

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

May 22, 2025

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 22nd day of May 2025, 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 Allen Douthitt of Bott and Douthitt, PLLC, 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 comments.

5. PREVIOUS MEETING MINUTES.

The proposed minutes of the April 24, 2025 regular meeting and the May 12, 2025 special meeting were presented for approval. Director Manuel Macias made a motion to approve the meeting minutes as presented. The second was made by Director James Kleiss. Directors Tabaska, Macias and Kleiss voted for approval. Directors Mark Villemarette and Curtis Webber abstained from voting since they had not attended the April 24, 2025 meeting. The motion carried.

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. Mr. Allen Douthitt met with the finance committee earlier in the week. Mr. Douthitt went over invoices paid by the District in April 2025 through the bookkeeper's account and presented the March 2025 financials.

Mr. Douthitt reported that the District's finances are looking very well at its 6-month mark for the fiscal year. New customers' rates and good interest rates are positively affecting the report. He also brought to the Board's attention that the large expenses incurred by the District this fiscal year have been added to the first page of

the bookkeeper's report and will be updated each month. One of the expenses on the report was for the LSU. Director Villemarette asked if the District could expect this expense every year. Mr. Douthitt said it would be on the report but should not be as much in subsequent years. This year was for the initial survey.

a. New bookkeeper's account with ABC Bank.

Last month President Tabaska requested Mr. Douthitt find a different bank that doesn't charge monthly fees for the District to use as the bookkeeper's account. Mr. Douthitt recommended this month to change banks from PNC to ABC Bank for the District's new bookkeeper's account. He added that this transition will take a couple of months.

b. Quarterly Investment Report

Mr. Douthitt presented the District's quarterly investment report. Director Webber made a motion to accept the report as presented. The motion was seconded by Director Macias and unanimously approved.

With no further questions, Director Macias made the motion to approve Bott & Douthitt opening a new bookkeeper's account for the District at ABC Bank and closing its current account at PNC Bank, accept the bookkeeper's report and approve payment of monthly bills, professional services, and authorization to transfer funds as noted in the report. It was seconded by Director Villemarette. Motion unanimously approved.

7. AUGUSTA STANDPIPE PROJECT.

Director Villemarette gave an update for the Augusta Standpipe Project. During the last 30 days:

The District located and supplied all documentation requested by Baxter and Woodman (B&W) to support their design work.

B&W completed fire hydrant flow tests and collected additional data from pressure recorders placed on hydrants they selected.

They also collected data from the District's SCADA system. B&W began analyzing the data and the District's existing water system model.

They are also working on draft design options for tank size, shape and type, and site layouts, and have been in contact with tank manufacturers. No Board action was required.

8. ADJUSTMENT TO CUSTOMER ACCOUNT.

A customer had contacted the District about repair charges that had been added to their April 2025 bill. Repairs were for the customer's leaking sewer line. Mrs. Jean Cecala gave an account of the event and when unable to reach the customer by phone, sent an email explaining the charges and that those charges would be added to the customer's bill. Once the customer received the bill, they contacted the District office. The Board discussed why the repairs were done and the District's right to enter private property to stop a sewer leak.

Director Villemarette suggested contacting the District's attorney, explain the situation to him and ask him to write a letter to the customer. Director Villemarette also asked Ms. Erickson if Inframark could possibly revisit the charges and offer the customer some financial relief as long as it didn't impact Inframark. After more discussion, Director Villemarette made a motion to send all the information to the attorney for his opinion and to write a letter to the customer. Director Kleiss seconded the motion. Motion was approved 4-0 with Director Macias abstained from voting.

9. ENGINEER'S REPORT – TRIHYDRO CORPORATION.

Mr. Derek Klenke of Trihydro presented the engineer's report for May.

A written report had been provided to the Board for review prior to the meeting. Trihydro provided the District the water model and water system map files on May 9. Then on May 13, Trihydro provided the water and sewer system data to Inframark.

