

**JUNE 14, 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 14th day of June 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, the meeting was conducted remotely. The 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 7:34 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 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 10, 2021 meeting minutes as presented. Director Sullivan seconded the motion, which carried unanimously (4-0).

Agenda Item 3: 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. 10812 through 10847) with the exception of director fees for any absent directors. 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: COVID-19 Policies

The Board discussed whether to go back to in-person meetings but took no action at this time.

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, and customer account adjustments. He reported that a small water gain. He also provided a report regarding improvement to the Community Garden site.

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

Agenda Item 6: Proposal for Information and Technology (IT) Support Services

Mr. Morin presented an updated proposal for IT support services for the water treatment plant computer system. The Board requested the General Manager to secure more information from the vendor regarding the nature and benefits of the services, and whether the contract term may be decreased to 12 months.

Agenda Item 7: Community Garden

Mr. Corbett provided a summary of the proposed License Agreement with Fruitful Commons. The Board took no action.

Agenda Item 8: Annexation Matters

The Board tabled consideration of this matter.

Agenda Item 9: 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 was included within the Board packet.

Mr. Van Vleck provided a report regarding the proposed Emergency Interconnect Agreement.

Director Sullivan moved that the Board approve Pay Application No. 2 for the Raw Water Intake improvements as recommended by the District Engineer. Director Ochsner seconded the motion, which carried unanimously (4-0).

Director Sullivan moved that the Board approve Pay Application No. 2 for the chemical feed building improvements as recommended by the Engineer. Director Ochsner seconded the motion, which carried unanimously (4-0).

With respect to the District Risk and Resiliency Assessment. Director Despres moved that the Board approve the assessment, subject to incorporation of any additional comments received from the directors, and to authorize certification. Director Troy seconded the motion, which carried unanimously (4-0).

Agenda Item 10: District Website and Communication Matters

The Board briefly discussed the District's website but took no action.

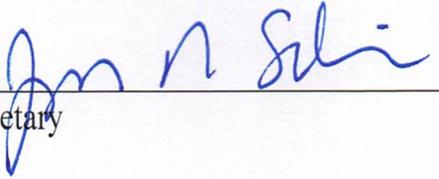
Agenda Item 11: Summary of Action Items

The Board identified the following action items:

1. The General Manager will secure more information from the proposed IT vendor regarding the nature and benefit of the IT services, and whether the contract term can be reduced to 12 months.
2. Legal counsel and Paul Despres will finalize the License Agreement with Fruitful Commons so that final action may be considered at the next meeting.
3. Legal counsel would review the Emergency Interconnect Agreement with the West Travis County PUA.
4. The District Engineer will prepare a schematic for the emergency interconnect improvements, and prepare an estimate of design and construction costs of the improvements.
5. The District Engineer will complete the Risk and Resiliency Assessment so that certification may be timely submitted to EPA.
6. The next agenda will include matter for discussion whether to conduct a rate study, a fire safety inspection of the District office and other facilities by the fire department or other entity, and an ADA/OSHA assessment of District facilities.

Agenda Item 12: Adjournment

At 9:20 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 9:20 p.m.


Secretary

Date: July 12, 2021