

**FEBRUARY 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 February 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 7:34 p.m. with the following directors present: Vice-President Ashley Troy, Secretary Jennifer Sullivan, Assistant Secretary/Treasurer Brian Burns and Director David Ochsner. President Paul Despres was absent. Also present were Anthony Corbett (District legal counsel); 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

Sam Godfrey, of SAMCO Leak Detection, addressed the Board. He stated that a number of leaks identified by his firm had not been repaired. He also stated that District pressure control valves were leaking and need to be repaired or replaced. He offered to assist the District and its operator in identifying leaks. Mr. Godfrey also reported that a waterline was located on the surface of the ground on Ski Slope Drive. He stated that he believes a house may be located above a portion of the waterline. Mr. Godfrey stated that a meter that serves the church should be calibrated and replaced if it is not accurate. A representative of Crossroads Utility Services stated that it was previously tested and calibrated.

Mr. Morin addressed the status of repairs of leaks and other operational issues identified by Mr. Godfrey. He noted that the pressure issues were unrelated to the valves. He stated that he would have appreciated a phone call from Mr. Godfrey to inform him of the issues, and that he would be willing to meet with Mr. Godfrey to inspect any leak areas that Mr. Godfrey believes have not been repaired.

After discussion, Mr. Morin agreed that he would coordinate a meeting with Mr. Godfrey to inspect potential waterline leaks that Mr. Godfrey does not believe has been repaired. If they were unable to reach a consensus, Director Burns agreed that he would be available to inspect the District's facilities.

Agenda Item 2: Approval of Meeting Minutes

Director Sullivan moved that the Board approve the January 14, 2019 meeting minutes subject to correction of references to Director Burns (who was absent from the meeting). Director Burns seconded the motion, which carried unanimously (4-0).

### Agenda Item 3: Bookkeeper Report

Taylor Kolmodin presented the monthly Bookkeepers Report. After discussion, Director Ochsner moved that the Board approve the Bookkeepers Report and payment of bills and invoices (Check Nos. 2968 through 2997) as presented in the Bookkeeper Report and Supplemental Bookkeeper Report. Director Sullivan seconded the motion, which carried unanimously (4-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

### Agenda Item 5(h): Electrical, Computer and Other Water Treatment Plant Improvements

Mr. Morin reported that the District must replace the electrical and control components of the District's water treatment plant immediately. He noted that there was not sufficient time to conduct bids for solicitation of the new equipment prior to the summer months when demand would increase significantly. He reported that the new project would require the plant to be taken offline for approximately one week, and that the project would require the District to impose water restrictions to curtail usage by approximately 40%.

Mr. Callegari noted that taking the Pall plant offline could cause the District to not meet turbidity limits, which could result in a water boil notice. He agreed to investigate the matter in more detail.

Mr. Morin presented two proposals for emergency purchase of the electric and control equipment that must be installed. The first was a proposal from \$274,296.65 from Pall Corporation to supply equipment and oversight services (but not installation). The second was a proposal from Rockwell Automation in the amount of \$70,130.00 to provide equipment. Mr. Morin stated that he would secure a contract for installation services from qualified contractors for consideration at the next meeting.

Mr. Corbett noted that emergencies constitute an exemption from the standard procurement laws. He noted that if the Board declared an emergency for acquisition of the equipment, notice must be given to the Executive Director of TCEQ.

After discussion, Director Burns moved that the Board find and declare that an emergency exists that necessitates immediate purchase of the equipment without competitive bidding, and that the Board approve the proposals from Pall Corporation and Rockwall Automation as presented, and to further authorize legal counsel to notify TCEQ of the emergency procurement. Director Ochsner seconded the motion, which carried unanimously (4-0).

### Agenda Item 6(a)(iii): Upgrade in Electrical Services

Mr. Callegari and a representative of Kanetzky Engineering provided a status report to the Board regarding the upgrade in electric service at the raw water intake structure. They reported that the estimated costs of the upgrade project had been increased by Austin Energy to approximately \$100,000. They also summarized the alternative options for extending electricity to the structure. The Board discussed the alternatives but took no action.

#### Agenda Item 4: Meeting Matters

The Board discussed procedures to ensure that it was advised of all regulatory compliance and non-routine operational matters pertaining to water service. After discussion, the Board directed Mr. Morin to ensure that all non-routine communications with TCEQ and regulatory compliance matters be documented and included in the Board packets. Mr. Morin stated that he would do so.

The Board also discussed a process for ensuring that all action items requested by the Board at its meetings are documented. Mr. Corbett noted he would include additional detail in meeting minutes, and that he would include an item to summarize all action items at the end of each agenda, to allow the Board to summarize and agree upon action items.

#### 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 described a plan for addressing the zebra mussel infestation at the raw water intake line and stated that it would be undertaken later in the week.

Director Sullivan moved that the Board approve the write-off of delinquent customer bills referenced in the Manager's Report and to send the delinquent sums to collections. Director Burns seconded the motion, which carried unanimously (4-0).

Mr. Morin requested that the Board approve the purchase of new turbidimeters at the water treatment plant. Director Burns moved that the Board authorize the purchase of three turbidity meters as recommended by Mr. Morin. Director Sullivan seconded the motion, which carried unanimously.

The Board also discussed the purchase and installation of automated meter reading system for the District. After discussion, Director Sullivan moved that the Board authorize the District Engineer to prepare bid specifications and contract documents for the purchase and installation of a new automated meter reading system for residential customers. Director Burns seconded the motion, which carried unanimously.

#### 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 the City had issued administrative completeness for the site plan application, and that his firm was waiting for the City to complete its technical review. He requested clarification regarding the quantity of impervious cover rights to be purchased by the District in light of the potential sale of the remaining impervious rights to other parties. After discussion, Director Sullivan moved that the Board authorize the purchase of 300 square feet of impervious cover rights for the District or any lesser amount allowed by the City of Austin. Director Ochsner seconded the motion, which carried unanimously (4-0).

Agenda Item 7: Use of Surplus Bond Monies

Director Ochsner authorized the District's Bookkeeper and Engineer to secure any required TCEQ authorization for use of the District's surplus bond monies for funding the water treatment plant maintenance and improvement costs. Director Troy seconded the motion, which carried unanimously (4-0).

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

Mr. Morin reported that he had no new information to report to the Board regarding this 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. Morin would secure a contract for installation of the water treatment plant control and electrical improvements for future consideration by the Board;
2. Mr. Callegari would determine whether taking the existing Pall water treatment offline would result in turbidity violations;
3. Mr. Corbett would prepare and send a letter to TCEQ informing the agency of the emergency procurement for purchase and installation of electrical and control equipment at the water treatment plant;
4. Mr. Morin would meet with Sam Godfrey to inspect water leak sites to determine the status of completion of repairs;
5. Mr. Callegari would proceed with the purchase of up to 300 square feet of impervious cover rights, and determine whether any excess rights could be transferred to other District lands;
6. Mr. Callegari would prepare any application required to obtain TCEQ approval for use of surplus bond monies for water treatment plant electrical control repairs and improvements;
7. Mr. Callegari would prepare bid documents for purchase and installation of a new automated meter reading system for residential customers; and
8. Mr. Corbett would add language to future agendas stating that the Board may limit public comment to 5 minutes.

Agenda Item 11: Adjournment

At 10:00 p.m., Director Sullivan moved to adjourn the meeting. The motion was seconded by Director Burns and passed unanimously (4-0). The meeting adjourned at 10:01 p.m.

John N. Sullivan  
Secretary

Date: March 11, 2019