OF TRAVIS §

The Board of Directors of the District met in regular meeting, open to the public, at the District Office, 18606 Venture Drive, Point Venture, Texas 78645, on the 28th day of March 2024, at 3:00 p.m. with the Directors present being Steve Tabaska, Annette Kikta, Manuel Macias, Mark Villemarette and Curt Webber.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas of Trihydro Corporation, and Dodie Erickson, Gerald Connell and Jean Cecala of Inframark. Resident in attendance was Elia Ysas.

1. CALL TO ORDER.

Board President Steve Tabaska called the meeting to order at 3:00 p.m.

2. ROLL CALL OF DIRECTORS.

Jean Cecala called roll of Directors. Present were President Steve Tabaska, Vice-President Anne Kikta, Assistant Secretary Mark Villemarette and Assistant Secretary Curt Webber thus constituting a quorum. Director Manuel Macias arrived at 3:07 p.m.

3. PLEDGE OF ALLEGIANCE.

President Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

No public comments.

President Tabaska changed the order of the meeting to Item 15.

15. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

Operations Manager, Gerald Connell updated the Board on numerous updates from the previous month.

Westech will be in the District April 9 to assess the Trident plant and report on needed repairs. They will most likely be on site for two days. A raw water valve is scheduled to be installed on March 29 on the barge. Recalibrated tubes for chemical feed and trained employees for using.

Former plant operator, David Olivo, is no longer with Inframark and his replacement, Chad Sillers, has been hired. Mr. Sillers is a AA operator with 25 years' experience.

At Mariner's Point lift station, a seal was leaking and a float had failed. Once the new operator is in the District, the OmniSite system will begin to again be checked daily. Director Mark Villemarette stated

that more alarms and features can be added to the system. The Verbatim system has lost several auto dialers and Mr. Connell recommended replacing the system. Director Villemarette asked what process and procedures Inframark has in place for possible problems during the solar eclipse as more people are expected to be in the District over that weekend and through that Monday. Mr. Connell said the plan is to begin running Plant A next week leaving only one raw water pump on to help keep the chemical dosages correct.

President Tabaska asked about a pipe in Plant B that is corroded. Mr. Connell said he just finished a facilities audit, where that pipe was noted and will be addressed. Director Villemarette also asked that a work order be created to secure the hoist on the barge. Mr. Connell said that can be done when the cla-vals are serviced next week. Director Villemarette also gave a compliment to Inframark for the teamwork while the raw water hose was being installed. He said the installation went seamlessly thanks, in part, to Inframark's team.

David Vargas of Trihydro brought up that Alterman requested changing the SCADA from VT to ignition at the new Wastewater Treatment Plant. A discussion took place about each system and the Board decided there is still plenty of time before a final decision has to be made.

Mr. Connell also addressed the low accountability for water in the District. He believes the customer meters may be a big part of the problem and will have work orders to have all zero use and million-gallon use meters checked for accuracy. Director Curt Webber added that the leaking fire hydrants can also cause considerable water loss. Finally, Mr. Connell added that two of the three meters at the water plant are leaking and will be changed out.

Ms. Dodie Erickson will finish the operations and maintenance report later in the meeting.

President Tabaska went back to the regular order of the agenda.

5. FEBRUARY 22, 2024 MEETING MINUTES.

The proposed minutes of the February 22, 2024 regular meeting were presented for approval. Director Kikta made a motion to approve the minutes for the previous meeting as presented. The motion was seconded by Director Villemarette. Motion unanimously approved.

6. ACCOUNTANT'S REPORT ON THE FINANCIAL AFFAIRS OF THE DISTRICT, INCLUDING AUTHORIZATION OF PAYMENT OF BILLS – BOTT & DOUTHITT, PLLC.

Mr. Allen Douthitt of Bott & Douthitt PLLC gave the financial report for the District. Mr. Douthitt went over invoices paid by the District in February 2024 through the bookkeeper's account and presented the January 2024 financials.

