

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

November 16, 2023

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 16th day of November 2023, at 3:00 p.m. with the Directors present being Annette Kikta, Manuel Macias, Mark Villemarette and Curtis Webber.

Others in attendance were Allen Douthitt of Bott and Douthitt, PLLC, David Vargas of Trihydro Corporation and Dodie Erickson and Jean Cecala of Inframark. Residents in attendance were Kevin Cook, Roy Ables and John Delaney.

1. CALL TO ORDER.

Board Vice-President Annette Kikta called the meeting to order at 3:00 p.m.

2. ROLL CALL OF DIRECTORS.

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

3. PLEDGE OF ALLEGIANCE.

Vice-President Kikta led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

No public comments.

5. OCTOBER 17, 2023 SPECIAL MEETING MINUTES AND OCTOBER 26, 2023 REGULAR MEETING MINUTES.

The proposed minutes of the October 17, 2023 special meeting and the October 26, 2023 regular meeting were presented for approval. Director Mark Villemarette stated he had edits for the October 26, 2023 minutes and wished to delay approving them until the next meeting. He then made a motion to approve the minutes for the October 17, 2023 special meeting as presented. The motion was seconded by Director Curt Webber. Motion unanimously approved.

Vice-President Kikta rearranged the agenda to Item 7.

7. BAD DEBT WRITE-OFF.

The Board was presented a list of five former customers to consider writing off their unpaid balances as bad debt. The combined total was \$626.85. Director Villemarette made a motion to approve the bad debt write-off. Director Webber seconded the motion which was unanimously approved.

8. TEXAS WATER DEVELOPMENT BOARD FUNDING APPLICATION STATUS.

No action was taken.

9. TOWNHOUSE SEWER BLOCKAGE.

After a long discussion between Board members and Townhouse Association representatives, it was decided to table the decision of who is responsible for paying for the vacuum truck services required due to a recent spill at a townhouse. Director Villemarette asked to meet before the next Board meeting with townhouse representatives to gather more data. Inframark is adding a pressure logger to the townhouse sewer line that experienced a recent blockage on November 17, 2023.

Vice-President Kikta rearranged the meeting back to Item #6.

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. Currently bills are paid through the bookkeeper's account. Mr. Douthitt went over invoices paid by the District in October 2023 and presented the September 2023 financials.

Mr. Douthitt reported the District finished fiscal year 2023, which ended September 30, on budget. He relayed that a pay order from T. Morales for the purchase of the generator and installation was received. That payment will be drawn from the special account holding the grant money from the Coronavirus State and Local Fiscal Recovery Funds (CLFRF).

After answering questions from the Board, Director Manuel Macias 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 Webber. Motion unanimously approved.

Vice-President Kikta rearranged the meeting back to its regular order.

10. RATE ORDER.

The discussion about the rate order began and Mr. Allen Douthitt told the Board he would bring his calculations for consideration to the next Board meeting. President Steve Tabaska had furnished, before the meeting, rate comparisons for other area Districts or cities. Mrs. Jean Cecala explained that the Board had received a redline copy of the rate order in their folders with suggested changes and additions. These are for the Board to consider and comment on at the December Board meeting. The Board discussed possible customer rate changes and will revisit the subject next month. No action was taken.

11. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

No current engineering issues were reported for Surface Water Treatment Plant, Wastewater Treatment Plant, Collections or Reclaimed Water System.

Distribution and Storage – Trihydro reviewed a list of locations, provided by the District, to install water meters on District lines to track usage and leaks. Mr. Vargas relayed that the locations earmarked

on the upper pressure plane looked like they would work. The lower pressure plane is more problematic due to the way the water is fed into the system. The Board discussed the kind of meter(s) required to do this kind of tracking and tasked Inframark's Account Manager, Dodie Erickson, with providing quotes for these meters.

Water Treatment Plant Generator Project – The week of November 6, T. Morales finished installing the remaining above-ground conduits and wiring for the generator. Then on November 13, T. Morales furnished Trihydro Pay Application No. 1 for review and approval. Trihydro will present it for approval.

T. Morales is waiting on the delivery of the automatic transfer switch (ATS). Updated ETA is November 30. Once the ATS arrives, T. Morales will coordinate with Pedernales Electric Cooperative (PEC), Inframark and the District on requesting a water plant shutdown to remove the existing manual transfer switch (MTS) and install the ATS.

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

12. 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 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). Trihydro provided ACP copies of CAD site plan files.

