

**DECEMBER 9, 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 9th day of December 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: Vice-President Ashley Troy; Secretary Jennifer Sullivan, and Assistant Secretary/Treasurer Anna Panossian. President Paul Despres and Assistant Secretary 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 Sullivan moved that the Board approve the November 11, 2019 meeting minutes as presented. Director Panossian 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 as presented in the Bookkeeper Report and supplemental Bookkeepers Report (Check Nos. 3359 to 3380) with the exception of payment of director fees to any absent director. 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 the monthly operations and services report. He summarized the status of monthly operations and provided monthly water loss data, billing information, customer account adjustments and service termination data. He noted that the sodium permanganate system for mussel control had been installed and was operational. He also reported that valves at the water treatment plant were experiencing operational issues that were under investigation. Mr. Morin reported that one pump at the intake structure had been pulled for repairs, and that a second pump would be pulled and repaired after reinstallation of the first pump. He reported that the District experienced a large break on December 4, 2019 that resulted in a boil water notice. Finally, Mr.

Morin noted that he was still working on preparation of a notice letter to customers regarding the proposed new billing and payment system.

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

Mr. Callegari provided a status report regarding ongoing engineering projects. He generally reported the following: (i) that he was still waiting on City of Austin approval for the final water treatment plant site plan revisions; (ii) that the tank for the Woodlake Trails ground storage tank had been ordered and completion of the project may be delayed depending on the date of delivery; and (iii) that he was working with TCEQ on the conditional approval letter for the aboveground waterline improvements.

The Board discussed the proposed contract for installation of new automated meter reading system. After discussion, Director Sullivan moved that the Board authorize execution of a contract only if it provides for a fully functioning system as a condition of completion and acceptance of the facilities. Director Troy seconded the motion, which carried unanimously (3-0).

Mr. Callegari reported that the West Travis County PUA had still not conducted its emergency interconnect study. The Board asked Mr. Callegari to secure a firm schedule for completion of the study.

Director Troy moved that the Board adopt a Resolution approving an application to TCEQ for authorization to use surplus bond monies to fund water system improvements subject to including authorization to spend accrued interest on the surplus funds. Director Panossian seconded the motion, which carried unanimously (3-0).

Agenda Item 6: District Website and Communication Matters

The Board tabled consideration of this matter.

Agenda Item 7: Summary of Action Items

The Board identified the following action items:

1. Individual directors would identify proposed locations for the installation of signs to communicate boil water notices and other service information to District customers;
2. Mr. Callegari would contact the West Travis County PUA to request a firm date for completion of the emergency interconnect study;
3. Mr. Callegari would contact the Lake Hills Community Association regarding an electric easement required by the City of Austin;
4. Mr. Corbett would communicate to RTS and Badger that the contract for installation of the system must provide for a fully functioning system as a condition of acceptance of the improvements; and

5. Mr. Morin would continue to work on letters to customers regarding the new billing and payment system.

Agenda Item 8: Adjournment

At 8:45 p.m., Director Troy moved to adjourn the meeting. The motion was seconded by Director Sullivan and passed unanimously (3-0). The meeting adjourned at 8:45 p.m.

John S. ...
Secretary

Date: 1/13/2020

