

**DECEMBER 14, 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 14th day of December 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: Vice-President Ashley Troy, Secretary Jennifer Sullivan and Assistant Secretary David Ochsner. Secretary/Treasurer Anna Panossian joined the meeting after it convened, and President Paul Despres was absent. 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 Troy moved that the Board approve the November 9, 2020 meeting minutes as presented. Director Ochsner seconded the motion, which carried unanimously (3-0).

Agenda Item 3: Bookkeeper Report

Tyler Wilson presented the monthly Bookkeepers Report. After the report, Director Troy moved that the Board approve the Bookkeepers Report, Quarterly Investment Report, and payment of bills and invoices as presented in the Bookkeeper Report and Supplemental Report (Check Nos. 10615 through 10644) with the exception of director fees for absent directors. Director Sullivan seconded the motion, which carried unanimously (3-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 4: COVID-19 Policies

Mr. Morin reported that a Crossroads employee had tested positive for Covid-19, and that employees were under quarantine. He also noted that the District office had been deep cleaned.

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. He also reported on the status of City of Austin completion of electric improvements, and the status of completion of the automated meter system. He also provided a report regarding his investigation of rates paid by in-District and of out-of-district customers. He noted that he had identified 131 out-of-District accounts being billed in-District rates.

Agenda Item 6: Community Garden

Mike Morin provided a brief report regarding the status of his communications with residents regarding the establishment of a community garden. He noted that the residents indicated they may create or join a nonprofit corporation for the project. The Board took no action.

Agenda Item 7: Regulatory Compliance Matters

Mr. Morin provided a brief report regarding the status of water quality sampling.

Agenda Item 8: Amendment of District Rules Relating to Leak Adjustments

After a brief report, Director Sullivan moved that the Board approve the amendment to the District's leak adjustment rules as presented, with such amendment to be effective upon completion of installation and acceptance of the new AMR system. Director Troy seconded the motion, which carried unanimously (3-0).

Agenda Item 9: Engineering and Construction Matters

Abraham Van Vleck presented the monthly engineering report. A written copy of his report was included in the Board packet.

With respect to the raw water intake election improvements project, the Board discussed potential award of the contract since the City of Austin electric improvements were nearing completion. After discussion, Director Sullivan moved that the Board approve the award of the contract to T Morales at its original bid price subject to confirmation that the change order costs for the delay would not exceed \$10,000. Director Troy seconded the motion, which carried unanimously (3-0).

Mr. Van Vleck presented a proposed change order for the raw water meter replacement project that would extend the completion date. Director Sullivan moved that the Board approve the change order provided it also states that the contractor will provide the lead and copper pipe inspection and cataloging at no additional cost. Director Troy seconded the motion, which passed unanimously (3-0).

Mr. Van Vleck also presented a change order to extend the completion date for the chemical storage building addition by 120 days. After discussion, Director Ochsner moved that the Board approve the change order subject to correction of a typographical error. Director Sullivan seconded the motion, which carried unanimously (3-0).

With respect to the aboveground waterline project, Mr. Van Vleck reported that construction drawings had been submitted to the TCEQ plan review plan for review and approval.

With respect to the engineering proposal for waterline replacement evaluation services, the Board requested a detailed summary of the proposed engineering costs and construction cost estimate.

With respect to the District boundary map, Director Troy moved that the Board authorize payment of \$600 for updating the map. Director Ochsner seconded the motion, which carried unanimously (3-0).

#### Agenda Item 10: Records Retention Matters

The Board tabled consideration of this matter.

#### Agenda Item 11: Historical Annexation and Rate Matters

The Board discussed sending notice to out-of-District customers who were being charged in-District letters. After discussion, Director Troy moved that the General Manager send out the notice to affected customers regarding the billing error. Director Ochsner seconded the motion, which carried unanimously (3-0).

[Editor's Note: Director Pannossian arrived at this point in the 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:

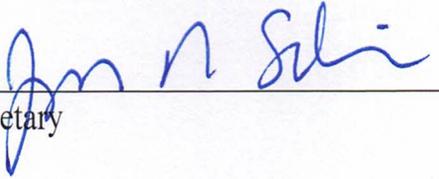
1. The Manager would continue efforts to identify out-of-District customers being charged in-District rates;
2. The District Engineer would obtain confirmation from T Morales that the change order costs for the raw water electric improvements project delays would not exceed \$10,000 as a condition of award of the contract;
3. The District Engineer would prepare a revised change order for the AMR project that provides for an extension of time for completion provided the contractor conducts lead and copper service line inspections at no additional cost;
4. The District Engineer would provide backup and detail regarding the estimated engineering services and construction costs relating to the proposed waterline replacement project; and

5. The General Manager would send notice to affected out-of-District customers regarding the correction in billing charges to be effective for February consumption.

Agenda Item 15: Adjournment

At 9:32 p.m., Director Pannossian moved to adjourn the meeting. The motion was seconded by Director Sullivan and passed unanimously (4-0). The meeting adjourned at 9:33 p.m.

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Secretary

Date: January 11, 2021