

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

November 21, 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 21st day of November 2024, at 3:00 p.m. with the Directors present being Steve Tabaska, Annette Kikta, Manuel Macias, and Mark Villemarette.

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. Incoming Board member James Kleiss and Frank Kikta were 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, Secretary Manuel Macias, and Assistant Secretary Mark Villemarette thus constituting a quorum. Assistant Secretary Curtis Webber was absent.

3. PLEDGE OF ALLEGIANCE.

President Steve Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

No public comments.

5. PREVIOUS MEETING MINUTES.

The proposed minutes of the September 26, 2024 and October 24, 2024 regular meetings were presented for approval. Director Anne Kikta made the motion to approve the September 26, 2024 regular meeting minutes as presented. President Steve Tabaska seconded the motion. Motion approved. Director Mark Villemarette made a motion to approve the October 24, 2024 meeting minutes as presented. The second was made by Director Manuel Macias and was approved.

AGENDA ITEMS RELATED TO ELECTIONS

6. Directors Election.

- a. Certificates of Election, Statements of Elected Officials, and Oaths of Office.
- b. Election of Officers.

PUNTOS DEL ORDEN DEL DÍA RELATIVOS A ELECCIONES

6. *Elección de Directores.*

- a. *Certificados de elección, declaraciones de los funcionarios electos, y juramentos de oficio.*
- b. *Elección de oficiales.*

- a. Directors Manuel Macias and James Kleiss each received a Certificate of Election from President Tabaska. They then signed the Statement of Elected Officials and took their Oath of Office.
- b. Director Macias made a motion for Board officers as follows: President Steve Tabaska, Vice-President Mark Villemarette, Secretary Manuel Macias, Assistant Secretaries Curtis Webber and James Kleiss. Motion was seconded by Director Kleiss and unanimously approved.

7. RECOGNITION OF OUTGOING OFFICER.

President Tabaska presented a plaque of appreciation to outgoing Director Annette Kikta for her four plus years of service on the WCID Board of Directors. Mrs. Kikta told the Board of her appreciation of serving and looks forward to what the new Board will do moving forward. Other Board members expressed their appreciation to Mrs. Kikta.

8. APPOINTMENT OF COMMITTEES.

President Tabaska made the following committee appointments. Finance committee, President Tabaska and Director Macias. Operations committee Directors Villemarette and Webber, Engineering committee Directors Villemarette and Kleiss and WWTP progress committee President Tabaska and Director Kleiss.

9. 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 October 2024 through the bookkeeper's account and presented the September 2024 financials. He also explained the transfers for approval.

Mr. Douthitt said the District ended the fiscal year approximately \$350,000 ahead of budget despite expenses for unbudgeted fire hydrant replacements and updating customer metering system. In September, receipt of money for leasing cell tower space from two wireless companies came in. The increased customer water and wastewater rates continue to boost revenue. The water maintenance expenses for year-to-date are within budget.

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 Villemarette. Motion unanimously approved.

10. BAD DEBT WRITE-OFF.

Three unpaid customer accounts were presented to the Board for write-off for a total of \$453.44. Director Macias made the motion to approve the write-offs. Director Villemarette seconded the motion which was unanimously approved.

11. ADJUSTMENT FOR CUSTOMER'S BILLS.

President Tabaska led the discussion explaining that Ameritex was inadvertently overcharged for water at Venture Mart since the water meter was installed. This was due to its electronic register having been programmed incorrectly for the size of the meter. After discovering this error, the register has been reprogrammed and is now working properly. Ameritex is seeking a refund for the money overpaid due to the error. Inframark determined that the register had been reading approximately 7 gallons for every gallon actually used. By using this formula, the District determined that \$5133.05 was owed for overcharges to Ameritex. Director Macias asked if the customer would be willing to receive a credit. Mrs. Jean Cecala said she had already asked the owner. The owner said no to the bill credit and that he wanted a refund.

Director Villemarette made a motion to approve the refund of \$5,133.05 to Ameritex. Director Macias seconded the motion. Motion carried unanimously.

12. RATE ORDER.

Each year the Board reviews the District's current rate order and begins working on possible changes. The Board was given a copy of suggested updates and changes. In January 2024, the Board proposed increases over the next several years to try to align service revenues to Maintenance and Operations (M&O) expenses. President Tabaska tasked the Board to begin studying the current rate order and proposed changes. Director Kleiss asked if the District had compared its rates to other nearby rural entities. The data collected last December will be sent to Director Kleiss by email along with the spreadsheet outlining proposed rate increases over the next several years. No action was taken.

13. 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 the Wastewater System or Reclaimed Water System.

