

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes
June 1, 2020

01) Call Meeting to Order - The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met for their regular monthly meeting on Monday, June 1, 2020 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Johnson called the meeting to order at 7:06 p.m. and declared a quorum with the following ESD13 Commissioners physically present: Johnson, Anderson and Douglas. ESD Commissioners attending via telephone were Kessler and Erickson. Also physically attending the meeting was Moellenberg, Contracted Administrative Assistant for ESD13

02) Recognition of Citizens and Public Comments – No citizens were present.

03) Approve Minutes of the May 4, 2020 Regular Monthly Meeting – Douglas made a motion to approve the minutes as written, Anderson seconded the motion; motion carried.

04) Treasurer's Report – Johnson distributed the Treasurer Report which reflects (a) ESD's checking account balance for the period ending May 8, 2020, and (b) ESD's investment account balance for the period ending April 30, 2020. Johnson provided a summary of the report. Anderson made a motion to approve the report; Douglas seconded the motion; motion carried.

05) Consider, discuss and take appropriate action regarding outstanding bills – Johnson communicated ESD13 received an invoice from ESD's attorney in the amount \$120.00, and payment for rental of ESD13's post office box in the amount of \$100 would be due before the next meeting date. Anderson made a motion the expenses communicated be paid; Douglas seconded the motion; motion carried.

06) Reports from Service Providers/Austin-Travis County Emergency Medical Services System/Any Travis County Emergency Services District – No representative from any of the entities were present and no reports were submitted.

07) Distribute and Discuss Proposed Budget for Twelve Months Ending September 30, 2021 – Erickson provided an overview of the draft proposed budget. Commissioners discussed various aspects of the budget including the effects COVID-19.

08) Consider, discuss and take appropriate action regarding purchase of a phone and contracting with an answering service entity – Commissioners discussed the number of phone calls ESD13 might receive is unknown. Douglas made a motion this agenda item be tabled till October and until that date, her phone number be listed as the main phone number for ESD13 and for all ESD13 Commissioners; Anderson seconded the motion; motion carried.

09) Consider, discuss and take appropriate action regarding updating ESD13's signature card with Wells Fargo and Texas Class – Anderson made a motion Johnson contact Wells Fargo and Texas Class to find out what documentation and steps need to be taken to update ESD13's signature cards; Douglas seconded the motion, motion carried.

10) Consider and discuss Travis County Fire Chiefs meeting including reimbursement for attending – Commissioners discussed various subjects associated with this agenda item. Commissioners concluded ESD13 would monitor the information to be provided at no cost by Ryan Smith, Fire Chief for ESD12, for a period of three months and if Reyna desires reimbursement he can submit a proposal.

11) Consider, discuss and take appropriate action regarding Brickston Development – No information was presented.

12) Consider, discuss and/or take appropriate action on the following items:

- Report on Travis County Emergency Services District Commissioners Council – It was communicated these meetings have been canceled due to COVID19.
- Update on Development of ESD13's Web site – Moellenberg stated she has a telephone conference with the Web Designer scheduled for June 2 and expects a final draft will be forwarded to ESD13 Commissioners for review by the end of the week.
- Status of Commissioner Reappointments – Moellenberg stated she has no new information to share.
- Update on Independent Auditor's Report for Year Ended September 30, 2019 – Erickson stated (a) the printed documented distributed to ESD13 Commissioners in May was not the final report and the auditor would be submitting the correct report for ESD13's files, and (b) the correct copy of the audit was filed with Travis County on May 7, 2020.
- Collection of Sales Tax Postponed – It was noted this item can be deleted from future agendas as the election date was postponed due to COVID.
- Delayed – Meeting with Attorney regarding ESD13 and BAT1 Formations and Maps, and Fire Code.
- Status of Burn Ban – Commissioners acknowledged the burn ban is still lifted.
- Future Agenda Items – Commissioners reminded Moellenberg the October agenda should include revisiting the need to possibly hire an answering phone service and the Fire Chief's Meeting, and the July agenda should include the adoption of the budget.
- Confirm July 6, 2020 meeting date – Douglas stated she would not be able to attend the meeting scheduled for July 6th. Commissioners discussed and agreed to meet on July 8th if Bethlehem Fellowship Hall was available.

13) Other information requiring no action – Erickson stated ESD13 should consider sending flowers to Marilyn Samuelson in honor of her 90th birthday and reminded Commissioners Marilyn was instrumental in the development of ESD13 and served as an ESD13 Commissioner until a few years ago. Commissioners agreed and requested Moellenberg purchase the flowers for Marilyn.

15) Adjourn – Anderson made a motion at 8:47 to adjourn; Douglas seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Administrative Assistant