

**JUNE 8, 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 8th day of June 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 pandemic, notice of the meeting provided information for all persons, including members of the public, to join and participate in the meeting by telephone or by weblink.

The meeting was called to order at approximately 7:35 p.m. with the following directors present: President Paul Despres, Vice-President Ashley Troy (who joined at approximately 7:40 p.m.), Secretary Jennifer Sullivan, Assistant Secretary David Ochsner and Secretary/Treasurer Anna Panossian. 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 May 11, 2020 meeting minutes as presented. Director Panossian seconded the motion, which carried unanimously (4-0).

Agenda Item 3: Bookkeeper Report

[Editor's Note: Ashley Troy joined the meeting during consideration of this item.]

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 (Check Nos. 10358 through 10405) with the exception of payment of director fees to any absent directors. Director Ochsner seconded the motion, which carried unanimously (5-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

[Editor's Note: The Board later requested that the payment to the contractor for the Woodlake Trails Groundstorage Tank installation project be held until more information was secured regarding the location of installation of the tank on the foundation and receipt of confirmation from the District Engineer that payment was recommended.]

Agenda Item 4: COVID-19 Matters

Mr. Morin provided a brief report regarding the modification of utility operation procedures in response to COVID-19. The Board asked questions regarding public access within the office lobby. Mr. Morin described sanitation procedures and noted that only one member of the public was allowed in the office at any time. The Board took no action in response to the Report.

#### Agenda Item 5: 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 valves in the water treatment plant were being replaced on an as-needed basis. He also reported that the upgrade in electricity to the intake structure would likely not occur until September, 2020. He reported that construction of the Woodlake Trails Groundstorage Tank was expected to be completed in the next week. Mr. Morin also summarized billing adjustments in accordance with the District's leak adjustment policy. He provided a brief status report regarding the proposed meter replacement project and noted that automated meters had been ordered. He anticipated that work would commence in approximately one month. The Board took no action in response to the report.

#### Agenda Item 6: Regulatory Compliance Matters

The Board tabled consideration of this matter.

#### Agenda Item 7: Engineering and Construction Projects

Abraham Van Vleck presented the monthly engineering report. He provided status reports regarding the following projects:

- i. Emergency Interconnect with WTCPUA: Mr. Van Vleck reported that the WTCPUA had verified the location of existing facilities and was evaluating options for an interconnect.
- ii. Electrical upgrades at the Intake: Mr. Van Vleck reported that the pre-bid meeting with contractors had taken place and that based on feedback from prospective contractors, the period for completion of the projected in the construction documents had been extended. He noted that the bid opening was scheduled for June 11, 2020.
- iii. Water Meter Replacement: Mr. Van Vleck reported that the contractor had completed the meter survey. He also reported that the project was scheduled for completion in November 2020.
- iv. Membrane Building Upgrades: Mr. Van Vleck reported that the bid advertisement was scheduled for publication in the next week.

- v. Woodlake Trails GST: Mr. Van Vleck reported that the tank project would soon be completed. He noted that the tank structure was not centered on the foundation. The Board directed him to gather more information about the matter and prepare a written record of his findings and recommendations.
- vi. Aboveground Waterline on Ski Slopes: Mr. Van Vleck reported that his firm anticipating submission of construction drawings and a report to TCEQ in the next week or so.
- vii. Tumbleweed Waterline Relocation: Mr. Van Vleck reported that the District had executed the interlocal agreement with Travis County.

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

The Board tabled consideration of this item.

#### Agenda Item 9: Cybersecurity Training

Mr. Corbett reminded the Board that the deadline for completion of annual cybersecurity training is June 14, 2020.

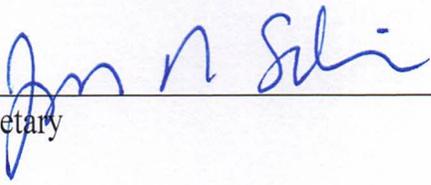
#### Agenda Item 10: Summary of Action Items

The Board identified the following action items:

1. The District Engineer would secure more information regarding the terms and costs of an emergency water supply agreement with the West Travis County PUA; and
2. Mr. Van Vleck would also further investigate the installation of the Woodland Trails groundstorage tank on the foundation and confirm it was acceptable, and document his conclusion in writing.

#### Agenda Item 13: Adjournment

At 8:45 p.m., Director Panossian moved to adjourn the meeting. The motion was seconded by Director Despres and passed unanimously (5-0). The meeting adjourned at 8:45 p.m.

  
Secretary

Date: July 13, 2020