

**MAY 13, 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 13th day of May 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 7:34 p.m. with the following directors present: President Paul Despres, Vice-President Ashley Troy, Secretary Jennifer Sullivan, Secretary/Treasurer Brian Burns and Director David Ochsner. Also present were Tony Corbett (District Attorney), Robby Callegari of CMA Engineering (District Engineer), Mike Morin of Crossroads Utility Services, LLC (District Manager) and Taylor Kolmodin of Crossroads Utility Services (District Bookkeeper).

Agenda Item 1: Public Comment

A resident asked how frequently the District's tanks are inspected. The District's Manager answered the question. She also requested that minutes be posted more timely on the District's website. She asked questions regarding the proposed meter replacement program, which Mr. Morin answered. The resident also asked about the District's zebra mussel control strategies.

Agenda Item 2: Approval of Meeting Minutes

Director Sullivan moved that the Board approve the April 15, 2019 meeting minutes subject to certain corrections identified by the Board. Director Troy seconded the motion, which carried unanimously (5-0).

Agenda Item 3: Bookkeeper Report

Taylor Kolmodin presented the monthly Bookkeepers Report. After discussion, Director Despres moved that the Board approve the Bookkeepers Report and payment of bills and invoices (Check Nos. 3057 through 3103) as presented in the Bookkeeper Report and Supplemental Bookkeeper Report. Director Troy seconded the motion, which carried unanimously (5-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 4: Operation and Service Matters

Mike Morin presented his monthly operations and services report. He provided data regarding water loss, usage and repair and maintenance activities. He reported that the District's daily water consumption had decreased significantly in response to the District's water restrictions while plant improvements are underway. He also reported that the water plant improvements were progressing well, and he anticipated completion in the next couple of weeks. He noted that the leaking water tank on Woodlake Trail had been taken out of service. He recommended that the

storage tank be replaced or repaired although the water model indicated that the capacity is not needed for existing system demands. He also reported that the West Travis County PUA had contacted him and proposed a consortium between water systems that divert raw water from Lake Austin to address zebra mussel control. He also reported that his company would send out the annual Consumer Confidence Reports (CCRs) to District customers in the next few weeks.

The Board then considered potential conversion of the District's utility billing software. Mr. Morin noted that this firm was changing billing and payment vendors for all of the utility systems that it manages. The Board directed that ample notice of the changes, including customer options, costs and obligations, be provided to customers. The Board requested that Mr. Morin prepare a draft notice summarizing the new options, costs and customer responsibilities for consideration by the Board next meeting. The Board also requested that he furnish data and metrics to the Board regarding existing customer bill payment methods. The Board tabled consideration of the contracts.

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

Mr. Callegari provided a status report regarding ongoing engineering projects. He reported that the Water Treatment Plant Site Plan revisions remained underway. He also reported that the West Travis County PUA had not yet considered the District's request for an emergency interconnect due to a change in personnel. Mr. Callegari reported that he would not recommend repair of the leaking tank and instead recommended that it be replaced. He also reported that based on costs for encasement, he recommended that the District should proceed to bury the existing overland water transmission line. He also reported that his firm is preparing the application to TCEQ for authorization to use surplus bond proceeds for pending projects.

#### Agenda Item 6: Purchase of Impervious Cover Rights

After an overview by Mr. Corbett, Director Sullivan moved that the Board of Directors approve the following relating to the District's purchase of impervious cover rights: (i) Escrow Agreement Relating to Transfer of Impervious Cover Rights; and (ii) Restrictive Covenant Relating to Transfer of Impervious Cover Rights. Director Burns seconded the motion, which carried unanimously (5-0).

#### Agenda Item 7: Agreement with Jeffrey Dochen Relating to Service Commitment and Easement

The Board tabled consideration of this item.

#### Agenda Item 8: District Website and Communication Matters

The Board discussed possible creation of an online message board or use of social media to provide information to the public regarding District business. Mr. Corbett discussed the Open Meetings Act implications associated with the communications on social media. The Board indicated that Directors Troy and Sullivan would continue to provide factual and policy information on social media to ensure that a quorum of directors do not deliberate in violation of the Open Meetings Act.

### Agenda Item 9: Summary of Action Items

The Board identified the following action items:

1. Mr. Morin would post approved meeting minutes on the District's website.
2. Mr. Morin would prepare a form notice to customers summarizing the new billing software alternatives, costs and customer obligations. He would also provide data to the Board regarding existing customer payment methods.
3. Mr. Corbett will ask Crossroads to confirm the accuracy of the fees in the utility billing software contracts.
4. Mr. Corbett would include agenda items on the next meeting agenda for: (i) temporary lease of District space for meter storage; and (ii) a boy scout project for painting of fire hydrants.
5. Director Burns would investigate the regulatory requirements applicable to water treatment plant chemicals storage due to the proximity to Lake Austin.
6. Mr. Callegari would prepare bid documents for replacement of the leaking water storage tank on Woodland Trail.
7. Mr. Morin would solicit proposals for tank inspection services.
8. Mr. Callegari would contact a contractor to determine the estimated costs of burying the existing overland water transmission line.
9. Mr. Morin will send an updated list of recommended capital improvements to Director Burns, and include the list in the next Board packet.

### Agenda Item 11: Adjournment

At 9:58 p.m., Director Burns moved to adjourn the meeting. The motion was seconded by Director Ochsner and passed 4-1, with Director Troy voting against the motion. The meeting adjourned at 9:59 p.m.

James N. Sullivan  
Secretary

Date: June 10, 2019