

**AUGUST 12, 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 12th day of August 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 7:35 p.m. with the following directors present: Vice-President Ashley Troy, Secretary Jennifer Sullivan, and Assistant Secretary/Treasurer Brian Burns. President Paul Despres and Director David Ochsner 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 Municipal Accounts and Consulting, LP (District Bookkeeper).

Agenda Item 1: Public Comment

None.

Agenda Item 2: Approval of Meeting Minutes

Director Troy moved that the Board approve the July 8, 2019 meeting minutes as corrected. Director Sullivan 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. 3191 through 3236) as presented in the Bookkeeper Report and Supplemental Bookkeeper Report (including the quarterly investment report). Director Burns seconded the motion, which carried unanimously (3-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

The Board also directed that Check No. 3225 be voided.

Agenda Item 4: Budget and Tax Matters:

Ms. Kolmodin presented a draft Fiscal Year 2020 budget for discussion by the Board. The Board asked questions and provided feedback regarding the proposed budget but took no action.

After Mr. Corbett noted that certified tax values had not yet been received by the Travis County Central Appraisal District, the Board deferred consideration of proposed tax rates for Tax Year 2019.

#### Agenda Item 5: 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.

During the discussion, the Board discussed the implementation of a new radio telemetry system for the District's facilities. Mr. Morin presented an updated cost proposal. The Board discussed the need to advertise for bids for the new project and whether it qualified as an emergency project. After discussion, Director Sullivan moved that the District Engineer confirm with the electrical engineer that the radio towers are the only viable solution for the communications issues and upon receipt of such confirmation, that the District Engineer be authorized to prepare a bid package and advertise for bids. Director Burns seconded the motion, which carried unanimously (3-0).

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

Mr. Callegari provided a status report regarding ongoing engineering projects. He reported that the City of Austin furnished comments regarding the water treatment plant site plan. He also reported that the West Travis County PUA had not yet furnished information regarding the emergency interconnect study. He also reported his firm had published the advertisement for bids for the Woodlake Trails ground storage tank replacement project.

Mr. Callegari presented the bid received installation of an automated meter reading system. He recommended the Board award the contract to RTS Water Solutions. After discussion, Director Sullivan moved that the Board approve the award of the contract to RTS Water Solutions and that the District Engineer be authorized to issue the Notice of Award to the contractor. Director Troy seconded the motion, which carried unanimously (3-0). During the course of the discussion, the Board requested that a draft customer notification letter be presented to the Board at its next meeting.

#### Agenda Item 7: District Website and Communication Matters

Mr. Corbett noted that he would work with Mr. Morin to cause information to be posted on the District's website in compliance with HB 305 passed by the Texas Legislature. The Board took no action regarding this item.

#### Agenda Item 8: Board of Director Matters

Director Burns reported that he had not yet sold his property within the District and that he was willing to continue to serve as director. The Board tabled consideration of this matter.

#### Agenda Item 9: Summary of Action Items

The Board identified the following action items:

1. Mr. Callegari would proceed with solicitation of bids for a new radio telemetry system upon confirmation that there are no viable alternatives.
2. The next meeting agenda would include an item for the Board to consider adoption of a resolution approving payment of director fees.
3. Mr. Morin would prepare and bring a draft customer notification letter for the AMR project to the Board's next meeting for discussion.
4. Mr. Corbett would work with Mr. Morin to cause the HB 305 information to be added to the District's website.
5. Mr. Morin would cause water quality samples to be taken at the District's intake facilities for blue algae.

Agenda Item 11: Adjournment

At 9:23 p.m., Director Sullivan moved to adjourn the meeting. The motion was seconded by Director Troy and passed unanimously (3-0). The meeting adjourned at 9:23 p.m.

Amr Suli  
Secretary

Date: 9/9/2019