Also, the District provided the NAPD public notice to be published in *Hill Country News*, along with the publisher's affidavit. The notice was published in *Hill Country News* on May 15 and the newspaper provided electronic copies of the notice and publisher's affidavit. The District provided the e-copies to Trihydro, as well as the signed verification form who then sent to TCEQ. The District received hard copies from *Hill Country News* and all the information required was mailed on May 21, 2025 to TCEQ.

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

10. PROPOSED BOND PROJECTS IN DISTRICT AND DISCUSSION OF BOND RELATED PROJECT AND ISSUANCE OF CONTRACT AGREEMENTS.

Mr. Klenke updated the Directors on the bond-related projects and contracts. The Board had been provided the report for review prior to the meeting.

Wastewater Treatment Plant Construction Services Administration – Trihydro reviewed and recommended payment on Associated Construction Partners (ACP) pay application #18 on May 7. David Vargas of Trihydro is on the job site most week days.

Construction Status – Wastewater Treatment Plant – Mr. Klenke said construction is a little ahead of schedule for the WWTP. Alterman is bringing in additional staff to keep up with the work.

Whispering Hollow Lift Station Construction – This lift station is scheduled to be online by mid-June, then ACP will mobilize and begin building the new POA lift station, anticipated to be online by mid-August.

With no other updates, Director Kleiss made a motion to accept the Bond Projects report which was seconded by Director Webber. Motion unanimously approved.

11. TEXAS COMMISSION ON ENVIRONMENTAL QUALITY BOND APPLICATION PROFESSIONAL ENGINEERING SERVICES PROPOSAL – TRIHYDRO CORPORATION.

Mr. Klenke provided a proposal to the Board for professional engineering services for the preparation of a TCEQ Bond Application Report. Trihydro included the proposed scope, schedule and fee for providing these services. Mr. Klenke stated that Trihydro provided the District a previous application in 2018. The estimated professional engineering proposal was for time and material and set at a not-to-exceed cost of \$37,000.00.

Director Kleiss began the discussion of requesting bids from two additional engineering firms. The discussion then moved to the process required to consider other engineers which begins with each firm first providing its qualifications to do the work. Director Kleiss made a motion to solicit two more engineering firms to submit qualifications for the bond application. Motion did not get a vote due to the lack of a second.

Director Macias made a motion to approve the proposal from Trihydro for professional engineering services for the Bond Application Report at a not-to-exceed cost of \$37,000. Director Villemarette seconded the motion. Motion carried by a 4-1 vote, with Director Kleiss voting against.

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

Mr. Klenke provided a brief review of pay application #18. Director Villemarette made a motion to approve payment of Pay Application #18 to Associated Construction Partners for \$270,693.09. Director Webber seconded the motion which was approved unanimously.

Mr. Klenke announced to the Board that Trihydro is celebrating its 40<sup>th</sup> anniversary this year. Employees from Trihydro would be traveling to Laramie, WY for the celebration and no one from Trihydro would be on the construction site on June 19 and June 20.

13. OPERATIONS AND MAINTENANCE REPORT – INFRAMARK.

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

Water Treatment Plant and Distribution System – The second transfer pump at the plant was installed on May 20. Director Villemarette said the old pump could be removed and evaluated for repairs for \$880. The operations committee declined the offer. Director Webber said he would have the pump removed and take it to a recycling center. Alterman completed the wiring on the settled water NTU meter and a combined filter effluent meter on May 16. Fluid Meter Services calibrated meters on raw, finished and elevated meters and submitted the report on May 1, 2025. Inframark is researching another option for removing, transporting and disposing of 12, 55-gallon drums of chemicals from the WTP. Director Villemarette asked Inframark to follow up with Phoenix to find out where they are in the permitting process.

Inframark presented a quote from Core & Main for a replacement check valve for the WTP of \$4,894.96. A quote for parts only from Core & Main for repairing the check valve was for \$1,864.00. Neither quote included labor. Directors Villemarette and Webber said they would look at the valve first so the quote was put on hold.

