

**FEBRUARY 10, 2020 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 February 2020, 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: President Paul Despres; Vice-President Ashley Troy; Secretary Jennifer Sullivan, and Assistant Secretary David Ochsner. Secretary/Treasurer Anna Panossian was absent. Also present were Tony Corbett (District Attorney), Robby Callegari and Abraham Van Vleck of CMA Engineering (District Engineer), Mike Morin of Crossroads Utility Services, LLC (District Manager) and Tyler Wilson 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 January 13, 2020 meeting minutes as presented. Director Troy seconded the motion, which carried unanimously (4-0).

Agenda Item 3: Audit

A representative of McCall Gibson Swedlund Barfoot PLLC presented the District's 2019 Fiscal Year Audit Report. She reported that her firm had issued an unqualified "clean" opinion to the District. After presentation of the report, Director Sullivan moved that the Board approve the Audit Report as presented. Director Ochsner seconded the motion, which carried unanimously (4-0).

Agenda Item 4: Bookkeeper Report

Tyler Wilson 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 3423 to 3452) with the exception of payment of director fees to any absent directors. Director Sullivan seconded the motion, which carried unanimously (4-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 5: Investment Policy

After discussion, Director Despres moved that the Board adopt the Order approving the District's Investment Policy including the investment strategies set forth therein. Director Troy seconded the motion, which carried unanimously (4-0).

Agenda Item 6: Operation and Service Matters

Mike Morin presented his 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. Mr. Morin also reported on the status of ongoing maintenance and improvement projects. He noted that Crossroads had purchased replacement membrane units for the Water Treatment Plant.

Mr. Morin noted that the customer billing and payment software transition was in process. The Board directed him to waive any late fees associated with the transition.

Mr. Morin noted that the Woodlake Trails Groundstorage Tank project would require access through adjacent property. He noted that the property owner had agreed to grant access provided the District restores any damage and provided two small trees are planted. The Board authorized Mr. Morin to restore the property and to plant the trees in return for access rights.

Agenda Item 7: Engineering Report

Mr. Callegari presented his monthly engineering report.

Agenda Item 8: District Website and Communication Matters

Mr. Corbett noted that Senate Bill 2, enacted by the Legislature during its 2019 Session, requires the District to post certain financial and other information on the District's website. He noted that he was working with the District's website operator with respect to the matter, and would secure additional information for consideration by the Board.

Agenda Item 8: Summary of Action Items

The Board identified the following action items:

1. Mr. Corbett would work on SB2 website posting requirements;
2. Mr. Corbett would add an agenda item for regulatory compliance matters;
3. Mr. Morin would schedule a tour of facilities for the Board; and
4. Mr. Corbett would prepare the proposed amendment for the automated meter reading system contract.

Agenda Item 9: Adjournment

At 9:05 p.m., Director Troy moved to adjourn the meeting. The motion was seconded by Director Ochsner and passed unanimously (4-0). The meeting adjourned at 9:05 p.m.

