

**MINUTES OF A MEETING
OF THE BOARD OF DIRECTORS
OF TRAVIS COUNTY WATER CONTROL
AND IMPROVEMENT DISTRICT #18**

STATE OF TEXAS

COUNTY OF TRAVIS

A meeting of the Board of Directors of Travis County Water Control and Improvement District #18, open to the public, was held on Monday November 11, 2013 at the District office, 1502 San Juan Drive, Austin, Texas. Notice of the time, place and subjects of the meeting was posted.

The roll was called of the Board of Directors, to wit:

Marcia Hyink	President
Buzz Buck	Vice President
Kim Kaufman	Secretary
Paul Despres	Assistant Secretary
Bob Breihan	Director

Directors Hyink, Buck, Despres, and Breihan were present, thus constituting a quorum.

Also present at the meeting were Mr. Jeff Garrett and Onna Hendershot of USW Utility Group, and Jamie Binaut and Michael Luft of MAC.

President Hyink called the meeting to order at 12:05 p.m.

The first item to come before the Board was Agenda No. 1, "Approve October 14, 2013 meeting minutes." Pursuant to discussion, Vice President Buck made a motion to approve the October 14, 2013 meeting minutes. President Hyink seconded the motion with all approving. President Hyink approved the motion.

The next item to come before the Board was agenda item No. 3, "Receive Bookkeeping Report" Debt services paid, checks 1020 – 1029 in the amount of 103,301.12, Checks 1026 and 1027 were signed for AT&T and City of Austin to be presented at next Board Meeting from the Managers account. Move to Approve Bookkeeping Report. Vice President Buzz made the motion and President Hyink seconded the motion. The motion was approved.

The next item to come before the Board was agenda item No. 4, "Consider and take any necessary action of bills and invoices relating to operational expenses-Professional." The Bills and Invoices were approved for payment. Vice President Buzz made the motion, President Hyink seconded the motion. The motion was passed with all approving.

The next item to come before the Board was agenda item No 5, "Consider and take any necessary action regarding annual review of investment Policy." Municipal Accounts provided the Board of Directors with the Investment Policy, the Board requested additional time to review the policy. The policy will be discussed further at the December 9th Board meeting.

The next item to come before the Board was agenda item No. 6, "Consider and take any necessary action to Write Off uncollectable accounts." Uncollectable accounts were presented to the Board – The Board requested that this Item be further explored after Board rules are established.

The next item to come before the Board was agenda item No 7, "Consider and take any necessary action regarding the remaining funds of the existing bond." This item will be discussed further at the December Board Meeting.

The next item to come before the Board was agenda item No. 8, "Consider and take any necessary action regarding the payoff of existing bond for Travis County WCID No. 18." The Board requested contacting Gary Kimbel to research the pay-off of the bond.

The next item to come before the Board was agenda item No. 9, "Consider and take any necessary action regarding the issuance of bond for Travis County WCID No. 18." This item will be discussed further at the December Board Meeting.

The next item to come before the Board was agenda item No. 10, "Consider and take any necessary action regarding Touch Computer located at the Pall Building." The Board approved up to \$6200 per the quote by MPC INC. Vice President Buzz made the motion, President Hyink seconded the motion. The motion was passed with all approving.

The next item to come before the Board was agenda item No. 11, "Consider and take any necessary action regarding water conservation." With current rains no action was taken at this time.

The next item to come before the Board was agenda item No. 13, "Consider and take necessary action regarding establishment of district anniversary." No action has been taken at this time.

The next item to come before the Board was agenda item No. 14, "Receive Engineer's Report." None presented at this time.

The next item to come before the Board was agenda item No. 15, "Receive Attorney's Report." None presented at this time.

The next item to come before the Board was agenda item No. 16, "Consider and take necessary action to obtain official copy of District rules." The Board requests additional time to view the district rules provided to them in order to discuss them in full detail at the December Board Meeting. The Board has also indicated the district rules that are adopted will need to be included on the district website.

The next item to come before the Board was agenda item No. 17, "Receive Managers Report." Jeff Garrett presented the Managers Report to include:

- Maximum flows was 1.020 gallons on October 09, 2013 with the average flow of .622 gallon per day were reported.
- Three district leaks during the month of October 2013
- The Pall system is completed and has submitted trial to TCEQ for their approval.

The next item to come before the Board was agenda item No. 18, "Consider and take necessary action regarding Proposed notice from WCID Board to customers." This item will be discussed in more detail at the next Board meeting.

The next item to come before the Board was agenda item No. 19, "Consider and take necessary actions concerning a list of items that the district already has and needs to replace based on priority." Additional Pall modules need to be ordered in the event that they are needed.

The next item to come before the Board was agenda item No. 20, "Consider and approve necessary actions regarding web site development." Continue to update website, district rules will need to be included on the website in the future, and ensure that everything is stated TC WC & ID 18, needs to be spelled out on website. The website also needs to include a comment section, so that customers can make comments that are sent to the Board Members. This item will be discussed further at the December Board Meeting.

The next item to come before the Board was agenda item No. 21, "Consider and take necessary actions regarding the CMMS proposal." No proposal presented at this time, will revisit after O & M manuals are completed.

Other Matters to come before the board included the request for a new sign indicating "Play at own risk" for the parking lot of 1502 San Juan Dr.

Vice President Buck motioned for adjournment at 1:45 pm. President Hyink seconded the motion with all approving.