Mr. Douthitt reported that the District over earned on bond loans and owes approximately \$130,000 to the IRS. This will be discussed later in the meeting.

After Mr. Douthitt answered questions from the Board, Director Kikta a made the motion for approval of payments of monthly bills, payment for professional services, and authorization to transfer funds as noted on the report. It was seconded by Director Manuel Macias. Motion unanimously approved.

7. ADOPT UPDATED PLUMBING CODE.

During the amendment of the Water Conservation Plan, it was discovered the District's last adoption of a plumbing code was for 1991. Trihydro and Inframark recommended aligning the District's plumbing code with the Village of Point Venture's plumbing code. The Village uses the 2012 International Plumbing Code.

Director Kikta made a motion to update the District's plumbing code to 2012 International Plumbing Code. Director Villemarette seconded the motion which was unanimously approved.

8. PUBLIC HEARING ON WATER CONSERVATION PLAN.

President Tabaska opened the public hearing for the Water Conservation Plan at 3:54 p.m. and asked for public comments. There were no public comments.

The hearing was closed at 3:55 p.m.

9. RESOLUTION APPROVING WATER CONSERVATION PLAN.

Director Kikta made a motion to approve the resolution to adopt the District's Water Conservation Plan. The motion was seconded by Director Villemarette and unanimously approved.

10. PUBLIC HEARING ON DROUGHT CONTINGENCY PLAN.

President Tabaska opened the public hearing for the Drought Contingency Plan at 3:55 p.m. and asked for public comments. Ms. Ysas asked where the information for the plan can be found. She was told the information can be found on the District's website.

The hearing was closed at 3:56 p.m.

11. RESOLUTION APPROVING DROUGHT CONTINGENCY PLAN.

Director Kikta made a motion to approve the resolution to adopt the District's Drought Contingency Plan. The motion was seconded by Director Villemarette and unanimously approved.

12. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

No current engineering issues were reported for Distribution and Storage, Wastewater System, or Reclaimed Water System.

Water System – Chapman Marine installed the new raw water hose on February 28. Hose sales representative met on site with the District on March 4 to discuss the installation. Director Villemarette remarked that the hose had one crimp but the installation proceeded normally. He also noticed a cosmetic irregularity which was addressed by the sales representative. The irregularity does not affect the integrity of the hose. He also stated that the chafe guards and UV coating are a good decision.

WTP Generator Project – On March 4, T. Morales and Holt-Cat were on site installing battery charger and block heater for the GenSet. On March 5, Holt-Cat performed load test on GenSet using manual transfer switch (MTS). Test passed. Holt-Cat provided training to Inframark on using and maintaining GenSet.

Holt-Cat gave an updated ship date of the Automatic Transfer Switch (ATS) as April 8. On March 21, Inframark received notice of complaint from a resident next to the WTP about project debris behind the District's dumpster. The follow day, Trihydro asked and ACP agreed to pick up the debris and dispose of it at their dumpster in the boat storage yard.

FY 2024 General Engineering Services – Trihydro assisted the District in updating and finalizing the Drought Contingency Plan and the Water Conservation Plan. Trihydro also reviewed and approved AT&T's plans for upgrading telecommunications equipment on the top of the elevated spheroid tank (EST) on March 11.

Director Macias added that the port hole on the Elevated Storage Tank (EST) is sometimes opened. He asked that the port hole be closed and secured to keep it from opening.

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

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

Mr. Vargas updated the Directors on the bond related projects and contracts. The Bond Program currently has two active projects which are the Wastewater Treatment Plant (WWTP) Construction Services and the Water System Analysis.

WWTP Construction Services – Trihydro has been reviewing construction submittals from Associated Construction Partners (ACP). On February 29, ACP poured concrete for both headworks/aeration and chlorine contact/effluent transfer basin foundations. On March 6, air compressor equipment for filtration unit was delivered and on March 7 the filtration unit was delivered. Pay Application #4 was received from ACP on March 7 and reviewed and recommended for payment by Trihydro. Mr. Vargas said ACP would be taking down the concrete forms next week.