Water System – Surface Water Treatment Plant (WTP) – On October 25, Trihydro provide Inframark a list of vertical turbine pump vendors and contact information to obtain quotes and submittal data related to the WTP transfer pumps. On October 29, Trihydro provided Inframark a list of copper sulfate vendors and contact information. Director Villemarette asked Trihydro to review each quote for pumps to make sure they are appropriate,

On November 6, the District requested Trihydro to verify if any water and/or sewer lines ran within the public easement (PUE) between lots 398 and 399 off of Helmway Circle. A developer closed on the two lots on November 5 and is planning to build in the middle of the lots and requested releasing the PUE to do the work. From the 1998 map, a double sewer service is indicated between the lots but no indication of water service. Trihydro recommended Inframark to field verify. Director Villemarette added that if the District does release the easement, it must be clearly stated in the document that the release is only for the water district and does not include a release from other utilities that may have right-of-way in the easement.

a. T. Morales response to Liquidated Damages (LD) assessment.

WTP Generator Project – On October 17, the Village of Point Venture closed the building permit for the generator project. Trihydro furnished the liquidated damages (LD) letter to T. Morales on October 25 in the assessment of \$7,500. T. Morales responded to Trihydro on October 29 acknowledging the LD letter and offered an alternative to provide an extra three years of warranty on the GenSet and Automatic Transfer Switch (ATS) in lieu of the \$7,500 LD assessment. On November 1, Trihydro and WCID Board President held a Teams meeting to discuss T. Morales' offer and Board President agreed to accept the offer. The offer will then go before the Board of Directors for discussion and approval. On November 11, T. Morales furnished the no cost change order to extend the warranties on both the GenSet and ATS. Change order number 1 was presented to the Board for no cost extended warranties on the GenSet and ATS from two years to 5 years in lieu of an assessment of \$7,500 in liquidated damages. On November 20, T. Morales left two hard copies of the O&M documents, including flash drive, at the District office.

Director Macias made a motion to approve Change Order number 1 to extended warranties for the GenSet and ATS in lieu of \$7,500.00 LD. Director Villemarette seconded the motion. Motion unanimously approved.

FY 2024 General Engineering Services – On October 25, Trihydro submitted the Texas Land Application Permit (TLAP) renewal to Texas Commission on Environmental Quality (TCEQ). On October 29, TCEQ furnished review comments on the administrative portion of the renewal application. Trihydro addressed TCEQ's comments on November 1.

TCEQ furnished review comments on the technical portion of the renewal application on November 5 and Trihydro addressed the comments the following day.

TCEQ issued Notice of Administrative Completeness on November 12 and provided documents and instructions to publish the public notice of the renewal. November 21, *Hill Country News* will publish the public notice. *Hill Country News* will provide a signed and notarized Publisher's Affidavit and a copy of the published notice to the District. Trihydro will email the information to TCEQ.

On November 18, Trihydro produced a hard copy of the entire application package, which will be left in the District office, 18606 Venture Drive, Point Venture, Texas 78645, to make it accessible to the public. The District representative signed off on the Public Notice Verification Form and sent it to Trihydro who will then email to TCEQ. The administration portion of the application is completed. The technical portion is still open.

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

14. WWTP CHANGES.

- a. Change order #2 – Trihydro presented Change Order number 2 from ACP for additional expenses from Alterman for unforeseen costs of generator feeds. After discussion, no action was taken.
- b. Change order #3 – Trihydro presented Change Order number 3 from ACP for additional work at Whispering Hollow Lift Station. After discussion the Board decided to stay with the original drawings for the fence to surround the lift station. Director Macias made a motion to reject change order #3 and revert to original design. The second was made by Director Villemarette. Motion unanimously approved.

15. 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. Mr. Vargas reported that construction timeline is on track.

Wastewater Treatment Plant Construction Services – On October 25, Trihydro issued Field Order (FO) 01, Effluent Transfer Basin Top Slab; coat underside of top slab with Sherwin Williams Dura-Plate 6100 in lieu of MasterSeal 583. Trihydro issued FO 02 on October 28 for procuring a 175kW GenSet generator and providing a submittal package for Caterpillar GenSet for Trihydro's review. On November 14, ACP made corrections and confirmed the GenSet is 150kW, not 175kW, and to switch from Generac to Caterpillar is a \$23,000 increase. Further discussion at the progress meeting on November 20 resulted in ACP providing five options for the new generator at the WWTP. The Board discussed the pros and cons of each proposed generator. Director Villemarette asked if upgrading to a Holt Cat 175 kW would affect the design or the pad size. Trihydro also added the lead time for receiving a Holt Cat generator. Director Macias made the motion to approve upgrading the new generator for the WWTP to a Holt Cat 175 kW. Director Kleiss seconded the motion. Motion passed with three votes. Director Villemarette abstained.

