

**SEPTEMBER 14, 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 14th day of September 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 7:31 p.m. with the following directors present: President Paul Despres, Vice-President Ashley Troy and Secretary Jennifer Sullivan. Secretary/Treasurer Anna Panossian and Assistant Secretary David Ochsner were absent when the meeting convened, but Director Ochsner subsequently arrived at 7:43 p.m. and Director Pannossian arrived at 8:15 p.m. 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 August 10, 2020 meeting minutes as presented. Director Troy seconded the motion, which carried unanimously (3-0).

Agenda Item 3: Bookkeeper Report

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 and Supplemental Report (Check Nos. 10497 through 10535) (with the exception of payment of director fees to any absent directors). Director Sullivan seconded the motion, which carried unanimously (3-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 4: Tax Hearing

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

Director Despres convened a public hearing for public testimony regarding adoption of final tax rates for the 2020 tax year. There was no testimony, and Director Despres closed the public hearing.

Agenda Item 5: Fiscal Year Budget

The Board discussed the draft Budget for Fiscal Year 2021. After discussion, Director Sullivan moved that the Board adopt the Resolution Approving a Budget for Fiscal Year 2021 as presented subject to identifying the meter replacement project costs as a capital project costs. Director Despres seconded the motion, which carried unanimously (4-0). A copy of the Resolution and approved Budget are attached to these meeting minutes.

Agenda Item 6: Order Levying Final Tax Rates

Director Sullivan moved that the Board adopt an Order levying a final maintenance tax rate of \$0.075 per \$100 assessed valuation. Director Ochsner seconded the motion, which carried unanimously (4-0). A copy of the Order approved by the Board is attached to these meeting minutes.

Agenda Item 7: District Information Form

The Board took no action regarding consideration of the District Information Form since the District tax rate remained unchanged.

Agenda Item 8: COVID-19 Policies

The Board briefly discussed the termination of service to delinquent customers during COVID-19. The Board asked Mr. Morin to continue the current policy suspending disconnects during COVID-19.

[Editor's Note- Director Panossian arrived at this point of the meeting.]

Agenda Item 9: 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 water loss was again down for the month.

Mr. Morin reported that he had located the historical records of the District. He also asked if the Board would be interested in making property space available to ECO Resources for storage purposes. The Board requested a proposal, but also indicated that it desired to understand whether the property was a viable site for a community garden before considering a proposal by ECO Resources.

Mr. Morin requested that the Board approve the write-off of delinquent customer bills and to authorize the delinquencies to be sent to collections. Director Despres moved to approve the write-off of the delinquencies referenced in the Board packets and to send the matters to collections. Director Troy seconded the motion, which carried unanimously (5-0).

Agenda Item 10: Regulatory Compliance Matters

The Board tabled consideration of this matter.

Agenda Item 11: Hach Service Agreement

Mr. Morin presented a service agreement with Hach Company for water treatment plant services and recommended approval. After discussion, Director Despres moved that the Board approve the contract and payment. Director Pannossian seconded the motion, which carried unanimously (5-0).

Agenda Item 12: Engineering and Construction Projects

Abraham Van Vleck presented the monthly engineering report regarding the status of pending engineering and construction projects. A written copy of his report was included in the Board packet. The Board took no action.

Agenda Item 13: Records Retention

Mr. Corbett presented a draft records retention policy that would designate his firm as the new records retention officer of the District. The Board discussed the policy at length. After discussion, the Board did not vote on the matter, and directed Mr. Morin to secure a proposal from Mark Maxwell for records retention services.

Agenda Item 14: Historical Annexation and Boundary Matters

The Board discussed this matter during the engineer's report.

Agenda Item 15: District Website and Communication Matters

The Board tabled consideration of this item.

Agenda Item 16: Summary of Action Items

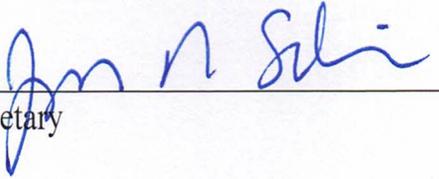
The Board identified the following action items:

1. The Manager would prepare and distribute to the Board a sample customer notification letter relating to the upcoming meter replacement project.
2. The Manager would prepare a proposal relating to use of District property for storage purposes after consideration of whether the property could be used as a community garden.

3. The Engineer would prepare a boundary map that includes roads within the District.
4. Legal counsel would include an item on the next meeting agenda for consideration of adoption of the District Information Form and Boundary Map.
5. The Manager would contact Mark Maxwell to determine if his company would provide records retention services for the District and could attend the next meeting.

Agenda Item 11: Adjournment

At 9:57 p.m., Director Sullivan moved to adjourn the meeting. The motion was seconded by Director Despres and passed unanimously (5-0). The meeting adjourned at 9:58 p.m.


Secretary

Date: October 12, 2020