March 12, ACP poured concrete for the chlorine/effluent transfer basin walls and on March 19, poured concrete for the aeration basin walls and walkway and headworks columns. ACP will work on the aeration interior columns and platforms, aeration retaining wall and headworks elevated channels and flow splitter boxes in approximately the next three weeks. The next structure will be the clarifier. The project is on schedule. Director Kikta asked Mr. Vargas if he would include the schedule and progress in future reports.

Water System Analysis – On March 12, received an email from Texas Water Development Board (TWDB) that the Project Information Form (PIF) was accepted and approved to be included in the Drinking Water State Revolving Fund (DWSRF) Intended Use Plan – Project Priority List. President Tabaska added that the next step is for TWDB to rate all projects.

Water System Improvements – The scope of these future bond projects is defined in the Water Master Plan, developed as part of the Water System Analysis project. The Water Master Plan provided recommendations for replacing the Augusta Standpipe and renovating the Augusta Pump Station to address immediate concerns and deficiencies in the system. Additional projects to address aging infrastructure, fire flow availability and operation issues included: rehabilitating the Augusta Elevated Storage Tank (EST); installing a 6-inch water line from Nicklaus Drive to Champions Circle; installing a PRV assembly; replacing 2-inch water lines with 8-inch water lines at Lakeland Circle and Lakehead Circle; and installing 6-inch waterlines along Valley Hill Drive and Valley Hill Lane to reallocate 35

Living Unit Equivalence (LUE) to the lower pressure plane. A minimal amount of funding will be available from Bond money due to final project costs of the WWTP and Water System Improvements.

Other future bond projects will be dependent on funding once the final project costs of the WWTP and Water System Improvements.

Director Kikta made a motion to accept the Bond report. Motion was seconded by Director Macias. Motion unanimously approved.

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

Director Kikta made a motion to approve Pay Application #4 to Associate Construction Partners for \$664,287.50. Director Macias seconded the motion which was approved unanimously.

15. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

Ms. Dodie Erickson gave the remainder of the Operations and Maintenance Report for Inframark.

WTP and Distribution System –The Rotork Valve Actuator has a 15-16 week lead time.

Inframark received notice from Alterman that Alterman used 68.7 hours of the 80-hour agreement for the SCADA system work leaving a balance of 11.3 hours for the year. Alterman has provided a quote to update the contract from 10 to 20 hours/month.

Pump #3 on the barge only turns on by hand. Alterman investigated and assessed the problem on February 21. A part has been ordered.

A hydrant was replaced at 703 Augusta Circle on March 6. An isolation valve for the hydrant was also added at that time. Inframark has identified four more hydrants that need replacing due to multiple problems of the very old hydrants. Three of the hydrants are from 1972 and one was from 1969. Addresses are 18501 Lakeland Drive, 18601 and 18629 Champions Circle, and 18400 Masters Circle. Three of these hydrants are designated flushing hydrants required by TCEQ and are becoming increasingly difficult to open and close. Also, many of the old hydrants do not have isolation valves so multiple homes are affected when work has to be done on a hydrant.

Inframark is seeking Board approval for a quote from Alterman to extend the contract from 10 to 20 hours per month changing the contract price to \$20,475 total. The Board had previously approved the contract at \$10,428/year. Inframark is seeking Board approval for the maintenance quote from Hach for \$19,274, but Ms. Erickson was able to negotiate the price down to \$18,117 for March 2024 to March 2025. Director Webber would like Hach to provide reports of each service to Inframark.

Inframark is also seeking Board approval for four separate quotes to replace fire hydrants and add isolation valves in the District. The quotes ranged from \$14,786 to \$19,177.37. President Tabaska asked Ms. Erickson if the District could perhaps get a cost savings by doing all of the hydrants at the same time. After discussion, the Board agreed the hydrants needed replacing. Director Villemarette asked to have Trihydro look at the installation of one of the hydrants before it was back filled. Inframark will coordinate with Trihydro.

