

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

September 26, 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 26th day of September 2024, at 3:00 p.m. with the Directors present being Steve Tabaska, Annette Kikta and Manuel Macias.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas and Derek Klenke of Trihydro Corporation, Mark Rudolph of Strand Associates and Dodie Erickson and Jean Cecala of Inframark. Resident Roy Ables was in attendance.

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 the roll of Directors. Present were President Steve Tabaska, Vice-President Annette Kikta and Secretary Manuel Macias thus constituting a quorum. Assistant Secretary Curt Webber and Assistant Secretary Mark Villemarette were absent.

3. PLEDGE OF ALLEGIANCE.

President Steve Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

No public comments.

5. AUGUST 22, 2024 MEETING MINUTES.

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

6. PUBLIC HEARING ON TAX RATE.

President Steve Tabaska opened the tax rate public hearing at 3:01 p.m. and asked for public comments.

No public comments. President Tabaska reviewed the proposed tax rate stating the rate would remain the same as last year's rate of \$0.6722/\$100 taxable value.

The hearing was closed at 3:02 p.m.

7. ORDER APPROVING 2024-2025 BUDGET.

Mr. Allen Douthitt pointed out one change from the budget presented in September. An adjustment for new taps was on the budget presented at today's meeting.

Director Macias made a motion to approve the order for the 2024-2025 budget. The motion was seconded by Director Kikta. Motion unanimously approved.

8. ORDER APPROVING THE DISTRICT'S APPRAISAL ROLL AND SETTING THE DISTRICT'S TAX RATE FOR 2024.

President Tabaska reviewed the breakdown of the use of the proposed tax rate. For Maintenance and Operations, the District will apply \$0.3972/\$100 taxable value and \$0.2750 for Debt Services.

Director Macias made a motion to approve the District's appraisal roll and set the District's tax rate for 2024 at \$0.06722/\$100 taxable value. The motion was seconded by Director Kikta. Voting for was President Steve Tabaska, Vice-President Annette Kikta and Secretary Manuel Macias. No votes against. Absent were Directors Mark Villemarette and Curt Webber.

9. AMENDED INFORMATION FORM.

No action required.

10. 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 stated he met with the finance committee earlier in the week then went over invoices paid by the District in August 2024 through the bookkeeper's account and presented the July 2024 financials. He also explained the transfers for approval.

Mr. Douthitt reported the District's budget was down approximately \$36,000 for July. He said that property tax collection has begun. The District used capital outlay budget money for the recent upgrade to customer meters and replacing hydrants. The combination of these two improvements was approximately \$95,000. Mr. Douthitt then went over the transfers required and requested payment for professional services and other monthly bills.

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

a. Proposed Amendment to Bookkeeper's Contract.

Mr. Douthitt then explained the proposed amendment to the bookkeeping contract. Since Bott & Douthitt began service to Point Venture in early 2019, the contract had not been amended. He was proposing a 20 percent increase of his fees from \$3,750 to \$4,500 per month effective October 1, 2024. The new contract will be valid for two years.

Director Kikta made the motion to approve the amended contract with Bott & Douthitt, PLLC effective October 1, 2024. Director Macias seconded the motion which was unanimously approved.

11. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

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

WTP Generator Project – On August 26, T. Morales furnished the generator set (GenSet) and automatic transfer switch (ATS) O&Ms for Trihydro's review. The O&Ms included the factory and field inspection and startup reports and warranty letters. On August 27, Trihydro furnished submittal response "Revise & Resubmit" back to T. Morales. On September 13, Trihydro corresponded with T. Morales on status of O&Ms, redline drawings and final guarantees, bonds, affidavits and release of liens. Trihydro also furnished Contract Amendment #2 to the District to extend contractual completion date to December 31, 2024.

President Tabaska said he got notification from the Village of Point Venture that the construction permit needed to be closed out. He tasked Mr. Vargas with completing that.

FY 2024 General Engineering Services – Trihydro attended the September 9 Engineering and Operations meeting. On September 13, Trihydro submitted the Texas Commission on Environmental Quality (TCEQ) Emergency Preparedness Plan (EPP) to Willatt & Flickinger, the District's attorney, to be distributed to the District. On September 17, Trihydro submitted the fiscal year 2025 General Engineering Services proposal to the District for review and approval. TCEQ Wastewater Permit Renewal is in Trihydro's review process.

