

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

May 25, 2023

STATE OF TEXAS §

COUNTY OF TRAVIS §

The Board of Directors of the District met in regular meeting, open to the public, at the WCID offices located at 18606 Venture Drive, Point Venture, Texas 78645, on the 25th day of May 2023, at 3:00 p.m. with the Directors present being Steve Tabaska, Manuel Macias, Mark Villemarette and Curtis Webber.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas and Steven Young of Trihydro Corporation and Dodie Erickson and Jean Cecala of Inframark. Residents in attendance were Roy Ables, Dennis Earl and John Lundin.

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, Secretary Manuel Macias, Assistant Secretary Mark Villemarette and Assistant Secretary Curt Webber thus constituting a quorum. Not in attendance was Vice-President Anne Kikta.

3. PLEDGE OF ALLEGIANCE.

President Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

Resident Dennis Earl addressed the Board of his concerns for building a fence on District property on Summit Ridge Drive.

5. APRIL 27, 2023 REGULAR MEETING MINUTES.

The proposed minutes of the April 27, 2023, regular meeting were presented for approval. Director Manuel Macias made a motion to approve the minutes as presented. The motion was seconded by Director Curt Webber. Motion unanimously approved.

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

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 April 2023 and presented the March 2023 financials.

Mr. Douthitt reported to the Board that due to higher than usual maintenance expenses, the District came in a little behind budget. President Tabaska informed Inframark's account manager, Dodie Erickson, that the finance committee will be separating invoices older than 90 days for a special review. He encouraged Ms. Erickson to work on submitting all the invoices for the District in a timelier manner. Director Macias added that it makes the District's job harder to do in projecting expenses when old invoices are presented for payment. Some of these invoices were for 2022 fiscal year.

Mr. Douthitt added that due to better interest rates on investments and property tax collections have helped offset these unexpected old invoices. He also explained that an arbitrage rebate compliance services agreement would need to be put into place. The service will calculate the amount of rebate liability in respect to the bonds. Mr. Douthitt asked the Board to consider changing the bookkeeper's account balance from \$50,000 a month to \$100,000 a month for payments made through that account between meetings. He also requested authorization to add Spectrum and Pedernales Electric Coop (PEC) to automatic electronic payments due to the inconsistency of recent mail service. This move should avoid late fees. Mr. Douthitt concluded that the Central Bank account has not been finalized yet. A change document has been submitted to the Board to allow Central Bank to receive debit and credit card payments.

Director Macias then made the motion for approval of payments of monthly bills, payment for professional services, authorization to transfer funds as noted on the report, as well as authorize Bott & Douthitt to add Spectrum and PEC to automatic payments, increase the bookkeeper's account from \$50,000 to \$100,000 and separate any bills from Inframark that are older than 90 days for a special review. It was seconded by President Tabaska. Motion unanimously approved.

7. CUSTOMERS' REQUESTS FOR REIMBURSEMENT.

Director Macias was tasked at the April Board meeting to create a policy regarding possible reimbursement to customers for grinder pump repairs that may be caused by main line blockages. Director Macias said he is not quite finished with the document and he wants to be sure the policy is consistent and fair. He added that the policy would then need to be reviewed by the District's legal counsel. Director Macias said he needed a couple of more weeks to finish putting the document together. Director Webber asked if customers who have requested reimbursements could be updated about the decision from this meeting.

Director Macias made a motion to table this item. Director Mark Villemarette seconded the motion. Motion unanimously approved.

8. APPLY FOR FUNDING UNDER 2021 BI-PARTISAN INFRASTRUCTURE LAW (BIL)

President Tabaska had asked Board members at the April meeting to review the website that explained funding under the 2021 Bi-Partisan Infrastructure Law (BIL). President Tabaska had contacted Grant Works, a company which helps organizations apply for grants, to possibly get help in applying for these funds. President Tabaska explained that this funding begins as a low interest loan. These loans also can be considered for partial forgiveness in the form of a grant. President Tabaska believes the District could apply as a small District and thinks the best project is correcting water system deficiencies.

Director Macias added that he contacted Texas Water Development Board (TWDB) and has a tentative remote meeting set up next week to discuss projects already engineered. He is trying to coordinate the meeting to have Mr. Allen Douthitt, Mr. Steven Young and President Tabaska join. Director Macias said he would like to explore the options and bring recommendations back to the Board for discussion. He added that since the District is out of compliance in its water system, this may be considered emergency status. The Board discussed with engineers what documentation would be required to submit with any future applications.

No action was taken on this item.

9. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

No current engineering issues were reported for the Water System, Reclaimed Water System or at the Wastewater System Plant.

Wastewater Collection – Lakepoint Circle and Lakeland Drive Sewer Line Assessment. Trihydro updated the assessment report on April 26, 2023, to have the flow for the homes off Lakepoint Circle to convey to the Whispering Hollow Lift Station instead of conveying to the Wastewater Treatment Plant (WWTP).

