

**NOVEMBER 13, 2017 MINUTES  
MEETING OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 18**

A regular meeting of the Board of Directors of Travis County Water Control and Improvement District No. 18 was held on the 13<sup>th</sup> day of November 2017, beginning at 7:30 p.m. at the District's administrative office located at 1502 San Juan Drive, Austin, Texas. Notices of the time, place and the subject of the meeting, and the actions to be taken at the meeting, were posted at the places and for the time required by the laws of the State of Texas.

Agenda Item 1: Call to order

The meeting was called to order at 7:30 p.m. with the following directors present: President Paul Despres, Vice-President Kim Kaufman, Secretary Jennifer Sullivan and Assistant Secretary Ashley Troy. Also present were Anthony Corbett, legal counsel for the District; Taylor Kolmodin, District Bookkeeper; Robby Callegari of CMA Engineering (District Engineer); Mike Morin of Crossroads Utility Services, LLC; and members of the public.

Agenda Item 1: Public Comment

None.

Agenda Item 2: Approval of October 23, 2017 Meeting Minutes

After discussion, Director Despres moved that the Board approve the October 23, 2017 meeting minutes as presented. Director Sullivan seconded the motion, which carried unanimously (4-0).

Agenda Item 3: Bookkeepers Report

Taylor Kolmodin presented the monthly Bookkeepers Report. During discussion of the report, the Board directed the Bookkeeper to transfer District monies deposited at First Citizens Bank to TexPool in order to realize greater interest earnings. The Board also requested the General Manager to review and confirm the necessity of all active District electric accounts.

After discussion, Director Despres moved that the Board approve the payment of bills (Check Nos. 2416 through 2455) and invoices as presented in the Supplemental Bookkeepers Report and the District's Quarterly Investment Report. Director Troy seconded the motion, which carried unanimously.

Agenda Item 4: Utility Operator's Report Regarding Water Service Operations

Mr. Morin presented his monthly report regarding water system repairs and operations. Among other matters, he summarized the District's water loss metrics. He also noted that TCEQ had scheduled its annual inspection of the District's water system in December.

In accordance with Mr. Morin's recommendation, Director Despres moved that the Board approve payment up to \$2,500 for additional cleanup services at the District's water treatment plant. Director Troy seconded the motion, which carried unanimously.

Mr. Morin noted that the quarterly water sampling had been conducted but official results had not yet been received from the laboratory. Based on his firm's internal sampling data, he expressed confidence the water supply would meet regulatory thresholds.

Mr. Morin summarized the customer billing adjustments implemented since the Board's prior meeting. He also presented customer account write-offs and delinquent sums to be sent to collections. Director Sullivan moved that the Board approve customer account write-offs and to send delinquent sums to collection in accordance with the Manager's recommendation, as identified on Page 10 of the Manager's Report. Director Despres seconded the motion, which carried unanimously.

Mr. Morin also presented data for the number of customer accounts for which service was disconnected for nonpayment of bills. The Board took no action with respect to the information.

#### Agenda Item 5: Engineer's Status Report Regarding Pending Engineering Projects

- (a) Waterline Location and Easement Matters- Mr. Callegari reported that the waterline surveying project was ongoing. He noted that an easement description should be completed prior to the next meeting.
- (b) Modeling- Mr. Callegari also reported that his firm's water system modeling project was ongoing.
- (c) Site Plan- Mr. Callegari reported that legal counsel (Jeff Howard) recommended an interlocal agreement with the City of Austin to accomplish the impervious cover transfer.

#### Agenda Item 6: Lease of Property at 2302 San Juan Drive

Mr. Morin noted that it would be beneficial for the District property located at 2302 Lisa Drive to be utilized for storage of membrane units and other District equipment. After discussion, Sullivan moved that the Board notify the tenant that the District would require the site for District purposes after expiration of the current lease term, and that the lease agreement would not be renewed. Director Troy seconded the motion, which carried unanimously.

#### Agenda Item 7: Revisions to Rules Governing Water Service and/or Rate Order

The Board provided feedback to legal counsel regarding the draft Service Extension Policies. The Board took no other action with respect thereto.

The Board then considered service deposit requirements applicable to owners of rental property. Mr. Morin noted that some rental property owners requested that the District's rules be amended so that a landlord would not be required to provide a new service deposit and application

each time a tenant changes. The Board agreed to consider the request and asked Mr. Corbett and Mr. Morin to prepare draft policy revisions for consideration by the Board.

Agenda Item 8: District Website and Communication Matters

Mr. Morin reported that he had ordered District email accounts for each of the directors, and that they should be active in the next few days.

He also reported that the District's website had been modified to allow posting of information by District staff.

Agenda Item 9: Appointment of New Director

Mr. Morin noted that a number of residents had expressed interest in serving as a director of the District to fill the vacancy created by Director Breihan's death. Individual residents then spoke to the Board summarizing their interest and qualifications to serve as a director.

Executive Session:

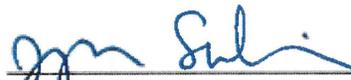
After discussion, at 9:24 p.m., Director Despres announced that the Board would go into Executive Session to discuss the potential appointment of a new director with respect to Agenda Item 9.

At 9:58 p.m., the Board reconvened the public meeting. Director Despres announced that no final decisions, actions or votes were taken in Executive Session.

The Board again considered appointment of a director to fill the vacancy. After discussion, Director Despres moved that the Board appoint Brian Burns to fill the vacancy. Director Sullivan seconded the motion, which carried unanimously.

Agenda Item 10: Adjournment

At 10:02 p.m., Director Kaufman moved to adjourn the meeting. The motion was seconded by Director Sullivan and passed unanimously. The meeting adjourned at 10:02 p.m.

  
Secretary

Date: 12/12/2017