

**MARCH 19, 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 19th day of March 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 7:36 p.m. with the following directors present: President Paul Despres, Secretary Jennifer Sullivan, Assistant Secretary Ashley Troy and Director Brian Burns. Vice-President Kim Kaufinan was absent. Also present were Anthony Corbett (District legal counsel); Alexia Kolmodin (District Bookkeeper); Robby Callegari of CMA Engineering (District Engineer); Mike Morin of Crossroads Utility Services, LLC (District operator); and members of the public.

Agenda Item 1: Public Comment

None.

Agenda Item 4(f): Request for Vacation of Easement

Travis Horne addressed the Board and requested that the District approve the release of the easement encumbering his property at 1701 Miami. After discussion, Director Sullivan moved that the Board approve the vacation of the easement. Director Troy seconded the motion, which carried unanimously (4-0).

Agenda Item 2: Approval of February 12, 2018 Meeting Minutes

Director Despres moved that the Board approve the February 12, 2018 meeting minutes as presented. Director Sullivan seconded the motion, which carried unanimously (4-0).

Agenda Item 3: Bookkeeper Report

Alexia 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. 2559 through 2581) as presented in the Bookkeeper Report and Supplemental Bookkeeper Report. Director Burns seconded the motion, which carried unanimously (4-0). 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. He noted that the increased percentage water loss was likely due to leaks caused by freezing weather, but that his firm would monitor the situation.

Mr. Morin also reported on the results of the quarterly TTHM water quality testing and noted that the District was well within regulatory limits. Mr. Morin also discussed the status of the District's regulatory compliance and noted that there was one outstanding violation relating to the prior operator's failure to notify customers of water quality sampling results.

After discussion, the Board requested Mr. Morin to develop a leak detection and management plan for future consideration by the Board. The Board also requested that he consider the merits of implementation of an automated meter reading system and whether it could be coordinated with the District's SCADA system.

Mr. Morin presented customer account adjustments. He also presented delinquent accounts that he recommended the Board write off and send to collections. After discussion, Director Sullivan moved that the Board write off the delinquent customer account balances and send them to collections, as identified on Page 9 of the Operations Report in the Board packets. Director Troy seconded the motion, which carried unanimously.

Agenda Item 5: Engineer's Status Report Regarding Pending Engineering Projects

Mr. Callegari provided a brief report regarding the status of ongoing engineering projects. He reported that he was still trying to schedule a meeting with the City regarding the chemical storage facility. He provided an update regarding the status of development of the capital improvement and water model. He reported that he had conducted initial discussions with the West Travis County PUA regarding an emergency interconnect, and that it was interested in the establishment of such an interconnect. The Board requested that he schedule a meeting with the West Travis County PUA and that Director Sullivan participate in the meeting.

The Board then considered a proposal by CMA Engineering for engineering services relating to design of new walls within the District's sludge holding tank. After discussion, Director Sullivan moved that the Board approve CMA proposal as revised by legal counsel. Director Troy seconded the motion, which carried unanimously. The Proposal approved by the Board is attached to these meeting minutes.

Agenda Item 6: Cancellation of May 5, 2018 Director Election

After a report by Mr. Corbett, Director Despres moved that the Board accept the Certification of Unopposed Candidates and adopt an Order Cancelling the Director Election. Director Sullivan seconded the motion, which passed unanimously. Copies of the certification and Order approved by the Board are attached to these meeting minutes.

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

Mr. Morin noted that the tenant had vacated the District's property at 2302 San Juan Drive and returned keys to the District.

Agenda Item 8: Rules Governing Water Service

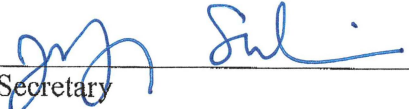
The Board discussed potential revisions to the District's rules relating to unauthorized multiple service connections and the owners of multiple properties. After discussion, the Board requested that Mr. Corbett work with Directors Burns and Troy to prepare proposed rule revisions for future consideration by the Board.

Agenda Item 9: District Website and Communication Matters

There was no discussion regarding this matter.

Agenda Item 10: Adjournment

At 9:09 p.m., Director Burns moved to adjourn the meeting. The motion was seconded by Director Sullivan and passed unanimously. The meeting adjourned at 9:09 p.m.


Secretary

Date: 4/9/2018