

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

December 19, 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 19th day of December 2024, at 3:00 p.m. with the Directors present being Steve Tabaska, Mark Villemarette, Manuel Macias, Curtis Webber and James Kleiss.

Others in attendance were Jessica Benson of Bott and Douthitt, PLLC, David Vargas and Derek Klenke of Trihydro Corporation, and Dodie Erickson and Jean Cecala of Inframark.

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 Mark Villemarette, Secretary Manuel Macias, Assistant Secretary Curtis Webber and Assistant Secretary James Kleiss thus constituting a quorum.

3. PLEDGE OF ALLEGIANCE.

President Steve Tabaska led the Pledge of Allegiance.

4. PUBLIC COMMENTS.

No public comments.

5. NOVEMBER 21, 2024 MEETING MINUTES.

The proposed minutes of the November 21, 2024 regular meeting were presented for approval. Director Manuel Macias made the motion to approve the November 21, 2024 regular meeting minutes as presented. The second was made by Director Mark Villemarette. All Directors voted for approval, except Director Curtis Webber abstained. The motion carried.

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

Mrs. Jessica Benson of Bott & Douthitt PLLC gave the financial report for the District. Bookkeeper Allen Douthitt met with the finance committee earlier in the week Mrs. Jessica Benson went over invoices paid by the District in November 2024 through the bookkeeper's account and presented the October 2024 financials.

Mrs. Benson reported that expenses for repairs in the distribution system caused the shortfall of approximately \$76,000 for the new budget year. Bott & Douthitt are working with the auditors to prepare the 2024 audit. Mrs. Benson explained the purpose of the transfers from the accounting report. She also let the Board know

that approximately \$26,000 remains in the fund for CLFRF and a discussion began of where best to spend those funds. The Board discussed using the additional funds to help offset the cost of the new generator at the Wastewater Treatment Plant. Mrs. Benson stated she would contact the Village of Point Venture’s Secretary to update her on the extra funds and make sure the District stays within the guidelines for spending the grant money.

The Board had no additional questions. 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 Webber. Motion unanimously approved.

7. RATE ORDER.

- a. Resident input for rate table – a written request from a customer was received with suggestions on customer rates for the amended rate order. The Board reviewed and discussed the suggestions and decided to keep the rate tables simple and stay with the current table. The general consensus from the Board was to no longer have a vacation status for any account.

Board members then discussed possible rate changes for 2025. Much reasoning and many suggestions were discussed. Additional data was requested by Director James Kleiss. All Board members were in agreement that the rates should cover the costs of Operations and Maintenance but several wanted to see the tax rate decrease. President Steve Tabaska stated he would like to see a possible reduction in customer tax rates by eight percent (8%) per year for three years. It was decided a special meeting between now and the January 2025 Board meeting needed to be held to finish the discussion and come to some conclusions. A general consensus was to have the special Board meeting on January 9 at 1:00 p.m. in the District’s Board room.

8. DISTRICT WEBSITE AND ALERT SYSTEM.

The Board reviewed a proposal from Rural Water Impact to create and oversee the District’s website. Changing to another platform would allow the District to do away with the IRIS system as the new platform includes an alert system as part of its annual cost. After the initial set up fee, the District will save for the website and alert system after the first year.

Director Macias made a motion to approve changing the District’s website and alert system to Rural Water Impact. Director Villemarette seconded the motion. The motion was unanimously approved.

9. PROPOSED DATES FOR 2025 BOARD MEETINGS.

The Board was furnished proposed dates for its 2025 regular Board meetings. Director Villemarette made a motion to set the regular meeting date on the fourth Thursday of each month with the exceptions of November and December. Director Macias seconded the motion which was unanimously approved.

These are the meeting dates for 2025:

January 23	May 22	September 25
February 27	June 26	October 23
March 27	July 24	November 20
April 24	August 28	December 18

10. EASEMENT RELEASE.

The Board was furnished legal documents from the District’s attorney, Willatt and Flickinger for release of an easement between two lots on Helmway Circle. Director Villemarette made a motion to approve the easement

release as presented by the attorney and Director Webber seconded the motion. The motion was unanimously approved.

11. REQUESTS FOR QUALIFICATIONS FOR ENGINEERING SERVICES.

President Tabaska explained that a two-step process is required by the District to contract with other engineering firms for the Augusta Standpipe and GIS Tracking projects. The District will need to review each Statement of Qualifications from engineering firms outside of Trihydro, the District's current engineers. The Board would form a committee to rank the firms by their qualifications and select the most qualified for the project. The Board would then seek a proposal from the most qualified firm and decide from there. President Tabaska and Vice-President Villemarette will serve on the committee. The Board agreed to put this on the January 2025 meeting agenda.

12. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

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

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

Water System – Surface Water Treatment Plant (WTP) – On November 22, Trihydro reviewed AAW quote for WTP Transfer PS vertical turbine pump and Alterman quote for High Service PS Cla-Val provided by Inframark. Trihydro emailed review comments to Inframark and noted additional information needed to be furnished by vendors. Trihydro also provided Inframark with additional vendor contacts for the Cla-Val. On December 18, Trihydro took field dimensions of the existing WTP Transfer PS pumps and determined piping modifications will need to be made to allow the new transfer pumps to be fitted properly with the existing pump discharge piping. Trihydro will provide the information to Inframark.