Water Treatment Plant (WTP) Generator Project – Trihydro provided response to RFI 01 on April 28, 2023, approving T. Morales’ request to retain the existing fence posts and replace only the wood pickets and rails. On May 18, 2023, Trihydro provided response to RFI 02 approving T. Morales’ request to relocate the genset control conduits and wiring to the duct bank. Trihydro reviewed and issued approval on May 22, 2023, of four electrical-related construction submittals by T. Morales.

President Tabaska made a motion to accept the engineer’s report. The second was made by Director Macias and unanimously approved.

10. 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.

WWTP – The final engineering has been completed for the new Wastewater Treatment Plant. The probable construction cost has been changed to \$9 million. Advertisement will begin June 1, 2023, and a recommendation of award will be presented at the Board’s August 24, 2023, regular meeting.

Water System Analysis – Trihydro began developing presentation slides for the public meeting to be held June 15, 2023, at 9:00 a.m. in the Point Venture Clubhouse Room.

Future bond projects – All other future bond projects have been reprioritized by the Board and work will be dependent on bids for the WWTP. The Water Master Plan, as part of the Water System Analysis project, will provide recommendations for water system improvements such as replacing the Augusta standpipe, renovating the Augusta elevated storage tank (EST), and rehabilitating the Augusta pump station to meet regulatory requirements. Final scope and funding will be dependent upon final project costs of the WWTP and Water System Improvements. All other future bond projects also depend upon the same final project costs.

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

11. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

a. Review and Approval of Customer Confidence Report (CCR).

After a few questions from Directors on the CCR, Director Villemarette made a motion to approve the document as presented. The motion was seconded by Director Webber. Motion unanimously approved.

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

Ms. Erickson first discussed the previous action items from the April Board meeting.

WTP and Distribution System – The phase monitor for the plant needed to properly run the barge is still on order.

WWTP and Collection System – A sweep was installed on the main sewer line at the intersection of Lakeland Drive and Lakepoint Circle on May 12. Five of the eight pressure sensors have been installed that will test pressure on sewer lines on these two streets. The portable sewer holding tank was removed May 3. Inframark was unable to add an isolation valve on Venture Blvd. South. The board discussed the need for the valve and decided it is not required at this time.

Other – New electronic locks were installed on the front doors at both the water and wastewater plants. These locks can only be opened with an app. The locks were rekeyed and the master is being kept at the District’s office.

New item updates:

WTP and Distribution System – Repairs and updates to the SCADA system at the water plant is still in progress. Cla-Val Co. has been contacted to work on the barge and submitted a quote of \$22,000 to install EDPM Elastomers. The Board

requested a revised quote for the work since Elastomers were added when previous work was done at the barge. A brief discussion about the need for a multi-turn actuator occurred. A new quote has not been received.

WWTP and Collection System – Ms. Erickson presented a quote for a 1,600-gallon portable sewer holding tank for \$16,850. After discussion, Ms. Erickson was tasked by the Board to get a revised quote to include a trailer that is rated for streets and highways. One transfer pump at the WWTP was re-installed after repairs on May 16. The second pump was picked up at that time to be taken for repairs. The old blower was repaired and arrived on May 25 and delivered to the WWTP. Director Villemarette asked that Inframark monitor the pressure sensors every four days and record and keep track of the data.

Other – Ms. Erickson informed the Board that a new technician, Ben Halley, has been hired to work in Point Venture. Additionally, one more document allowing Central Bank to accept credit and debit card payments was being presented for signature by a Board member.

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

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

President Tabaska made a motion to approve signing the document from Central Bank approving receipt of debit and credit card transactions. Director Macias seconded the motion which was unanimously approved.

Director Webber left the meeting.

13. POINT VENTURE'S NATIONAL NIGHT OUT.


President Tabaska explained to the Board he had received a phone call and email from Mayor Pro Tem Justin Hamilton asking for support of the WCID Board for Point Venture's National Night Out. The Board readily agreed and Director Macias made a motion to endorse and support Point Venture's National Night Out. Director Villemarette seconded the motion which was unanimously approved.

14. ADDITIONAL FUNDING REQUEST FOR LOT CLEARING.

President Tabaska asked the Board to approve an additional \$2,000 for labor cost and funds for renting a chipper to finish the mulching project at the District's two empty lots. Director Villemarette made the motion to approve additional funding not to exceed \$5,000 for both labor and machine rental to finish the lot clearing job. President Tabaska seconded the motion. The motion was unanimously approved.

15. ADJOURN THE MEETING.

Meeting was adjourned at 4:52 p.m.



Steve Tabaska, President
Travis County WCID – Point Venture

ATTEST:



Mark Villemarette, Assistant Secretary
Travis County WCID – Point Venture

(SEAL)