

**MARCH 11, 2019 MINUTES  
MEETING OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 18**

A regular meeting of the Board of Directors of Travis County Water Control and Improvement District No. 18 was held on the 11<sup>th</sup> day of March 2019, beginning at 7:30 p.m. at the District's administrative office located at 1502 San Juan Drive, Austin, Texas. 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.

The meeting was called to order at 7:32 p.m. with the following directors present: President Paul Despres, Secretary Jennifer Sullivan and Director David Ochsner. Vice-President Ashley Troy subsequently arrived at 8:05 p.m. Secretary/Treasurer Brian Burns was absent. Also present were Taylor Kolmodin (District Bookkeeper); Robby Callegari of CMA Engineering (District Engineer) and Mike Morin of Crossroads Utility Services, LLC (District Manager and Operator).

Agenda Item 1: Public Comment

Residents of the District requested authorization to paint the District's fire hydrants as an Eagle Scout Project. The Board requested that they submit a formal proposal in writing for subsequent consideration.

Agenda Item 2: Approval of Meeting Minutes

Director Despres moved that the Board approve the February 11, 2019 as presented. Director Sullivan seconded the motion, which carried unanimously (3-0). Director Despres then moved that the Board approve the February 21, 2019 meeting minutes as presented. Director Ochsner seconded the motion, which carried unanimously (3-0).

Agenda Item 3: Bookkeeper Report

Taylor Kolmodin presented the monthly Bookkeepers Report. After discussion, Director Despres moved that the Board approve the Bookkeepers Report and payment of bills and invoices (Check Nos. 3000 through 3033) as presented in the Bookkeeper Report and Supplemental Bookkeeper Report. 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: Contract with Municipal Accounts & Consulting, LP

Ms. Kolmodin presented an amendment to the Bookkeeping Contract that would increase the rate for bookkeeping services. After discussion, Director Ochsner moved that the Board approve the contract amendment. Director Sullivan seconded the motion, which carried unanimously (3-0). A copy of the contract amendment is attached to these meeting minutes.

[Editor's Note: Director Troy arrived at this point of the meeting.]

#### Agenda Item 5: Operation and Services Matters

Mike Morin presented his monthly operations and services report. He provided data regarding water loss, usage and repair and maintenance activities. He also discussed the possible replacement of flooring in the administrative office.

There were no customer write-offs for the month.

The Board discussed the provision of notice to customers regarding the proposed improvements to the District's water treatment plant facility and impact on water service. The Board requested that information be posted on the District's website, on the neighborhood social media site, and that written notice be sent by mail.

#### Agenda Item 6: Engineer's Status Report Regarding Pending Engineering Projects

Mr. Callegari provided a status report regarding ongoing engineering projects, including City of Austin site plan review for the water treatment plant project. He noted that due to restrictions on the use of impervious cover rights, additional rights (beyond those required for the water treatment plant chemical storage project) would not be purchased.

Mr. Callegari also summarized the meeting with representatives of the West Travis County Public Utility Agency attended by he, Mr. Morin and Director Sullivan regarding the establishment of an emergency interconnect between the District and WTCPUA water systems. He reported that the WTCPUA requested a formal submission from the District to evaluate the feasibility of the request. After discussion, Director Despres moved that the Board authorize the District Engineer to prepare and submit a formal request on behalf of the District for an emergency interconnect with the WTCPUA and to approve payment of the WTCPUA's costs associated with evaluation of the request. Director Ochsner seconded the motion, which carried unanimously (4-0).

#### Agenda Item 7: Use of Surplus Bond Monies

No action was taken regarding this matter.

#### Agenda Item 8: Agreement with Jeffrey Dochen Relating to Service Commitment and Easement

The Board discussed the revised contract received from Mr. Dochen. The Board took no action regarding the matter.

#### Agenda Item 9: District Website and Communication Matters

The Board tabled consideration of this matter.


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

The Board identified the following action items:

1. Mr. Callegari would prepare and submit a formal request for an emergency interconnect to the WTCPUA;
2. Mr. Morin would arrange for installation of new flooring in the District offices;
3. Director Troy would prepare a draft notice to customers regarding the water treatment plant improvements; and
4. The Board requested that fluoridation be removed from future agendas until otherwise requested.

Agenda Item 11: Adjournment

At 9:42 p.m., Director Sullivan moved to adjourn the meeting. The motion was seconded by Director Troy and passed unanimously (4-0). The meeting adjourned at 9:43 p.m.

  
Secretary

Date: 5/13/2019