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

12. TCEQ EMERGENCY PREPAREDNESS PLAN.

Mr. Vargas submitted the Emergency Preparedness Plan (EPP) to the District's attorney earlier in September. The Board is required to approve the updated plan.

Director Kikta made a motion to approve the updated Emergency Preparedness Plan for the District. Director Macias made the second and the motion was unanimously approved.

13. AMENDMENT NUMBER 4 FOR THE WATER SYSTEM ANALYSIS PROJECT.

Mr. Vargas from Trihydro presented Amendment number 4 for the Water System Analysis Project asking for Board approval to extend the completion date to September 30, 2025. There is no financial impact to the change order.

Director Kikta made a motion to approve Amendment Number 4 for the Water System Analysis Project as presented by Trihydro. The motion was seconded by Director Macias and unanimously approved.

14. AMENDMENT NUMBER 2 FOR THE GENERATOR PROJECT AT THE WATER TREATMENT PLANT – TRIHYDRO CORPORATION.

Mr. Vargas from Trihydro presented Amendment number 2 for the Generator Project at the Water Treatment Plant asking for Board approval to extend the completion date to December 31, 2024. There is no financial impact to the change order.

Director Kikta made a motion to approve Amendment Number 2 for the Generator Project at the WTP as presented by Trihydro. The motion was seconded by Director Macias and unanimously approved.

15. FISCAL YEAR 2025 GENERAL ENGINEERING SERVICES PROPOSAL – TRIHYDRO CORPORATION.

Mr. Vargas presented Trihydro's general engineering services proposal for fiscal year 2025. He explained that the time and material fee will remain the same as last year of \$75,000.

Director Kikta made a motion to approve the general engineering services proposal for fiscal year 2025 from Trihydro Corporation. Director Macias seconded the motion. The motion was unanimously approved.

16. 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.

Wastewater Treatment Plant Construction Services – On September 4, Trihydro reviewed pay application #10 for Associated Construction Partners (ACP) and recommended payment. On September 18, Trihydro furnished formal response to the District related to the Terracon 56-day concrete compression test report for the clarifier interior effluent trough and chlorine contact/effluent transfer top slab. The District followed up with questions which Trihydro sent to the structural-sub for review. Trihydro is waiting for a response. On September 19, Trihydro reviewed and issued determination in which ACP is responsible for one hour Wastewater Transport Services (WWTS) fee for emergency service requests when the eight-inch effluent bypass line spilled effluent into the wet well excavation and levels in the effluent tanks dropped back on July 22. ACP submitted RFI 10 for Trihydro to review regarding conductor/raceway sizing between GenSet and ATS on September 23.

At the monthly progress meeting on September 25, ACP discussed a change order from providing a custom generator enclosure & relocating the existing 19-year-old generator to include purchasing a new generator and enclosure for the WWTP. ACP gave two options: use the same size generator, which is a 175kw with no financial impact for the change or upsize the generator to 350kw which could run both the new and existing plants when both are in operation down the road. The upsized generator would cost approximately \$40,000 more. After the Board had questions answered, the consensus was to stay with the same size generator but liked the fact that a new generator with enclosure would be purchased.

That same day, Trihydro met with Inframark and President Tabaska at Whispering Hollow Lift Station to discuss where a 25-foot pole can be placed for a repeater for customer metering system. While there, it was discussed to extend the fenced area approximately 18 feet to encompass the District's electric meter and a PEC transformer to make the area look more aesthetically pleasing. An empty concrete pad will need to be removed to install the extended fence. Trihydro will revise the Whispering Hollow Lift Station drawings with the changes to send to ACP and for ACP to furnish a change order.

Water System Analysis – Trihydro prepared contract amendment 4 to extend the contractual completion date to September 30, 2025 with no financial impact.

ACP continues to make progress on construction of the new wastewater plant as well as construction on several manholes and sewer lines in the District.

Director Kikta made a motion to approve the Bond Projects report which was seconded by Director Macias.

Motion unanimously approved.

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

Director Macias made a motion to approve Pay Application #10 to Associated Construction Partners for \$116,968.75. Director Kikta seconded the motion which was approved unanimously.

