

**AUGUST 10, 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 10th day of August 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, Secretary Jennifer Sullivan, Secretary/Treasurer Anna Panossian and Assistant Secretary David Ochsner. Also present were Tony Corbett (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 July 13, 2020 meeting minutes as presented. Director Ochsner seconded the motion, which carried unanimously (5-0).

Agenda Item 9(d): Release of Easement

The Board then considered a request from the owner of property at 1509 Lisa Drive that the District release its rights to the utility easement that encumbers the tract. The owner of the property addressed the Board. The Board requested the District's Manager and Engineer to confirm the easement was not required for existing or future operations and facilities. After confirmation, Director Despres moved that the Board approve the vacation of the easement at 1509 Lisa Drive. Director Ochsner seconded the motion, which carried unanimously (5-0).

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 (Check Nos. 10454 through 10495). Director Panossian seconded the motion, which carried unanimously (5-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 4: Budget and Tax Matters

Mr. Wilson presented a preliminary draft budget to the Board for discussion and feedback. The Board asked questions and provided comments, but took no final action.

Agenda Item 5: Proposed Tax Rate

The Board discussed adoption of a proposed tax rate for tax year 2020. After discussion, Director Despres moved that the Board adopt a proposed tax rate of \$0.0750 per \$100 assessed valuation and to authorization publication of notice of a public hearing for final adoption of a tax rate at the Board's September regular meeting. Director Troy seconded the motion, which carried unanimously (5-0). In connection with the discussion, the Board stated that it would favor adoption of a final tax rate that resulted in substantially similar tax revenues as the prior year, and would not establish a final tax rate that increased tax revenues without justification.

Agenda Item 6: COVID-19 Policies

Mr. Morin reported that Crossroads had not terminated water service connections due to COVID-19. The Board directed him to send a "friendly" payment letter to delinquent customers.

Agenda Item 7: 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 data. Mr. Morin reported that water loss was down for the month, and that the meter replacement project would likely commence in October. The Board directed Mr. Morin to prepare and send a customer notification letter relating to the project to the Board for review and comment.

Agenda Item 8: Regulatory Compliance Matters

The Board tabled consideration of this matter.

Agenda Item 9: Engineering and Construction Projects

Abraham Van Vleck presented the monthly engineering report regarding the status of pending engineering and construction projects. The Board took no action, but directed the Engineer to prepare a proposal for evaluation of potential line sizing and looping of transmission lines for future Board consideration.

Agenda Item 10: Historical Annexations

The Board discussed the fact that a number of historical annexations of property into the District's boundaries were not reflected on Travis County tax maps. The Board discussed whether customers in such areas should be charged in-District or out-of-District rates. The Board requested that the Manager obtain a tax assessment roll for the District, and that the Engineer provide the most recent boundary map of the District.

Agenda Item 11: Records Retention

The Board discussed the status of District records retention and location of historical files. After discussion, the Board requested that adoption of an updated records retention policy be considered at the next meeting.

Agenda Item 12: District Website and Communication Matters

The Board tabled consideration of this item.

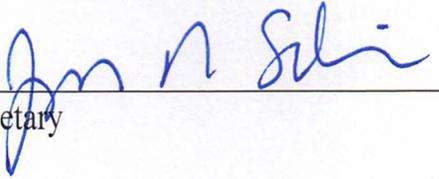
Agenda Item 13: Summary of Action Items

The Board identified the following action items:

1. That the Bookkeeper be prepared to justify any increases in tax rates that would result in higher tax revenues than the prior year, and to identify the tax rate that would result in substantially identical tax revenues as the prior year.
2. That the Manager send a “friendly” payment reminder letter to delinquent customers.
3. That the Manager prepare and distribute to the Board a sample customer notification letter relating to the upcoming meter replacement project.
4. That the District Engineer prepare a proposal relating to the potential evaluation of transmission line sizing and looping.
5. That the District Engineer furnish the most recent boundary map to the Board.
6. Legal counsel would prepare an updated Records Retention Policy for Board consideration.

Agenda Item 11: Adjournment

At 10:30 p.m., Director Troy moved to adjourn the meeting. The motion was seconded by Director Sullivan and passed unanimously (5-0). The meeting adjourned at 10:31 p.m.


Secretary

Date: September 14, 2020