

**JUNE 10, 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 10th day of June 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 7:38 p.m. with the following directors present: Vice-President Ashley Troy, Secretary Jennifer Sullivan and Director David Ochsner. President Paul Despres and Secretary/Treasurer Brian Burns were absent. 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

None.

Agenda Item 8: Boy Scout Project

Drake Lewis addressed the Board to request authorization to paint the District's fire hydrants, and replace the related reflective road markers, as an Eagle Scout Project. He requested that the District furnish paint for the project, and that the project would be coordinated with the local fire department. After discussion, Director Sullivan moved that the Board approve the proposed Eagle Scout project request, and to authorize Crossroads to furnish paint for the project. Director Ochsner seconded the motion, which carried unanimously (3-0).

Agenda Item 2: Approval of Meeting Minutes

Director Troy moved that the Board approve the May 13, 2019 meeting minutes subject to clarifying that Director Troy voted against the motion to adjourn. Director Sullivan seconded the motion, which carried unanimously (3-0).

Agenda Item 12: Radio Study for Telemetry System

Mr. Morin recommended that the Board approve a proposal from Municipal Pump & Control, Inc. for a line of site study to improve radio telemetry communications for District facilities. After discussion, Director Troy moved that the Board approve the study and to authorize Crossroads to purchase and install the equipment subject to prior approval of a director. Director Ochsner seconded the motion, which carried unanimously (3-0).

### Agenda Item 3: Bookkeeper Report

Taylor 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. 3104 through 3151) as presented in the Bookkeeper Report and Supplemental Bookkeeper Report. Director Sullivan seconded the motion, which carried unanimously (3-0). 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 noted that the lack of three phase electricity at the intake site was causing the intake pumps to trip repeatedly. Mr. Callegari noted that Austin Energy was backlogged and therefore had not yet extended three phase electricity to the site. Director Sullivan agreed to call a City Council member to discuss the matter. The Board also authorized Mr. Corbett to send a letter to the City if Director Sullivan's communications were not successful. Mr. Callegari also suggested that the District remove the VFDs and replace them with temporary across the line starters to mitigate the problem until three-phase power is extended to the site by Austin Energy. After discussion, the Board directed Crossroads to proceed with the work in accordance with Mr. Callegari's recommendation.

Mr. Morin also provided data regarding water use within the District, service outages and maintenance activities during the preceding month.

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

Mr. Callegari provided a status report regarding ongoing engineering projects. The Board asked questions but took no action regarding the report.

Mr. Callegari presented a draft agreement for payment of engineering fees to the PUA for evaluation of an emergency interconnect. After discussion, Director Sullivan moved that the Board approve the agreement. Director Ochsner seconded the motion, which carried unanimously (3-0).

### Agenda Item 11: Release of Easement

After discussion, Director Sullivan moved that the Board approve the release of the 5-foot public utility easement between 2803 Edgewater and 2805 Edgewater. Director Troy seconded the motion, which carried unanimously (3-0).

### Agenda Item 6: Conversion of Utility Billing Software

Mr. Morin presented data to the Board regarding the forms of payment by existing District customers. After discussion, Director Troy moved that the Board approve the agreements for conversion of the District's utility billing software, and to approve the on-line bill check elimination. Director Ochsner seconded the motion, which carried unanimously (3-0). The Board

also requested that Mr. Morin prepare draft correspondence to the customers identifying the new payment options and its benefits.

Agenda Item 7: Lease Agreement

Mr. Morin presented a draft lease agreement for lease of space to Badger Meter for meter storage. After discussion, Director Sullivan moved to approve the lease agreement. Director Troy seconded the motion, which carried unanimously (3-0).

Agenda Item 9: District Website and Communication Matters

The Board tabled consideration of this item.

Agenda Item 10: 2019 Legislation

Mr. Corbett summarized potential bills of interest to the Board and the District. The Board took no action regarding the report.

Agenda Item 13: Summary of Action Items

The Board identified the following action items:

1. The Board directed Mr. Callegari to prepare a map identifying the District's water pressure zones.
2. Mr. Callegari would further research the existence of easements for the District's overland water line. He would also secure pricing information for encasement of the line
3. Mr. Corbett would prepare a letter to the City expressing its concerns regarding the delays by Austin Energy in extending three phase power to the District's intake if the City did not expedite the project in response to Director Sullivan's requests.

Agenda Item 14: Adjournment

At 10:00 p.m., Director Troy moved to adjourn the meeting. The motion was seconded by Director Ochsner and passed unanimously (3-0). The meeting adjourned at 10:01 p.m.

James N. Sub  
Secretary

Date: July 8, 2019