

**APRIL 13, 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 13th day of April 2020, beginning at 7:30 p.m. 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. In accordance with the Governor's emergency proclamation suspending certain provisions of the Texas Open Meetings Act effective March 16,2020 in response to COVID-19 virus, notice of the meeting provided information for all persons, including members of the public, to join the meeting telephonically.

The meeting was called to order at approximately 7:30 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 (legal counsel), 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 Despres moved that the Board approve the March 9, 2020 meeting minutes as presented subject to identifying Andrew Hunt as the representative of Crossroads Utility Services, LLC present at the meeting. Director Sullivan seconded the motion, which carried unanimously (4-0).

Agenda Item 3: Bookkeeper Report

Tyler Wilson presented the monthly Bookkeepers Report. After discussion, Director Despres moved that the Board approve the Bookkeepers Report and payment of bills and invoices as presented in the Bookkeeper Report with the exception of payment of director fees to any absent directors (Check Nos. 3492 through 3523). Director Troy seconded the motion, which carried unanimously (4-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 4: Bookkeepers Account Resolution

After discussion regarding the payment of District expenses during the COVID-19 emergency declaration, Director Despres moved that the Board adopt the Resolution Regarding Bookkeepers Account to authorize the bookkeeper to fund certain District expenditures in accordance with the terms and conditions of the resolution. Director Ochsner seconded the motion, which carried unanimously (4-0).

Agenda Item 5: COVID-19 Matters

Mr. Morin recommended that the Board approve the waiver of late fees and termination of water service during the duration of the COVID-19 emergency declaration. After discussion, Director Sullivan moved that the Board approve the waiver of late fees and suspend disconnection of water service for nonpayment for the duration of the COVID-19 emergency declaration. 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 all intake pumps were now operational, that the new radio communications system was installed and operational, that the old Woodlake groundstorage tank had been removed, and that a new rack of replacement membranes had been installed at the water treatment plant.

Agenda Item 7: Regulatory Compliance Matters

The Board tabled consideration of this matter.

Agenda Item 8: Engineering Report

Abraham Van Vleck presented the monthly engineering report. He reported that the West Travis County Public Utility Agency was still considering the emergency interconnect. He also reported that his firm was preparing a bid package for electric upgrades at the raw water intake. He reported that he was waiting on a response from TCEQ with respect to the proposed aboveground waterline project. Mr. Van Vleck reported that his firm had requested payment of a service investigation fee from Mr. Dochen, but payment had not been received. He also provided a report regarding the relocation of a waterline at Tumbleweed Trail.

Agenda Item 9: Pall Service Agreement

Mr. Morin recommended that the Board approve the proposed service contract with Pall Corporation for the water treatment plant facility. After discussion, Director Despres moved that the Board approve the contract as presented (4-0). Director Ochsner seconded the motion, which carried unanimously.

Agenda Item 10: Automated Meter Reading System Contract

The Board discussed a proposed Amendment to the automated meter reading system contract to ensure functionality at each end point. After discussion, Director Despres moved that the Board approve the Amendment as presented. Director Troy seconded the motion, which carried unanimously (4-0).

Agenda Item 11: District Website and Communication Matters

The Board tabled consideration of this item.

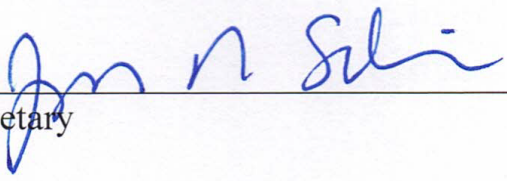
Agenda Item 12: Summary of Action Items

The Board identified the following action items:

1. Mr. Corbett would correct the March meeting minutes.
2. Mr. Van Vleck would coordinate finalization and execution of construction documents for the AMR replacement project.

Agenda Item 13: Adjournment

At 8:56 p.m., Director Ochsner moved to adjourn the meeting. The motion was seconded by Director Despres and passed unanimously (4-0). The meeting adjourned at 8:57 p.m.


Secretary

Date: May 11, 2020