

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes
July 8, 2020

01) Call Meeting to Order - The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met for their monthly meeting on Wednesday, July 8, 2020 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Johnson called the meeting to order at 7:05 p.m. and declared a quorum with the following ESD13 Commissioners attending: Johnson and Anderson, with Kessler and Erickson attending via telephone. Also 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 June 1, 2020 Regular Monthly Meeting – Erickson made a motion to approve the minutes as mailed to ESD13 Commissioners; Anderson seconded the motion; motion carried.

04) Treasurer's Report – Johnson distributed the Treasurer Report which reflects (a) ESD13's checking account balance for the period ending June 8, 2020, and (b) ESD13's investment account balance for the period ending May 31, 2020. Johnson provided a summary of the report. Erickson made a motion to approve the report; Kessler seconded the motion; motion carried.

05) Consider, discuss and take appropriate action regarding outstanding bills – Johnson stated ESD13 received invoices from (a) Travis County Appraisal District for the second quarterly payment of \$90.99, and (b) ESD13's attorney in the amount of \$150.00 for review of ESD13's web site contract. Johnson also stated quarterly payment was due to Moellenberg for administrative services, and semi-annual payment was due to Bethlehem Lutheran Church for the use of the Fellowship Hall and filing cabinet storage. Moellenberg requested reimbursement for and provided receipts for paying for ESD13's web domain and flowers to honor Marilyn Samuelson. Erickson made a motion to pay all amounts presented; Kessler seconded the motion; motion carried.

06) Report of Service Providers:

(a) Report from representatives of Elgin Volunteer Fire Department (EVFD) – Moellenberg distributed the Elgin Volunteer Fire Department's report for June, 2020 which was left at Bethlehem Fellowship Hall. The report reflected a total of 69 calls with three being in ESD13 territory.

(b) Report from representatives of Bastrop Travis County Emergency Services District No. 1 (BAT1) – Moellenberg distributed the May 2020 report which BAT1 provided via email; the report reflected five calls in ESD13's territory.

(c) Report from representatives of Austin/Travis County Emergency Medical Services System – Moellenberg distributed the Response Time Compliance Summary reports provided by Charles Brotherton for the months of February, March, April and May, 2020. Commissioners reviewed and asked Moellenberg to verify what the term "Clock Stopper Units" refers to.

(d) Report from any Travis County Emergency Services District – No individuals present or reports provided.

07) Report on Travis County Fire Chief Meetings – Kessler stated he made several attempts to reach Chief Smith with ESD12 who agreed to provide information from Fire Chief meetings with ESD13. Kessler stated he believes Smith is on vacation and will provide a report once he returns.

08) Consider and Discuss Updated Proposed Budget for Twelve Months Ending September 30, 2021 – Moellenberg distributed the updated proposed budget. Erickson communicated ESD13's attorney notified ESD13 new legislation requires a notation or line item regarding legal notices on all budgets. Moellenberg stated she would send the proposed budget to the web designer for posting as suggested by ESD13's attorney.

09) Consider, discuss and take appropriate action regarding updating ESD13's Signature Card with Wells Fargo and Texas Class – Johnson stated he contacted Wells Fargo and was notified access to the bank was possible to update the signature card; however, documentation substantiating the change would need to be provided. Erickson made a motion that Leah Douglas, ESD13's Assistant Treasurer, be added to the Wells Fargo Signature Card and Jarrel Larson, ESD13's prior Vice President, be removed. Erickson continued his motion requesting Moellenberg create a resolution/certification of action to substantiate ESD13's action and Anderson sign the resolution/certification as Secretary of ESD13 for presentation to Wells Fargo. Kessler seconded the motion; motion carried.

Johnson stated he did not have Texas Class contact information to obtain steps needed to add Douglas to the signature card. Erickson stated he would provide contact information to Johnson.

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

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

- Report on Travis County Emergency Services District Commissioners Council – No ESD13 Commissioner present at the meeting was able to attend the ESDCC meeting.
- Status of Commissioner Reappointments – Moellenberg stated review of Travis County Commissioner Meeting Minutes do not reflect any action on ESD13 reappointments.
- Update on Independent Auditor's Report for Year Ended September 30, 2019 – The corrected copy of the ESD13's Independent Auditor's Report for year ended September 30, 2019 was distributed.
- 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 and Moellenberg discussed the August, 2020 agenda items.
- Confirm August 3, 2020 meeting date – ESD13 Commissioners present stated there were no conflicts with the August 3, 2020 scheduled meeting.

12) Other information requiring no action – Moellenberg distributed two date guidelines, one provided by SAFE-D and one provided by Truth-In-Taxation. Johnson provided Moellenberg a) an endorsement provided by ESD13's insurance agent, VFIS, and b) Travis Central Appraisal Districts 2021 Proposed Budget and Annual Report.

13) Adjourn – Kessler made a motion at 8:04 p.m. to adjourn; Erickson seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Administrative Assistant