

**JULY 12, 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 12th day of July 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, Secretary/Treasurer Anna Panossian and Assistant Secretary David Ochsner. Vice President Ashley Troy and Secretary Jennifer Sullivan were 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 June 14, 2021 meeting minutes as presented. Director Panossian seconded the motion, which carried unanimously (3-0).

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. 10853 through 10880) with the exception of director fees for absent directors. Director Ochsner seconded the motion, which carried unanimously (3-0). 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. Mr. Corbett reported the Governor's Order that waived requirements of the Open Meetings Act and allowed remote meetings will expire as of September 1, 2021. The Board took no action on the matter.

Agenda Item 5: Operation and Service Matters

Mike Morin presented his monthly operations and services report. He summarized the status of monthly operations and maintenance activities, and provided monthly water loss data, billing information, and customer account adjustments. He noted that the water loss had increased for the month, but remained at a good level for the year.

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

Mr. Morin provided a revised proposal for IT support services. After discussion, Director Ochsner moved that the Board approve the proposal, authorize execution thereof by the General Manager, and approve payment of the initial service fee. Director Panossian seconded the motion, which carried unanimously (3-0).

Agenda Item 7: Community Garden

Mr. Morin presented a proposal for installation of a new fence at the Community Garden site at a cost of \$13,167.00. After discussion, Director Despres moved that the Board authorize installation of a fence on the south side of the lot at a cost of \$7,392 and to authorize Crossroads to patch the remaining fence. Director Ochsner seconded the motion, which carried unanimously (3-0).

Mr. Corbett presented an updated draft License Agreement with Fruitful Commons. After discussion, Director Despres moved that the Board approve the License Agreement subject to incorporation of any nonsubstantive agreements approved by the President. Director Ochsner seconded the motion, which carried unanimously (3-0).

Agenda Item 8: Annexation Matters

Mr. Corbett presented a petition for annexation by an out-of-district customer. He noted that if the Board approves the petition, it is required to record an updated boundary description and map within seven days. After discussion, the Board directed the Engineer to secure a proposal for surveying services.

Agenda Item 9: Rate Matters

The Board discussed whether to secure proposals for a cost of service study and rate design recommendations.

Agenda Item 10: Fire Safety Inspection

Director Despres asked if the Board was interested in asking the County or Fire District to conduct a fire inspection regarding District facilities. The Board expressed support and directed Mr. Morin to ask the local fire department if it will undertake the inspection.

Agenda Item 11: ADA and OSHA Inspection

Director Despres asked whether the Board was interested in connection with securing an ADA and OSHA inspection. The Board directed the General Manager to request that the Texas Municipal League undertake the inspection.

Agenda Item 12: 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.

Director Despres moved that the Board approve Pay Application No. 3 for the raw water electrical intake improvements as recommended by the District Engineer. Director Ochsner seconded the motion, which carried unanimously (3-0).

Director Despres then moved that the Board approve Pay Application No. 3 for the RTS water meter replacement project as recommended by the District Engineer. Director Panossian seconded the motion, which carried unanimously (3-0). Director Despres then moved that the Board approve Change Order No. 6 for the project as recommended by the District Engineer. Director Panossian seconded the motion, which carried unanimously (3-0).

Agenda Item 13: District Website and Communication Matters

The Board took no action regarding this matter.

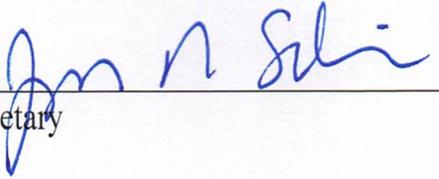
Agenda Item 14: Summary of Action Items

The Board identified the following action items:

1. The District Engineer will secure a proposal for surveying services to prepare an updated boundary description and map for the District upon annexation of the Gardner tract.
2. The District Manager and Legal Counsel will secure proposals for rate consulting services for consideration at the Board's next meeting.
3. Mr. Morin will ask the local fire department to undertake a fire safety inspection at District facilities.
4. Mr. Morin will request that the Texas Municipal League undertake an OSHA and ADA inspection of District facilities.

Agenda Item 12: Adjournment

At 9:02 p.m., Director Panossian moved to adjourn the meeting. The motion was seconded by Director Ochsner and passed unanimously (3-0). The meeting adjourned at 9:02 p.m.


Secretary

Date: August 16, 2021