

**MAY 22, 2018 MINUTES  
MEETING OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 18**

A special meeting of the Board of Directors of Travis County Water Control and Improvement District No. 18 was held on the 22<sup>nd</sup> day of May 2018, 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.

Agenda Item 1: Call to order

The meeting was called to order at 7:35 p.m. with the following directors present: President Paul Despres, Secretary Jennifer Sullivan, Assistant Secretary Ashley Troy and Director Brian Burns. Also present were Anthony Corbett (District legal counsel); Alexia Kolmodin (District Bookkeeper); Robby Callegari, Felix Manka and Lauren Barzilla of CMA Engineering (District Engineer); Mike Morin of Crossroads Utility Services, LLC (District operator).

Agenda Item 1: Public Comment

None.

Agenda Item 2: Approval of April 19, 2018 Meeting Minutes

Director Despres moved that the Board approve the April 19, 2018 meeting minutes subject to correction of the list of attendees. Director Sullivan seconded the motion, which carried unanimously (4-0).

Agenda Item 3: Bookkeeper Report

Alexia Kolmodin presented the monthly Bookkeepers Report. After discussion, Director Troy moved that the Board approve the Bookkeepers Report and payment of bills and invoices (Check Nos. 2618 through 2653) as presented in the Bookkeeper Report and Supplemental Bookkeeper Report. Director Despres seconded the motion, which carried unanimously (4-0). A copy of the Bookkeepers Report is attached to these meeting minutes.

Agenda Item 4: Operation and Services Matters

Mike Morin presented his monthly operations and services report. Among other matters, he noted that the percentage water loss for the preceding reporting period was approximately 17.9 percent. He noted that the relatively constant volume of water loss suggested the loss may be attributable to one or more unidentified leaks in the water system. He suggested the Board retain a consultant to detect water losses. The Board directed Mr. Morin to obtain a proposal for leak detection services.

Mr. Morin then requested that the Board approve the write-off of a delinquent customer account and to authorize him to send the debt to collections. Director Burns moved to approve the write-off as identified in the Board packet and to send the debt to collections. His motion was seconded by Director Sullivan, and carried unanimously (4-0).

Mr. Morin recommended that the Board approve a proposal from Hach Company for preventative maintenance services relating to instruments and controls at the water treatment plant facility. After discussion, Director Despres moved that the Board approve the proposal subject to receipt of a Form 1295 from the contractor. Director Burns seconded the motion, which carried unanimously (4-0).

Mr. Morin then reported that his company was in the process of changing his utility billing software to Continental Utility Solutions, Inc. He described the benefits of the new vendor and noted that the transaction fees charged to customers would decrease. He also noted that the new system would expedite District receipt of payments from customers. The Board discussed the transition but took no final action.

Agenda Item 5(a): Engineer's Status Report Regarding Pending Engineering Projects

Lauren Barzilla and Felix Manka of CMA Engineering provided a status report regarding the development of a hydraulic water model for the District. Ms. Barzilla discussed assumptions for potential growth in water demands for incorporation into the model. The Board provided feedback. She noted that her firm intended to present a draft report to the Board at its next meeting.

Robby Callegari provided a status report regarding other pending engineering projects.

Agenda Item 5(b): Emergency Water Supply Interconnect

Mr. Callegari reported that there were no updates regarding this matter.

Agenda Item 6: May 5, 2018 Director Election

The Board then considered matters relating to the May 5, 2018 director election. After discussion, Director Troy moved, and Director Despres seconded the motion, that the Board approve: (i) the issuance of certificates of election to newly elected directors; and (ii) the oath of office, statement of officers and director bonds for the elected directors. The motion carried unanimously (4-0).

The Board then considered the election of Board officers. After discussion, Director Troy moved that the Board approve the following election of officers:

Paul Despres	President
Ashley Troy	Vice President
Jennifer Sullivan	Secretary
Brian Burns	Assistant Secretary/Treasurer

Director Depres seconded the motion, which carried unanimously (4-0).

Agenda Item 7: Appointment of New Director

The Board discussed the process for identifying candidates who may be interested in filling the vacant director position. The Board directed Mr. Morin to work with Director Troy to send a letter to the community to identify interested persons.

Agenda Item 8: Letter Agreement with Jeffrey Dochen providing for service commitment in exchange for water line easement conveyance

The Board considered a draft letter agreement to Jeffrey Dochen providing a service commitment in exchange for dedication of an easement. The Board provided feedback to Mr. Corbett regarding the draft letter agreement. After discussion, Director Burns moved that the Board approve the Letter Agreement subject to modification of the draft to change the service commitment to 20 LUEs and to provide that the District will install two fire hydrants. Director Sullivan seconded the motion, which carried unanimously (4-0). The Board directed Mr. Morin to send the revised letter to Mr. Dochen after execution by Director Despres.

Agenda Item 9: Revisions to Rules Governing Water Service

The Board considered a draft Order eliminating the District's Annexation Fee. After discussion, the Board took no action regarding revision.

The Board then discussed potential rule revisions relating to (i) customer service deposit and service application requirements applicable to owners of multiple properties within the District; and (ii) unauthorized multiple service connections. The Board took no action regarding the revisions, but directed legal counsel to prepare revised rules prohibited unauthorized multiple service connections for consideration at the next Board meeting.

Agenda Item 10: Annexation Matters

Mr. Corbett reported that he had received no further information from Rebecca Gardner regarding the possible annexation of her property into the District. The Board took no action.

Agenda Item 11: District Website and Communication Matters

There was no discussion regarding this matter.

Agenda Item 12: Adjournment

At 9:52 p.m., Director Sullivan moved to adjourn the meeting. The motion was seconded by Director Troy and passed unanimously. The meeting adjourned at 9:52 p.m.

Jim Sullivan  
Secretary

Date: 10/11/18

