

**FEBRUARY 12, 2018 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 12th day of February 2018, 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.

Agenda Item 1: Call to order

The meeting was called to order at 7:31 p.m. with the following directors present: President Paul Despres, Secretary Jennifer Sullivan, Assistant Secretary Ashley Troy and Director Brian Burns. Vice-President Kim Kaufman was absent. Also present were Anthony Corbett, legal counsel for the District; Taylor Kolmodin, District Bookkeeper; Robby Callegari of CMA Engineering (District Engineer); Mike Morin of Crossroads Utility Services, LLC; and members of the public.

Agenda Item 1: Public Comment

None.

Agenda Item 2: Approval of December 11, 2017 Meeting Minutes

After discussion, Director Despres moved that the Board approve the December 11, 2017 meeting minutes as presented. Director Sullivan seconded the motion, which carried unanimously (4-0).

Agenda Item 3: Bookkeeper Report

Taylor Kolmodin presented the monthly Bookkeepers Report. After discussion, Director Troy moved that the Board approve the Bookkeepers Report and payment of bills and invoices (Check Nos. 2515 through 2556) as presented in the Bookkeeper Report and Supplemental Bookkeeper Report. Director Sullivan seconded the motion, which carried unanimously. A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 4: Operation and Services Matters

Mike Morin presented his monthly operations and services report. Among other matters, he discussed the percentage water loss during the preceding month, water production and sales data, and operational matters. He also announced the date that the State of Texas was scheduled to take additional water quality tests for TTHM compliance.

Mr. Morin presented customer account adjustments during the preceding month. He also presented delinquent accounts that he recommended the Board write off and send to collections.

After discussion, Director Despres moved that the Board write off the delinquent customer account balances and send them to collections, as identified on Page 7 of the Operations Report in the Board packets. Director Sullivan seconded the motion, which carried unanimously.

Mr. Morin reported that the District had received a Notice of Violation from TCEQ as a result of the failure of the prior operator to take the requisite number of coliform samples in July 2017. He presented a proposed notification letter to the Board. The Board provided feedback and directed him to proceed with the notice.

Director Despres discussed the information available regarding other public water systems in the National Drinking Water Database. The Board discussed the matter but took no action.

The Board then discussed the air compressor maintenance service agreement. He noted that operators in his firm had good experiences with Ingersoll Rand and recommended approval. After discussion, Director Despres moved that the Board approve the contract subject to correction of the party. Director Burns seconded the motion, which carried unanimously.

Mr. Morin then presented a proposal from Pall Corporation for inspection and consulting services related to the water treatment plant facility. He noted that the software for the system was approximately 10 years old and needed to be updated. After discussion, Director Sullivan moved that the Board approve the contract as presented. Director Troy seconded the motion, which carried unanimously.

The Board briefly discussed the identification of possible unauthorized service connections. The Board concurred that it would take no action regarding the matter until the District's existing rules were updated.

Agenda Item 5: Emergency Water Supply Interconnect

The Board requested that CMA Engineering investigate the availability of an emergency water supply interconnect for the District.

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

Mr. Callegari provided a brief report regarding the status of ongoing engineering projects. The Board took no action regarding the report.

After discussion, Director Sullivan moved that the District offer to install two flush valves to Mr. Dochen as consideration for conveyance of an easement. Director Troy seconded the motion, which carried unanimously.

The Board directed Mr. Callegari to prepare and present a proposal to the Board at its next meeting for engineering services related to design of a partition in the water treatment plant sludge holding basin.

Agenda Item 7: Lease of Property at 2302 San Juan Drive

The Board noted that Mr. Anderson's lease term would expire this month.

Agenda Item 8: Rules Governing Water Service

The Board discussed potential revisions to the District's rules relating to unauthorized multiple service connections and the owners of multiple properties. After discussion, the Board requested that Mr. Corbett send to the board members a copy of the proposed draft rules, a copy of TCEQ regulations, and samples of rules adopted by other jurisdictions prohibiting multiple connections. The Board took no action regarding the matter.

Agenda Item 9: District Website and Communication Matters

Mr. Morin provided a brief status update. No action was taken by the Board.

Agenda Item 10: Adjournment

At 10:00 p.m., Director Sullivan moved to adjourn the meeting. The motion was seconded by Director Troy and passed unanimously. The meeting adjourned at 10:01 p.m.

John Sals
Secretary

Date: 3/19/18