18. GIS WATER AND SEWER WEB MAPPING DESIGN ALTERNATIVES: TRIHYDRO PROPOSAL AND OTHER OPTIONS.

President Tabaska had invited Strand Associates engineer to present a proposal for the GIS water and sewer system mapping. Mr. Mark Rudolph was in attendance. Director Kikta asked questions of Mr. Rudolph then it was decided that after the meeting, two Board members would speak with him to get their questions answered. No action taken.

19. AUGUSTA STANDPIPE DESIGN ALTERNATIVES: TRIHYDRO PROPOSAL AND OTHER OPTIONS.

President Tabaska had invited Strand Associates engineer to present a proposal for the Ground Storage Tank design and bid preparation. Mr. Mark Rudolph was in attendance. Director Kikta decided that after the meeting, two Board members would speak with him to get their questions answered. No action taken.

20. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

Water Treatment Plant and Distribution System – On August 28, a six-inch check valve was installed on the Trident plant. Rage Industrial Solutions completed the work for resurfacing the walls and floors of one of the backwash tanks on September 10 and it was put into operation on September 26. Coyote Welding completed repairs on the standpipe on September 11.

AAW removed and inspected a leaking pump at the WTP after approval from Board President Steve Tabaska to do the work. The Board was required to ratify and confirm the decision. It was determined the pump column and bowl on the pump were beyond repair due to corrosion. AAW and Inframark submitted proposals for replacing the pump. Inframark is seeking approval for the replacement. Additionally, Alterman provided two quotes for replacing the SLC-5/03 PLC which needs a Board decision and approval.

Director Kikta made a motion to approve replacement of the PLC by Alterman at a not-to-exceed total of \$26,113. Director Macias seconded the motion. Motion unanimously approved.

Director Kikta made a motion to approve the purchase of a new pump from AAW for \$22,237.16. Director Macias second the motion which was unanimously approved.

Wastewater Treatment Plant and Collection System – A quote for replacing the old panel at Whispering Hollow Lift Station was received and Board President Steve Tabaska gave approval to purchase due to extended lead time to receive the pump. The Board was required to ratify and confirm the expense.

Director Kikta made a motion to accept the Operations and Maintenance Report. The motion was seconded by Director Macias and unanimously approved.

21. EXPENDITURES CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 20 ABOVE.

- a. Ratify and confirm approved expenses for control panel for Whispering Hollow LS of \$7,108.58.
- b. Ratify and confirm approved expenses for pump removal and inspection at WTP of \$5,518.33.

Director Kikta made a motion to ratify and confirm approved expenses the control panel for Whispering Hollow Lift Station of \$7,108.58 and for pump removal, inspection and installation at the WTP of \$5,518.33. Director Macias seconded the motion, and the motion was unanimously approved.

AGENDA ITEMS RELATED TO THE ELECTION

22. Directors Election.

- a. Certification of Unopposed Candidates for Other Political Subdivisions (Not County).
- b. Order Declaring Unopposed Candidates Elected to Office and Cancelling Directors Election.
- c. Any and all other actions that are necessary or appropriate related to the Directors Election.

22. *Elección de Directores*

- a. *Certificación de Candidatos Únicos para Otras Subdivisiones Políticas (No el Condado).*
- b. *Orden que Declara a los Candidatos sin Oponentes Electos a sus Cargos y Cancela la Elección.*
- c. *Todas y cada una de las demás acciones que sean necesarias o apropiadas relacionadas con la Elección de Directores.*

Director Kikta made a motion to approve certification of unopposed candidates for the District. Director Macias seconded the motion which was unanimously approved.


Director Kikta then made a motion to approve the order declaring unopposed candidates elected to office and cancelling directors' election. Director Macias seconded the motion which was unanimously approved.

23. BOARD ANNOUNCEMENTS.


President Tabaska reported that he attended a seminar hosted by Texas Water Development Board for the financial assistance programs. He gained some good information and got new contacts for applying for different programs. He said he would contact the financial analyst who was recommended.


24. ADJOURN THE MEETING.

The meeting was adjourned at 4:46 p.m.

  
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Steve Tabaska, President  
Travis County WCID – Point Venture

ATTEST:

  
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Manuel Macias, Secretary  
Travis County WCID – Point Venture

  
Travis County Water  
Control & Improvement  
District - Point Venture (SEAL)