

**JULY 8, 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 8th day of July 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 7:33 p.m. with the following directors present: Secretary Jennifer Sullivan, Director David Ochsner and Secretary/Treasurer Brian Burns. President Paul Despres arrived at 7:37 p.m. Vice-President Ashley Troy was 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 Municipal Accounts and Consulting, LP (District Bookkeeper).

Agenda Item 1: Public Comment

None.

Agenda Item 2: Approval of Meeting Minutes

[Editor's Note: Director Despres arrived at this point of the meeting.]

Director Ochsner moved that the Board approve the June 10, 2019 meeting minutes as presented. Director Burns seconded the motion, which carried unanimously (4-0).

Agenda Item 3: Bookkeeper Report

Taylor Kolmodin presented the monthly Bookkeepers Report. After discussion, Director Sullivan moved that the Board approve the Bookkeepers Report and payment of bills and invoices (Check Nos. 3153 through 3189) as presented in the Bookkeeper Report and Supplemental Bookkeeper Report. Director Ochsner seconded the motion, which carried unanimously (4-0). 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 monthly water loss data, customer account adjustments and service termination data, and billing information. In accordance with his recommendation, Director Despres moved that the Board approve the write off of a delinquent customer account for 809 El Viejo Camino and to send the delinquent debt to collections. Director Burns seconded the motion, which carried unanimously (4-0).

Mr. Morin also provided a report on the status of operations of the radio telemetry system and telemetry study. He noted that he had not yet received a proposal for the new equipment. The Board requested Mr. Morin to determine whether an FCC license was required for the project and if so, that any license be secured in the name of the District.

Mr. Morin also reported that he anticipated that Crossroads would install the across-the-line starters in the next two weeks. He also provided a report on the status of the utility billing software conversion.

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

Mr. Callegari provided a status report regarding ongoing engineering projects. He summarized the comments received from the City of Austin Water relating to the Water Treatment Plant Site Plan revision. He also reported that he had furnished the emergency interconnect engineering study agreement to the West Travis County Public Utility Agency but had not yet received a response. He reported that his firm had advertised for bids for replacement of the District's meters with an automated meter reading system. Mr. Callegari also reported that his firm had started preparation of contract documents for replacement of the Woodlake Trails ground storage Tank. Finally, he reported that his firm had submitted an official exception request to TCEQ to leave an existing water line aboveground.

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

Mr. Morin had no further information to report regarding this matter (in addition to the information presented in his monthly operations report).

#### Agenda Item 7: Scout Project

The Board discussed the proposed fire hydrant painting project. The Board requested that material safety data sheets be furnished to the scouts for the paint. The Board also requested that paint brushes be utilized instead of spray painting. The Board authorized Mr. Morin to provide steel brushes and paint brushes to the scouts for the project.

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

The Board tabled consideration of this item.

#### Agenda Item 9: Radio Telemetry System

The Board had no further discussion regarding this matter.

#### Agenda Item 10: Summary of Action Items

The Board identified the following action items:

1. Mr. Morin would investigate whether the new radio telemetry system is subject to FCC licensing;
2. Mr. Morin would prepare a draft notice to customers regarding the new customer billing and payment system for Board review;
3. Mr. Morin would ensure the Boy Scouts use paint brushes and not spray paint for the hydrant painting project; and
4. The Board would consider a process for identification and appointment of a new director to replace Director Burns upon his future resignation.

Agenda Item 11: Adjournment

At 8:42 p.m., Director Sullivan moved to adjourn the meeting. The motion was seconded by Director Ochsner and passed unanimously (4-0). The meeting adjourned at 8:43 p.m.

James N. Suli  
Secretary

Date: 8/12/2019