Inframark presented the annual service agreement from Hach for \$15,337.04. After a brief discussion, Director Macias made a motion to approve the annual service agreement with Hach for \$15,337.04. Director Villemarette seconded the motion which was unanimously approved.

Alterman will be adding pump amperage from barge pumps to SCADA. The costs will be absorbed by the credits from the District's service agreement with Alterman. Director Villemarette stated other uses for the credits could be for an updated data screen at the WTP that the Board could view and also reviving the old fire water booster pump reactivation switch on SCADA.

Inframark also presented a quote of \$12,088 to install an isolation valve and replace the 1972 James Clow hydrant that was leaking at 18909 Peckham Dr. Inframark was able to temporarily stop the leak. Director Villemarette asked if Inframark could look into using parts from the previously removed Clow hydrants to repair. He also suggested looking into generic packing for the hydrant. The Board asked Inframark to make their best effort to make this repair to the hydrant.

Wastewater Treatment Plant and Collection System – Inframark presented a quote of \$4,500 to repair erosion at the upper effluent pond. If approved, the work will be completed once ACP removes equipment. The Board

decided to table the item. Inframark also presented a quote for a manhole survey of \$1,300.00 The Board requested Trihydro research the data they gathered for manholes while working on the 2020 Bond project.

Ms. Erickson also presented the District's Consumer Confidence Report for 2024 prepared by Inframark for Board approval. Director Macias made a motion to approve the Consumer Confidence Report for 2024. The motion was seconded by Director Webber and approved unanimously.

Ms. Erickson updated the Board on the number of new registers, 382, have been added to the District's system since July 2024 and the total number of million plus gallons usage meters (93) which have been replaced in 2025.

Ms. Erickson reminded the Board of the Inframark Client Appreciation Invitation held in conjunction with the AWDB annual conference. Any interested member should RSVP by May 23.

Ms. Erickson stated that approximately 120 old brass meters are in the shop. Prices for clean, used brass delivered to the recycler range from \$1.00 to \$1.86 per pound. She said that Bill Cecala has agreed to deliver the brass to a recycler at no charge to the District. The Board agreed to this arrangement.

One final item Ms. Erickson explained to the Board was that a PFAS sample collection will be done at all active entry points to the distribution system at no cost to the District. This sampling will be completed by September 1, 2025.

Director Webber made a motion to accept the Operations and Maintenance report. The second was made by Director Kleiss. Motion approved. Motion approved by all except for Director Villemarette who was not in the meeting for the vote.

14. EXPENDITURES CONTRACTS, REPAIRS, REPLACEMENTS AND MAINTENANCE TO OPERATIONS AND MAINTENANCE REPORT IN ITEM 13 ABOVE.

Action taken during Operations and Maintenance report.

15. MATTERS RELATED TO ISSUANCE OF BONDS APPROVED AT MAY 3, 2025 BOND ELECTION.

- a. Resolution expressing intent to finance expenditures to be incurred.

This resolution was for the purpose of reimbursing expenses incurred from the general fund for Bond-related projects. Director Macias made a motion that the Board of Directors approve the resolution expressing intent to reimburse project expenditures, which is before the Board today. The motion was seconded by Director Kleiss and unanimously approved.

- b. Resolution Authorizing Application to the Texas Commission on Environmental Quality for Approval of Engineering Project and Bond Issue; and all actions necessary or convenient in connection with such resolution.

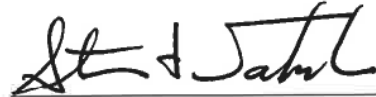
Director Macias made a motion that the Board of Directors approve the Resolution authorizing the district's application to TCEQ for approval of engineering project and bond issue, and approving all actions necessary or convenient in connection with such Resolution, which is before the Board today. Director Kleiss seconded the motion. Motion was unanimously approved.

16. BOARD ANNOUNCEMENTS.

No announcements.


17. ADJOURN THE MEETING.

The meeting was adjourned at 5:03 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