

**JANUARY 14, 2019 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 14th day of January 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.

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 Ashley Troy, and Director David Ochsner. Secretary Jennifer Sullivan and Assistant Secretary/Treasurer Brian Burns were absent. Also present were Anthony Corbett (District legal counsel); Alexia Kolmodin (District Bookkeeper); Robby Callegari of CMA Engineering (District Engineer), Mike Morin of Crossroads Utility Services, LLC (District Manager) and Nancy Olson of McCall Gibson Swedlund Barfoot PLLC (District Auditor).

Agenda Item 2: Public Comment

None.

Agenda Item 3: Approval of Meeting Minutes

Director Despres moved that the Board approve the December 10, 2018 meeting minutes as presented subject to correction of the paragraph numbering. Director Troy seconded the motion, which carried unanimously (3-0).

The Board discussed the timing of receipt of draft meeting minutes. Mr. Corbett stated that he would furnish draft meeting minutes when the draft meeting agenda was distributed to the Board (approximately one week prior to the meeting).

Agenda Item 4: Investment Policy

After discussion, Director Despres moved that the Board adopt the Order Approving the District's Investment Policy and Investment Strategies as presented. Director Ochsner seconded the motion, which carried unanimously (3-0). A copy of the Order Adopting the Investment Policy (including investment strategies) is attached to these meeting minutes.

Agenda Item 5: Bookkeeper Report

Alexia Kolmodin presented the monthly Bookkeepers Report. After discussion, Director Troy moved that the Board approve the Bookkeepers Report and payment of bills and invoices (Check Nos. 2928 through 2967) as presented in the Bookkeeper Report and Supplemental

Bookkeeper Report included in the Report. Director Ochsner seconded the motion, which carried unanimously (3-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 6: Fiscal Year Audit

Nancy Olson presented the 2018 Fiscal Year Audit Report to the Board. She noted that her firm issued a clean unmodified opinion to the District (the best possible). After conclusion of the report and related discussion, Director Troy moved that the Board approve the fiscal year audit report as presented. Director Ochsner seconded the motion, which carried unanimously (3-0). A copy of the fiscal year audit report is attached to these meeting minutes.

During the course of the discussion, the Board identified surplus bond monies referenced in the audit report. The Board asked whether the surplus bond monies may be used for the proposed water treatment plant improvements. The Board requested the District engineer, bookkeeper and legal counsel to provide information to the Board at its next meeting regarding this matter.

Agenda Item 7: Operation and Services Matters

Representatives of Atlas Utilities and Badger Meter (Jeff Watson and Dennis McConville, respectively) made a presentation to the Board regarding an electronic water meter reading system and software. The Board asked numerous questions. The Board requested the Manager to prepare a list of advantages and disadvantages relating to the project.

Mike Morin presented his monthly operations and services report. He provided data regarding water loss, usage and repair and maintenance activities. He noted that an intake pump had been repaired and was ready for reinstallation but that he was concerned about mussel infestation. He also noted that his firm was securing quotes for installation of a hydroblasting system to keep the equipment clear of mussels and possible installation of a chemical feed system to prevent infestation. After discussion, the Board requested that the Manager and Engineer investigate the matter and present a plan to the Board at the next meeting.

Mr. Morin also provided a report regarding recommended capital improvements. The Board packet included a list of recommendations. After the report, Director Despres noted that he would like the District to develop an Asset Management Plan that identifies the District's facilities and recommended practices for management and operation of the facilities. The Board also requested that the Manager schedule an inspection of District facilities by the Texas Municipal League (TML) in the near future.

The Board requested that the Manager investigate ownership of the District's website domain and provide a report at the next meeting.

The Board also asked the Manager to confirm that the water system repairs identified by Samco Leak Detection have been completed.

Agenda Item 8: Engineer's Status Report Regarding Pending Engineering Projects

Mr. Callegari provided a status report regarding ongoing engineering projects, including City of Austin site plan review for the water treatment plant project. He noted that the City of Austin had declared the Site Plan as administratively complete. He provided a brief update regarding the status of City of Austin electric upgrades for the intake structure. He also noted that he had completed a plan review for an improvement project to be undertaken by the Westlake Bible Church. No action was taken by the Board regarding the report.

Agenda Item 9: Easement Agreement with Jeffrey Dochen

Mr. Corbett reported that a Right of Entry Agreement had been prepared and furnished to Mr. Dochen providing the District with authorization to enter his property to identify the existing waterline location and survey an easement for the waterline. Mr. Morin noted that Mr. Dochen had not yet responded.

Agenda Item 10: District Website and Communication Matters

The Board tabled consideration of this matter.

Agenda Item 11: Adjournment

At 10:18 p.m., Director Ochsner moved to adjourn the meeting. The motion was seconded by Director Troy and passed unanimously (3-0). The meeting adjourned at 10:18 p.m.


Secretary

Date: February 12, 2019