On October 31, Trihydro issued FO 03, Whispering Hollow Lift Station Temporary Tank to procure a minimum sized 2,300-gallon temporary bypass tank. This was discussed at the progress meeting in which Inframark will pull a pump from POA lift station to use as a spare/backup at Whispering Hollow lift station and ACP will install the temporary bypass line as originally intended.

On November 4, Trihydro reviewed pay application #12 from ACP and recommended payment. On November 15, Trihydro responded to RFI 13, IPB-1 Manhole Shift Base.

Trihydro reported that ACP continued work on manholes and will continue work on installing remaining manholes and underground piping. Work at Whispering Hollow Lift Station has been pushed back to January 2025.

Water System Analysis – Trihydro had no new items to report.

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

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

Director Villemarette made a motion to approve Pay Application #12 to Associated Construction Partners for \$398,503.71. Director Macias seconded the motion which was approved unanimously.

17. GIS WATER AND SEWER WEB MAPPING MULTIPLE PROPOSALS.

Both Strands Engineering and Trihydro were asked questions by the Board about each of their proposals. After discussion among the Board members, Director Macias made a motion to select Strand Engineering for engineering of the GIS water and sewer mapping for \$63,500. Director Villemarette seconded the motion and the motion was unanimously approved.

18. AUGUSTA STANDPIPE DESIGN MULTIPLE PROPOSALS.

Three engineering firms submitted proposals for engineering and design of the Augusta Standpipe. After discussion, Director Villemarette made a motion to award the design of the Augusta Standpipe to Baxter and Woodman for \$179,000. Director Macias second the motion. Motion was unanimously approved.

19. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

Water Treatment Plant and Distribution System – A transfer pump approved by the Board of Directors for the Water Treatment Plant (WTP) has been ordered and expected in January 2025. Coyote Welding completed the repairs to the standpipe on November 19. Pin holes between 40- and 50-foot level were welded. Coyote Welding had quoted Inframark \$5,600.00 to complete repairs. Coyote Welding submitted an invoice for \$6,200 due to additional repairs for a total cost of \$6,200.00. Inframark is seeking approval for the additional \$600.00 expense. Winterization of the barge was completed October 31. Director Villemarette asked to visit with someone from Inframark who can go over the technical details of the winterization.

Inframark is seeking approval for the annual price increase, transportation and disposal of chemicals from the WTP by Phoenix Pollution Control, purchase of transfer pump #1 from Pumps of Houston or Austin Armature Works and replacement or rebuilding of a booster pump cla-val by Alterman. Inframark will also provide a quote.

Wastewater Treatment Plant and Collection System – The replacement control panel for Whispering Hollow Lift Station was approved in an earlier meeting by the Board is expected to be delivered the last week of November. Because Whispering Hollow Lift Station is currently only operating with a single pump, Inframark proposed moving a pump out of the POA Lift Station to Whispering Hollow. Director Villemarette wanted to gather usage data before making a decision to spend the money to temporarily move a pump and then have to move it back. The Board agreed to have Director Villemarette run the data and report to Inframark for a final decision.

Additionally, Inframark informed the Board of the new regulation of the Per- and Polyfluoroalkyl Substances (PFAS) In Drinking Water by the Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ). Water samples will be taken quarterly within a 12-month period collected two to four months apart. This sampling must be completed by April 2027.

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

20. EXPENDITURES CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 19 ABOVE.

A motion to approve the Annual Price Increase (API) from Inframark was made by Director Macias and seconded by Director Villemarette. The motion was unanimously approved.

A motion was made by Director Macias to purchase a second transfer pump from Austin Armature Works (AAW) for \$22,237.16. Director Villemarette seconded the motion. Motion was unanimously approved.

A motion was made by Director Macias to purchase two booster pump cla-vals at a not to exceed cost of \$48,070. Director Villemarette seconded the motion. The motion was approved. Director Villemarette recommended Inframark try calling the manufacturer to try to expedite receipt of at least one of the cla-vals.

A motion to approve the additional \$600.00 charges from Coyote Welding was made by Director Villemarette. Director Macias seconded the motion which was unanimously approved.

Director Macias made a motion to approve a charge of \$5,559 from Generator Field Services to repair the WWTP generator contingent on Director Webber first trying to troubleshoot the generator. Director Villemarette seconded the motion which was unanimously approved.

21. EASEMENT RELEASE.

Owners for two lots on Helmway Circle have requested an easement release from the District. After research by Trihydro and Inframark, it was determined the District had no utilities in the easement between the two lots. By meeting time, the District's attorney had not found the survey on the County Clerk's website so no action was required.

22. BOARD ANNOUNCEMENTS.

No Board announcements.

23. ADJOURN THE MEETING.

The meeting was adjourned at 5:31 p.m.



Steve Tabaska, President
Travis County WCID – Point Venture

ATTEST:


Manuel Macias, Secretary
Travis County WCID – Point Venture

Travis County Water
Control &
Improvement
District -
Point Venture