

**NOVEMBER 9, 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 9th day of November 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 7:33 p.m. with the following directors present: President Paul Despres, Vice-President Ashley Troy (who arrived at 7:37 p.m.), 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 October 12, 2020 meeting minutes as presented. Director Panossian seconded the motion, which carried unanimously (4-0).

Agenda Item 3: Bookkeeper Report

[Editor's Note: Director Troy arrived at this point of the meeting.]

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. 10578 through 10613). Director Sullivan seconded the motion, which carried unanimously (5-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 4: Investment Policy

Mr. Corbett presented a revised draft Investment Policy that updated the District's investment officers. After discussion, Director Ochsner moved that the Board adopt the Order Approving the Amended Investment Policy. Director Sullivan seconded the motion, which carried unanimously (5-0).

Agenda Item 5: COVID-19 Policies

The Board tabled consideration of this item.

Agenda Item 6: 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. He also reported on the status of installation of automated meters.

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 Troy seconded the motion, which carried unanimously (5-0).

Agenda Item 7: Community Garden

A resident reported that she was engaged in discussions with a nonprofit group regarding the establishment of a community garden. The Board took no action on the matter.

Agenda Item 8: Regulatory Compliance Matters

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

Agenda Item 9: Lead and Copper Rule Revisions

The Board briefly updated proposed revisions to EPA's lead and copper regulations. The Board discussed contracting for the AMR replacement contractor to identify lead service lines. Director Despres moved that the Board approve a change order with the RTS at a cost not to exceed \$7,500 for the contractor to inspect, photograph and document service connections to identify lead service lines. Director Sullivan seconded the motion, which carried unanimously (5-0).

Agenda Item 10: Engineering and Construction Matters

Abraham Van Vleck presented the monthly engineering report. A written copy of his report was included in the Board packet. The Board took no action.

The Board tabled consideration of award of a contract for the raw water intake electric improvements because City of Austin had not yet completed its work.

With respect to the aboveground waterline project, the Board directed the Engineer to submit the project plans to TCEQ.

The Board tabled consideration of the Engineer's proposal for waterline replacement design services.

Agenda Item 11: Records Retention Matters

The Board tabled consideration of this matter after a brief update by Mr. Corbett.

Agenda Item 12: Historical Annexation and Rate Matters

The Board discussed a draft letter to out-of-District customers being charged in-District rates. After discussion, the Board directed legal counsel to update the letter to identify the base monthly charge increase. The Board also requested that the Engineer and Manager identify the out-of-District customers that would be affected by the fee increase.

Agenda Item 13: Amendment to District Information Form

After discussion, Director Despres moved that the Board approve the Amendment to District Information Form and updated boundary map. Director Panossian seconded the motion, which carried unanimously (5-).

Agenda Item 13: District Website and Communication Matters

The Board tabled consideration of this item.

Agenda Item 14: Summary of Action Items

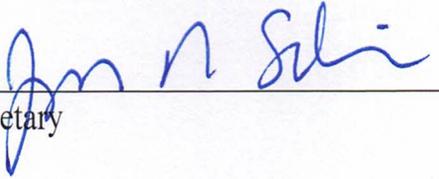
The Board identified the following action items:

1. Any engineering comments relating to the Pall report in the current meeting packet would be included in the next Board meeting packet;
2. The next meeting agenda will include an item for discussion relating to an amendment of the District Rules to require District's customers with internet access to sign up on the AMR customer portal as a condition of a leak adjustment approval;
3. The Engineer will prepare a Change Order for RTS to inspect, photograph and document service connections for purposes of identifying any lead service connections for EPA's lead and copper rule.
4. The Engineer will monitor City of Austin electric work at the raw water intake facility.
5. The Engineer will submit construction plans to TCEQ for review and approval for the aboveground waterline project.
6. The Engineer will identify login information for the District directors to access the Webmap system.
7. Legal counsel will update the draft letter to out-of-District customers to include the monthly fee increase.

8. The General Manager and Engineer will review available District information to identify how out-of-District customers being charged in-District rates may be identified.

Agenda Item 15: Adjournment

At 10:10 p.m., Director Panossian moved to adjourn the meeting. The motion was seconded by Director Sullivan and passed unanimously (5-0). The meeting adjourned at 10:12 p.m.


Secretary

Date: December 14, 2021