Four Statement of Qualifications (SOQs) for the construction materials testing (CMT) services were received by the November 3, 2023 deadline. Next step is to evaluate each submission to score and rank them to determine the most qualified firm. A copy of the scoring sheet and SOQ request document was provided in the Board's folder. Vice-President Kikta and Assistant Secretaries Villemarette and Webber agreed to review each of the SOQ submissions and report directly to Trihydro with their scoring. Trihydro will use their scoring in the evaluation process.

Trihydro was provided notice by ACP and EI², a supplier, of a price quotation error that occurred during the bidding phase of the new Wastewater Treatment Plant. Trihydro is reviewing the information to form and will submit a response to ACP. Board members asked that the response have firm language that the District should not be held responsible for paying for this error.

Water System Analysis – Trihydro developed updated conceptual cost estimates for the future water improvements. Previously Trihydro had believed the combined projects listed below under Water System Improvements would cost an estimated \$6.5 million. However, with the timeline and inflation factored in, Trihydro believes the total cost would most likely be closer to \$12.5 million.

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); installed 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.

Trihydro also revised the Fire Flow Standard Operating Procedures (SOP) and provided it to Inframark for review. The Board requested this SOP be finalized this week and distributed to Inframark employees as well as providing the data at the WTP.

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

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

Trihydro presented Pay Estimate No. 1 from T. Morales for the WTP Generator Project for \$215,228.08. Director Webber made the motion to approve Pay Estimate No. 1 from T. Morales for the amount noted. Director Macias seconded the motion. The motion was unanimously approved.

14. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

WTP and Distribution System – Plant A Turbidimeters were installed on October 27, conduit was finished on November 11 and the wires to programmable logic controller (PLC) were run November 15. Alterman is doing the electrical work. The Master Plan Agreement (MPA) with Trac-N-Trol was terminated by the District on November 6, 2023 and currently Alterman is doing the SCADA work. The replacement for the failed transducer in Clearwell #2 is anticipated to arrive by November 21. The Rotork Valve Actuator for Plant A has been ordered.

A fire hydrant at 606 Deckhouse Drive is scheduled for replacement on Tuesday, November 28. An isolation valve for that hydrant will also be installed at the same time.

No update was available by meeting time to locate a company to clean and repair the Trident. Mrs. Erickson had spoken to a representative from the City of Lago Vista and got a contact for who they use for this service. Two 12-inch repair clamps for the raw water hose have been ordered and are expected to be available next week.

WWTP and Collection System – No update from ACFM on diagnosing the blower sent for warranty work in August. Inframark Houston will be asked to try to communicate with ACFM. A pressure logger will be installed on November 17 on the townhouse sewer line behind Comanche Lane townhouses.

Director Villemarette asked that Ms. Erickson relay to Inframark employees that more precise information should be included on preventative maintenance (PM) work orders. He would also like to see the information presented to the Board in an easier-to-read format.

Ms. Erickson also presented the Board with Inframark's Annual Price Increase (API). The increase will be 4.583 percent causing the adjusted annual base operations fee to increase to \$578,480.28. Connection fees will also increase to \$1.13 each.

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

15. EXPENDITURES, CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 14 ABOVE.

No action required.

16. AGREEMENT WITH TRAVIS COUNTY MUD #10.

Prior to the meeting, Director Villemarette presented additional comments and possible changes to the agreement. MUD #10 had not provided its latest draft to the agreement by meeting time. The Board agreed to have Director Villemarette's comments sent to the District's attorney for review and possible revision. No action was taken.

17. UPGRADING CUSTOMER METERS/REGISTERS AND ADDING METERS TO DISTRICT SYSTEM.

Adding meters to the District system were discussed during the Engineering report. The Directors began a lengthy discussion about possibly upgrading customer registers to a more robust system. This system would include leak detection within minutes by alerting the District office. The District currently owns meters from RG3 Meter Company. The Board asked Mrs. Erickson to contact the RG3 representative and ask him to come to Point Venture for a demonstration and further explanation of their product. No action was taken.

18. BOARD ANNOUNCEMENTS.

The December Board meeting is scheduled for December 14 instead of the usual fourth Thursday of the month.

19. ADJOURN THE MEETING.

Meeting was adjourned at 5:13 p.m.



Steve Tabaska, President
Travis County WCID – Point Venture

ATTEST:



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



Travis County Water
Control &
Improvement
District -
Point Venture