WTP Generator Project – On November 22, Trihydro provided a signed copy of the no-cost Change Order #01, Extended Warranty, to T. Morales. December 6, T. Morales provided fully executed CO document to Trihydro and the District. December 10, T. Morales furnished remaining close-out items, the final consent of surety and affidavit of bills paid. Trihydro issued final completion letter to T. Morales, allowing T. Morales to submit their final pay application for release of retainage. On December 12, Trihydro reviewed the final pay application and recommended payment.

Director Macias made a motion to approve the final pay out to T. Morales for \$12,637.50. Director Webber seconded the motion which was unanimously approved.

General Engineering Services – On November 26, the District mailed an original *Hill Country News* tear sheet of the public notice and Publisher's Affidavit to the Texas Commission on Environmental Quality (TCEQ) and Trihydro emailed TCEQ the signed Verification Form. December 2, TCEQ received tear sheet and affidavit in the mail and determined paperwork for the NORI (notice of receipt of application and intent to obtain permit) is complete.

Director Webber made a motion to accept the engineer's report. The second was made by Director Villemarette and 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. Mr. Vargas reported that the construction timeline is on track.

Wastewater Treatment Plant Construction Services – On October 21, Associated Construction Partners (ACP) furnished proposed change order (PCO) 02 related to generator feeds stemming from Request for Information (RFI) 10. PCO 02 is currently under review. On November 19, Trihydro issued a response to ACP who forwarded the response to Alterman. Then December 9, Trihydro attended Teams meeting with ACP and Alterman to discuss PCO 02. The change order was not resolved and both parties are continuing to work towards resolution.

On November 26, Trihydro reviewed pay application #13 from ACP and recommended payment. December 2, ACP furnished PCO 01 related to the new upsized 175kW Caterpillar GenSet. Trihydro completed review on December 12 and furnished the formal change order document to the District for approval. On December 5, the District requested Trihydro coordinate with ACP to furnish a change order for installing the new control panel at Whispering Hollow Lift Station. ACP is in the process of drafting the change order.

Construction Status – In November ACP passed the hydrostatic test for the plant’s lift station wet well as well as installing manholes and underground piping. The sub-contractor, Alterman, accidentally hit an existing wiring that affected the existing lift station causing an emergency call out for sludge haul. Repairs were made. The next 3-weeks ACP will continue installing manholes and underground piping and begin work at Whispering Hollow Lift Station.

Water System Analysis – On December 11, Trihydro reviewed Texas Water Development Board (TWDB) DFund requirements and program guidance document related to the application process. Trihydro followed up with the District; the first step in application process is to schedule a pre-application meeting with the TWDB Regional Water Project Development team representative and to confirm who from the financial advisor and bond counsel would be involved in the meeting. Trihydro plans to set up this meeting in January. On December 13, the District followed up in an email with a list of personnel to be included in the teleconference with TWDB.

- a. WWTP - Change Order 01 – is to modify the contract between the District and ACP to procure a new 175kW Caterpillar diesel generator to replace the existing 130kW Generac diesel generator. The cost increase is for upsizing generator capacity from 130kW to 175kW and changing manufacture brand from Generac to Caterpillar. Change Order 01 is to increase the contract by \$26,152.19 for this replacement generator. Director Villemarette asked Trihydro to assure the 15 percent overhead for moving the original generator was removed from the District’s costs.

Director Webber made a motion to approve Change Order 01 for \$26,152.19 to procure a 175kW Caterpillar diesel generator. Director Macias seconded the motion. Motion unanimously approved.

- b. Engineering Committee update on standpipe replacement
No report.
- c. Engineering Committee update on GIS mapping
No report.

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

14. 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 #13 to Associated Construction Partners for

\$155,915.49. Director Webber seconded the motion which was approved unanimously.

15. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

Water Treatment Plant and Distribution System – No new items to report. Multiple equipment has been ordered and waiting for delivery. Inframark is requesting approval for additional charges of \$1,126.00 for two cla-vals. At the November meeting the Board approved \$48,070 for purchasing. President Tabaska approved an additional cost of \$1,126 for an expedited lead time.

Wastewater Treatment Plant and Collection System – No new items to report. The replacement control panel for Whispering Hollow Lift Station was received November 27.

Director Webber made a motion to approve the additional \$1,126.00 for the cla-vals and approve the Operations and Maintenance report. The second was made by Director Villemarette. Motion unanimously approved.

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

Expenditures approved in Item 15.

17. BOARD ANNOUNCEMENTS.

Director Villemarette invited everyone to go to the POA Venture Room during the holidays to see the Christmas village he and his wife, Patricia, had set up. He also said the barge may need an underwater inspection.

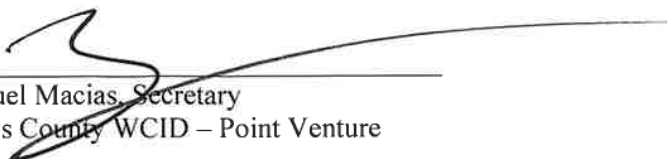
18. ADJOURN THE MEETING.

The meeting was adjourned at 5:27 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