

**OCTOBER 12, 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 12th day of October 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 7:38 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 (District 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 September 14, 2020 meeting minutes as presented. Director Panossian seconded the motion, which carried unanimously (5-0).

Agenda Item 6: Community Garden

A resident of the District (Kristy Wisdom) proposed creation of a community garden on lands owned by the District. The Board discussed the concept and asked a number of questions regarding the proposal. The Board generally discussed whether the District had sufficient resources to establish and manage such a program, or whether to lease the property to a third party group. It expressed a preference to leasing the property to a third party group. After discussion, the Board requested that Ms. Wisdom develop a more detailed proposal for further consideration by the Board.

Agenda Item 3: Bookkeeper Report

Tyler Wilson presented the monthly Bookkeepers Report. After the report, Director Despres moved that the Board approve the Bookkeepers Report and payment of bills and invoices as presented in the Bookkeeper Report and Supplemental Report (Check Nos. 10538 through 10574). 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: COVID-19 Policies

The Board briefly discussed the termination of service to delinquent customers during COVID-19. The Board took no action and generally stated its intention to consider the matter after the conclusion of the calendar year.

Agenda Item 5: 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 metrics.

Mr. Morin reported that water loss continues to be low. He reported that a notice had been sent to customers regarding the automated meter reading system, and that the project was scheduled to commence October 26, 2020. He also reported that lead and copper sampling was successfully completed.

In accordance with Mr. Morin's request and recommendation, Director Sullivan moved that the Board approve the write off of delinquent customer accounts as identified in the Board packets, and to send such delinquencies to collections. Director Despres seconded the motion, which carried unanimously (5-0).

Agenda Item 7: Regulatory Compliance Matters

This matter was discussed by Mr. Morin in his monthly operations report.

Agenda Item 8: Engineering and Construction Matters

Abraham Van Vleck presented the monthly engineering report regarding the status of pending engineering and construction projects including the emergency interconnect with the West Travis County PUA; electrical upgrades at the raw water intake facility; Water Meter Replacement; and Membrane Building Upgrades; Aboveground Waterline on Ski Slopes; and Tumbleweed Waterline Relocation. A written copy of his report was included in the Board packet. The Board took no action.

Director Sullivan moved that the Board approve Change Order No. 2 for the water meter replacement project to extend the completion date. Director Despres seconded the motion, which carried unanimously.

Agenda Item 9: Vacation of Easement

Director Despres moved that the Board approve the vacation of the easement as presented in the Board packets. Director Sullivan seconded the motion, which carried unanimously.

Agenda Item 10: Records Retention

The Board discussed records retention alternatives, but took no action.

Agenda Item 11: Historical Annexation and Boundary Matters

The Board asked legal counsel to prepare a draft letter to out-of-District customers giving such customers the opportunity to annex their properties into the District in lieu of paying out-of-District rates.

Agenda Item 12: Amendment to District Information Form

The Board considered approval of an amendment to the District Information Form that reflects the District's current boundaries. The Board deferred action until the map could be updated.

Agenda Item 13: District Website and Communication Matters

The Board tabled consideration of this item.

Agenda Item 14: Summary of Action Items

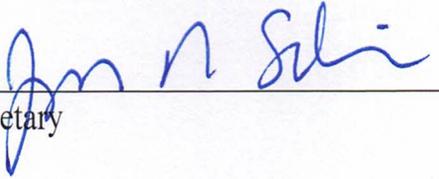
The Board identified the following action items:

1. The Engineer will prepare a cost estimate for design and construction of an emergency interconnect with the West Travis County PUA, and a proposal to provide engineering services related to the project.
2. The Engineer will identify additional data to include in the District's GIS mapping system.
3. Legal counsel will contact the State Archives and Library Commission to identify potential vendors for records retention services.
4. The Manager will explore whether Crossroads has employees to provide records retention assistance to the District.
5. Legal counsel will prepare a draft letter to out-of-District ratepayers who are paying in-District rates to give them the opportunity to annex their properties into the District in order to continue to pay in-District rates.
6. The District Engineer will contact the surveyor to update the District boundary map.
7. Legal counsel will try to identify the most recent boundary map recorded in the Travis County Official Public Records.

8. The Manager will send Board packets to Mark Maxwell for internet posting.

Agenda Item 15: Adjournment

At 10:07 p.m., Director Sullivan moved to adjourn the meeting. The motion was seconded by Director Troy and passed unanimously (5-0). The meeting adjourned at 10:08 p.m.


Secretary

Date: November 9, 2020