

**FEBRUARY 8, 2021 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 February 2021, 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 remotely (by telephone or by weblink).

The meeting was called to order at approximately 7:32 p.m. with the following directors present: President Paul Despres, Vice-President Ashley Troy, Secretary Jennifer Sullivan, and Secretary/Treasurer Anna Panossian. Assistant Secretary David Ochsner was absent. Also present were Tony Corbett (District 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). Nancy Olson of McCall Gibson Swedlund Barfoot PLLC (District auditor) was also present.

Agenda Item 1: Public Comment

None.

Agenda Item 9: Community Garden

Kristy Wisdom and Selina Serma asked questions regarding the proposed terms of a lease agreement for a Community Garden. They also asked about the ability to remove trees, and the estimated cost to fence the property. Mike Morin reported that Crossroads removed the septic tank and abandoned gas lines from the proposed garden tract.

The Board indicated that it would not authorize private residents to remove trees, and preferred that a properly bonded and insured contractor do so. The Board further stated that general improvements to the site could be undertaken by the District upon approval by the Board, but improvements that are garden-specific would be undertaken by the tenant after a final agreement is reached.

The Board authorized Director Despres to work with Ms. Wisdom and Ms. Serma over the next month to discuss the project in more detail and bring back recommendations to the Board for consideration at its next meeting.

Ms. Wisdom and Ms. Serma stated that they intended for the garden project to be sponsored by Fruitful Commons. They stated that they would bring back more information to the Board regarding the organizational structure of the proposed lessee.

## Agenda Item 2: Approval of Meeting Minutes

Director Despres moved that the Board approve the January 11, 2021 meeting minutes as presented subject to correction of Director Panossian's name. Director Panossian seconded the motion, which carried unanimously (4-0).

## Agenda Item 3: 2020 Fiscal Year Audit Report

Nancy Olson presented the 2020 Fiscal Year Audit report. She reported that her firm had rendered an unqualified (clean) opinion. After discussion, Director Panossian moved that the Board approve the audit report as presented. Director Despres seconded the motion, which carried unanimously (4-0).

## Agenda Item 4: Bookkeeper Report

Tyler Wilson presented the monthly Bookkeepers Report. After the report, Director Despres moved that the Board approve the Bookkeepers Report, and payment of bills and invoices as presented in the Bookkeeper Report and Supplemental Report (Check Nos. 10679 through 10699) with the exception of director fees for 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

Mr. Corbett presented an updated draft Investment Policy for the Board's annual review and adoption. After discussion, Director Despres moved that the Board adopt the Order Approving Investment Policy and Investment Strategies as presented. Director Troy seconded the motion, which carried unanimously (4-0).

## Agenda Item 6: COVID-19 Policies

Mr. Morin provided a brief report regarding the impact of COVID-19 on District operations. The Board took no action.

## Agenda Item 7: 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 metrics.

Mr. Morin reported that the installation of automated residential meters would be completed soon. He also reported that TCEQ had issued a violation for lead and copper sampling to the District, but he believed the agency's finding of violation was in error.

Director Sullivan moved that the Board approve the write-off of the delinquent customer account balance identified in the Board packet and to send the matter to collections. Director Despres seconded the motion, which carried unanimously (4-0).

Agenda Item 8: Purchase of Membranes and Programming Services for Water Treatment Plant

Mr. Morin presented a proposal from Pall Water for sale of membrane units to the District for the water treatment facility. After discussion, Director Despres moved that the Board approve the proposal and installation supervision services by Pall. Director Sullivan seconded the motion, which carried unanimously (4-0).

Agenda Item 10: Regulatory Compliance Matters

Mr. Morin presented a proposal from Pall Water for water treatment programming services to satisfy new TCEQ regulatory requirements for membrane water treatment plants. Director Despres moved that the Board approve the proposal. Director Sullivan seconded the motion, which carried unanimously (4-0).

Agenda Item 11: Engineering and Construction Matters

Abraham Van Vleck presented the monthly engineering report describing the status of pending construction and engineering projects. A written copy of his report is in the Board packet.

Director Despres moved that the Board authorize water modeling by CMA Engineering to evaluate the receipt of an emergency water supply from the West Travis County PUA at a cost not to exceed \$6,000. Director Panossian seconded the motion, which carried unanimously (4-0).

Mr. Van Vleck presented a change order for extension of time for the meter replacement project to March 9, 2021. Director Troy moved that the Board approve the change order. Director Sullivan seconded the motion, which carried unanimously (4-0).

Mr. Van Vleck then presented a proposal from CMA Engineering for engineering services relating to a waterline replacement project. Director Despres moved that the Board approve the proposal. Director Sullivan seconded the motion, which carried unanimously (4-0).

Mr. Van Vleck also presented a proposal for preparation of a Risk and Resilience Assessment (RRA). Director Panossian moved that the Board approve the proposal. Director Troy seconded the motion, which carried unanimously (4-0).

Agenda Item 12: Records Retention Matters

The Board discussed the District's records filing, management and retention system. Mr. Corbett presented a preliminary draft records retention schedule. The Board provided feedback but took no action.

Agenda Item 13: Rate Matters for Out-of-District Properties

Mr. Morin reported that some out-of-District residents requested that the District phase in the transition to out-of-District customers who were being billed in-District rates. After discussion, the Board directed the General Manager to proceed with the rate correction as previously directed by the Board.

Agenda Item 14: District Boundary Map

The Board tabled consideration of this matter.

Agenda Item 15: District Website and Communication Matters

The Board tabled consideration of this item.

Agenda Item 16: Summary of Action Items

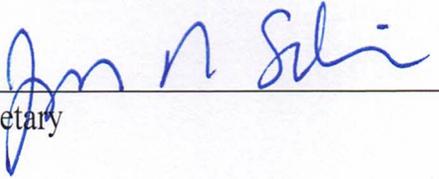
The Board identified the following action items:

1. Paul Despres will work with Kristy Wisdom and Selina Serma over the following month to discuss the Community Center Garden project in more detail and bring back recommendations to the Board relating to improvements of the site for consideration by the Board.
2. The General Manager will secure more information regarding the terms of the warranty for the Pall membrane units.
3. Legal counsel and consultants will continue preparation of a records retention management plan.
4. The Board requested that future packets include a summary page for each agenda item that describes any proposed action and recommendations.

Agenda Item 16: Adjournment

At 10:18 p.m., Director Troy moved to adjourn the meeting. The motion was seconded by Director Sullivan and passed unanimously (4-0). The meeting adjourned at 10:19 p.m.

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Secretary

Date: March 8, 2021