

**SEPTEMBER 9, 2019 MINUTES
MEETING OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 18**

A meeting of the Board of Directors of Travis County Water Control and Improvement District No. 18 was held on the 9th day of September 2019, 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.

The meeting was called to order at 7:32 p.m. with the following directors present: President Paul Despres, Vice-President Ashley Troy, Secretary Jennifer Sullivan and Director David Ochsner. Assistant Secretary/Treasurer Brian Burns was absent. Also present were Tony Corbett (District Attorney), Robby Callegari of CMA Engineering (District Engineer), Steve Kanetsky; Mike Morin of Crossroads Utility Services, LLC (District Manager) and Arturo Cornejo of Municipal Accounts and Consulting, LP (District Bookkeeper).

Agenda Item 1: Public Comment

None.

Agenda Item 2: Approval of Meeting Minutes

Director Despres moved that the Board approve the August 12, 2019 and August 29, 2019 meeting minutes as presented. Director Ochsner seconded the motion, which carried unanimously (4-0).

Agenda Item 3: Bookkeeper Report

Mr. Cornejo presented the monthly Bookkeepers Report. After discussion, Director Sullivan moved that the Board approve the Bookkeepers Report and payment of bills and invoices as presented in the Bookkeeper Report and supplemental Bookkeepers Report (Check Nos. 3238 through 3280). Director Troy seconded the motion, which carried unanimously (4-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 4: Budget Matters:

Mr. Cornejo presented a draft Fiscal Year 2020 budget. The Board asked questions regarding individual budget line items. After discussion, Director Despres moved that the Board adopt Resolution No. 2019-0909-01 Approving the FY 2020 Budget as presented subject to revision of the Woodlake Trails groundstorage tank budgeted expense to \$169,000. Director Troy seconded the motion, which carried unanimously (4-0).

Agenda Item 5: Operation and Service Matters

Mike Morin presented his monthly operations and services report. He provided monthly water loss data, billing information, customer account adjustments and service termination data. Mr. Morin reported that improvements for injection of sodium permanganate at the raw water intake facility were being implemented in order to control zebra mussel infestation. He also noted that cross-the-line starters had been installed and were operating property.

Director Despres moved that the Board approve the write off of delinquent customer bills as presented in the Operations Report and to send the debts to collections. Director Troy seconded the motion, which carried unanimously (4-0).

Mr. Morin also reported that water quality testing results indicated that there was no detectable blue-green algae in the raw water supply sampled at the District's intake structure.

Agenda Item 6: Engineer's Status Report Regarding Pending Engineering Projects

Mr. Callegari provided a status report regarding ongoing engineering projects. He noted that he anticipated submitting responses to the City of Austin water treatment plant chemical storage facility site plan comments in the next week. He also reported that the West Travis County PUA had still not furnished information regarding an emergency interconnect. He also reported that he was waiting to receive signed contracts from the contractor for installation of the automated meter reading system. During the report, the Board directed the Engineer to sign the Notice to Proceed on behalf of the District at such time as all required contract, insurance and bond information was received.

Mr. Callegari recommended that the Board approve the award of the contract for the Woodlake Trails ground storage tank to TTE, LLC in a contract amount of \$168,825.00. After discussion, Director Troy moved that the Board approve the award of the contract to TTE, LLC. Director Sullivan seconded the motion, which carried unanimously (4-0).

Mr. Kanetsky provided a brief report regarding the installation of 3-phase power at the District's intake facility. He noted that payment had been made to the City, and anticipated completion of the project within 90 days.

Mr. Kanetsky also provided information to the Board regarding installation of a licensed radio telemetry system. He presented an updated proposal from MPC Inc. for installation of the new system at a cost of \$59,801. After discussion, Director Troy moved that the Board approve the updated MPC Proposal. Director Sullivan seconded the proposal, which carried unanimously (4-0). A copy of the proposal is attached to these meeting minutes.

Agenda Item 8: Proposal to Provide Audit Services for Fiscal Year Audit

The Board then considered an engagement letter from McCall Gibson Swedlund Barfoot PLLC to provide audit services on behalf of the District. After discussion, Director Despres moved

that the Board approve the proposal as presented. Director Sullivan seconded the motion, which carried unanimously (4-0).

Agenda Item 7: Resolution Authorizing Payment of Director Fees

The Board considered adoption of a Resolution Authorizing Payment of Director Fees. After discussion, Director Despres moved that the Board adopt Resolution No. 2019-0909-02 as presented. Director Ochsner seconded the motion, which carried unanimously (4-0).

Agenda Item 9: District Website and Communication Matters

The Board tabled consideration of this matter.

Agenda Item 10: Board of Director Matters

Two residents of the District addressed the Board and expressed their interest in serving as a director of the District. After discussion, Director Sullivan moved that the Board accept the resignation of Director Burns. Director Troy seconded the motion, which carried unanimously (4-0). Director Troy then moved that Anna Panossian be appointed to fill the vacant director position. Director Ochsner seconded the motion, which carried unanimously (4-0).

Agenda Item 11: Summary of Action Items

The Board identified the following action items:

1. Mr. Morin would request TML to perform a risk assessment after completion of the new radio telemetry system installation.
2. Mr. Corbett will prepare director bond, oath of office and other documentation required for Anna Panossian to assume the duties of director at the next meeting.

Agenda Item 12: Adjournment

At 9:42 p.m., Director Despres moved to adjourn the meeting. The motion was seconded by Director Troy and passed unanimously (4-0). The meeting adjourned at 9:43 p.m.

John N. Seli
Secretary

Date: 10/14/19

