

**DECEMBER 11, 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 11th day of December 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 7:34 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 Brian Burns; 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 November 13, 2017 Meeting Minutes

After discussion, Director Despres moved that the Board approve the November 13, 2017 meeting minutes as presented, subject to correction of Item 10 to clarify that Director Sullivan seconded the motion to adjourn. Director Sullivan seconded the motion, which carried unanimously (4-0).

Agenda Item 3: Appointment of Brian Burns as Director

Director Sullivan moved that the Board approve the Oath of Office, Statement of Officer and Director Bond for Brian Burns, and that the Board find that Director Burns is qualified to assume the duties of director. Director Kaufmann seconded the motion, which carried unanimously (4-0). A copy of the Oath of Office, Statement of Officer and Director Bond for Director Burns is attached to these minutes.

[Editor's Note: Director Burns assumed the duties of director at this point in the meeting.]

Mr. Corbett summarized the open government training requirements applicable to Mr. Burns.

The Board briefly discussed whether to change officer positions. After discussion, the Board took no action with respect thereto.

Director Sullivan moved that the Board authorize legal counsel to update and file a District Registration Form at TCEQ to identify Director Burns as a director of the District. Director Troy seconded the motion, which carried unanimously.

Agenda Item 4: Bookkeepers Report

Taylor Kolmodin presented the monthly Bookkeepers Report. After discussion, Director Kaufman moved that the Board approve the Bookkeepers Report and payment of bills (Check Nos. 2456 through 2481) and invoices as presented in the Report and Supplemental Bookkeepers Report. Director Troy seconded the motion, which carried unanimously. A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 5: Investment Policy and Investment Strategies

The Board discussed the Investment Policy and investment strategies of the District. After discussion, Director Kaufman moved that the Board adopt the Order approving the revised Investment Policy and affirming the investment strategies of the District. Director Troy seconded the motion, which carried unanimously. A copy of the Investment Policy approved by the Board is attached to these meeting minutes.

Agenda Item 6: Utility Operator's Report Regarding Water Service Operations

Mr. Morin presented his monthly report regarding water system repairs and operations. He noted that the official TTHM sampling results were well below applicable regulatory thresholds, and the District's annual running average for TTHMS was now below regulatory thresholds. The Board expressed appreciation for Crossroads' efforts and success in improving water quality for customers. The Board requested that Mr. Morin prepare and furnish certification of compliance to TCEQ in accordance with the ordering provisions of the TCEQ Agreed Order. Mr. Morin also reported that the District received a 100% favorable compliance report from TCEQ as a result of its annual inspection. Director Despres moved that Crossroads prepare and send a letter notifying customers of TTHM compliance. Director Sullivan seconded the motion, which carried unanimously. A copy of Mr. Morin's operations report is attached to these meeting minutes.

Mr. Morin presented monthly water loss and production data. He also described problems associated with the programmable logic controller at the water treatment facility, and reported that a new unit had been ordered and would be installed promptly. He also described operational challenges associated with the air compressors at the facility.

Mr. Morin summarized customer account adjustments as identified in the Board packets. He noted that the number of customer disconnects had decreased significantly relative to the prior month. He requested that the Board approve the write-off of two customer accounts and to authorize him to send the debts to collections. Director Sullivan moved that the Board approve the write-off of delinquent customer debt as identified on Page 10 of the Board packets and to authorize Crossroads to send the debt to collections. Director Troy seconded the motion, which carried unanimously.

Agenda Item 7: Engineer's Status Report Regarding Pending Engineering Projects

- (a) Waterline Location and Easement Matters- Mr. Callegari reported that the waterline surveying project had been completed.
- (b) Modeling- Mr. Callegari also reported that his firm's water system modeling project was ongoing.
- (c) Site Plan- Mr. Callegari reported that he was working with Jeff Howard to meet with City of Austin council members regarding an interlocal agreement that would approve the transfer of impervious cover to the water treatment plant facility for a new chemical storage unit.

Agenda Item 8: Lease of Property at 2302 San Juan Drive

Mr. Corbett reported that he had sent a courtesy email notice to the tenant advising him that the District would not extend the lease term, but had not received a response. The Board directed Mr. Corbett to send a reminder notice approximately 30 days prior to lease expiration if the tenant had not commenced cleanup activities by that date.

Agenda Item 9: Revisions to Rules Governing Water Service and/or Rate Order

The Board discussed potential revisions to the District's Rules Governing Water Service at length. In particular, the Board discussed the regulation and enforcement of unauthorized multiple connections within the District. The Board also discussed deposit requirements applicable to owners of multiple service connections within the District. The Board requested that these matters be included on future agendas for further discussion. No action was taken by the Board.

Agenda Item 10: District Website and Communication Matters

Mr. Morin reported that he had activated District email accounts for each of the directors. The Board asked him to determine whether the District's website could be modified to allow directors to directly access information of particular interest to the directors. The Board also discussed providing additional historical background information on the District website regarding the Board and individual directors. The Board took no final action regarding the matter.

Agenda Item 11: 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 10:03 p.m.


Secretary

Date: 1/8/2018