WWTP and Collection System – Everything was running efficiently.

Other – Inframark provided the District with a “Red Flag Letter” stating that no identity theft cases were reported in 2023. Ms. Erickson also let the Board know that she would not be able to attend the April meeting.

Director Kikta made a motion to accept the operations and maintenance report. Director Macias seconded the motion. Motion unanimously approved.

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

Director Kikta made a motion to approve the updated contract with Alterman which included additional monthly hours and an increase in cost to \$20,475. Director Villemarette seconded the motion. Motion unanimously approved.

Director Kikta made a motion to renew the contract with Hach at an annual cost of \$18,117. Director Villemarette made the second and the motion was unanimously approved.

Director Kikta made a motion to approve replacing four hydrants and add isolation valves at a not to exceed cost of \$50,000. The second was made by Director Macias. Motion unanimously approved.

17. TEXAS WATER DEVELOPMENT BOARD FUNDING APPLICATION STATUS.

This was discussed during the engineer report.

18. BOARD ANNOUNCEMENTS.

President Tabaska let the Board know that a resident was wishing to get help from the District in removing a fire hydrant in her yard.

19. UPDATED VERIZON AGREEMENT.

After a brief discussion, the Board agreed they did not wish to accept a decrease in the cost of the lease as proposed by Verizon. The Board would like to get more information and will contact the District’s attorney with directives to respond to Verizon. No action was taken.

20. BLX INTERIM ARBITRAGE REBATE ANALYSIS REPORT; UNLIMITED TAX BONDS, SERIES 2020.

Mr. Allen Douthitt explained in his accounting report of the money possibly due to the IRS because of over earnings from its 2020 bond loans. The District recently employed BLX to watch over the funds and report every five years. Mr. Douthitt asked BLX to look into the funds now and it was discovered the District could owe around \$130,000 to the IRS because of these earnings. Mr. Douthitt went on to explain that a payment is not required at this time but will need to be budgeted in the future. Mr. Douthitt told the Board that they may wish to also consider putting the bond money in a SLUG, which is a government-owned account. This account performs like a money-market account. If the Board chooses to leave the money in its current investment account at TexPool, the District may owe up to \$330,000 to the IRS on additional earnings. The Board asked Mr. Douthitt for his recommendations. Mr. Douthitt said the District would need to approve an engagement letter with BLX to oversee the new account on a monthly basis. A \$1,000 a month fee is charged by BLX to monitor the SLUG account. He added the District could keep more of the interest earned if the money is changed to the new account. The Board would need to update its investment policy to include the new account as an

approved broker. Additionally, the Board would need to authorize Bott & Douthitt to open an account with TreasuryDirect.

Director Kikta made a motion to have the District's investment policy updated to include TreasuryDirect as an approved qualified broker. Director Macias seconded the motion. The motion was unanimously approved.

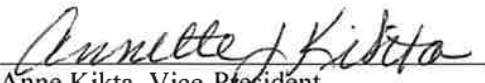
Director Kikta made a motion to authorize Bott & Douthitt to open an account with TreasuryDirect. The second was made by Director Macias. Motion unanimously approved.

Director Kikta made a motion to enter into an agreement with BLX to monitor the account and allow for a \$1,000 a month charge for this service. The motion was seconded by Director Macias. Motion unanimously approved.

Director Kikta made a motion to authorize Bott & Douthitt to transfer funds for the bond money from the current account to the new account once everything is in place. The motion was seconded by Director Macias and unanimously approved.

21. ADJOURN THE MEETING.

Meeting was adjourned at 5:32 p.m.


Anne Kikta, Vice-President
Travis County WCID – Point Venture

ATTEST:


Mark Villemarette, Assistant Secretary
Travis County WCID – Point Venture

