

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes – April 5, 2021

01) Call Meeting to Order – The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met of their monthly meeting on Monday, April 5, 2021 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:10 p.m. and declared a quorum with the following ESD13 Commissioners attending: Kessler, Erickson, Johnson, Douglas and Anderson. Also attending was Moellenberg, Contracted Administrative Assistant for ESD13; Schwartz and Foehner, Commissioners for Bastrop/Travis County Emergency Services District No. 1 (BAT1); Hernandez, Fire Chief for Elgin Volunteer Fire Department (EVFD); and Martinez and Botello, First Responders for BAT1.

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

03) Approve Minutes of the March 1, 2021 Regular Monthly Meeting - Erickson made a motion to approve the minutes as mailed to Commissioners; Johnson seconded the motion; motion carried.

04) Review Treasurer’s Report and take appropriate action - Johnson distributed the Treasurer’s Report for ESD13’s checking account as of March 8, 2021 and ESD13’s investment account as of February 28, 2021 and provided an overview. Erickson made a motion to approve the Treasurer’s Report; Anderson seconded the motion; motion carried.

05) Consider, discuss and take appropriate action regarding outstanding bills – The following bills were presented for payment: \$92.97 for appraisal fees from Travis Central Appraisal District; \$100.00 for Arnhamn changing the burn ban signs; \$50.00 for ESD13’s Posting Notice Escrow Account with the Travis County Clerk; \$35.00 for Erickson attending a SAFE-D Webcast; and \$1,080 for contracted administrative services. Douglas made a motion to pay the bills presented; Anderson seconded the motion; motion carried. See also Agenda Item No. 8 regarding payment for web maintenance.

Johnson stated ESD13 received an invoice for Domain Registry for domain name registration. Commissioners requested Moellenberg contact Gray, who provides contracted web services for ESD13, regarding the invoice and report back in May.

Erickson requested Moellenberg look at the costs incurred regarding office supplies including ink, stamps, paper etc. as adjustments to the amount compensated might need adjusting.

06) Report of Service Providers

- Report from representatives of EVFD – Moellenberg distributed the February report Hernandez emailed to her to distribute at the March meeting. Hernandez disseminated a report that reflected EVFD responded to 62 total calls in the month of March, with seven calls being in ESD13.

- Report from representatives of BAT1 – Moellenberg distributed the November, and December 2020, and January 2021 reports emailed to her to distribute at the March meeting. Martinez disseminated and summarized the BAT1 First Responder Report for March noting 146 total calls with seven being in ESD13 territory. He also inquired if BAT1 should be responding to calls that come from within Manor’s ETJ but in ESD13 territory. ESD13 Commissioners stated the tax rolls would have to be referred to regarding the properties/area(s) in question.

- Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – No report received.

- Report from any Travis County Emergency Services District – No report received.

07) Report on Travis County Fire Chief Meeting – Moellenberg distributed the CAFCA Communications Committee February 11, 2021 Minutes that ESD12 Fire Chief Smith emailed to her to

distribute at the March meeting. Hernandez stated he did not attend any of the March Fire Chief meetings; Moellenberg stated Smith did not submit any new reports or information to distributed.

08) Consider, discuss and take appropriate action regarding contract with Web Designer Ricky Gray – Moellenberg distributed a proposed maintenance agreement prepared by Gray to provide web site maintenance for ESD13. Commissioners reviewed the proposal which included a proposed fee of \$650.00 for one year of maintenance. Erickson made a motion to approve the proposal and fee and Agenda item No. 05 be amended to include payment of the \$650.00 fee; Anderson seconded the motion; motion carried. Commissioners requested Moellenberg contact Gray to obtain his signature on the contract.

09) Consider, discuss and take appropriate action on meeting with Attorney regarding Fire Code – Kessler and Erickson reported they met with ESD13's attorney regarding ESD13 possibly adopting a Fire Code and are waiting for the attorney to provide additional information.

10) Consider, discuss and take appropriate action on Property & Casualty Coverage – Moellenberg distributed the summary of coverage VFIS submitted to ESD13 for review. Erickson made a motion the coverage listed in the summary remain unchanged; Douglas seconded the motion; motion carried.

11) Consider, discuss and take appropriate action regarding ESD13's 2020 Financial Audit – ESD13 Commissioners reviewed the draft audit and noted some changes. Erickson made a motion Douglas contact the auditor with the changes, and a revised audit be submitted for approval; Anderson seconded the motion; motion carried.

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

- BAT1's Assessment & Strategic Plan – Kessler asked BAT1 Commissioners how activity on the recommendations contained in the report is going; Foehner responded some changes were in the process of being implemented but COVID put a stop to the progress. Erickson asked if BAT1 would be preparing an official response to the report; Foehner responded in the negative. Schwartz stated BAT1 plans to utilize volunteers as long as possible. Kessler noted the report reflected it was becoming harder to get and keep volunteers; Schwartz responded that is a national trend.
- Status of Burn Ban and Burn Ban signs – ESD13 Commissioners noted the burn ban was in effect; Moellenberg stated a damaged burn ban sign was finally replaced by the Travis County personnel.
- Future Agenda items – No specific items were requested.
- Confirm and/or change May 3, 2021 meeting date - ESD13 Commissioners confirmed the May 3, 2021 meeting date.

13) Other information requiring no Action –

- Erickson stated research performed revealed the solar farm will be paying ESD13 approximately \$1,700 in taxes and paying ESD2 approximately \$2,300 in taxes.
- Moellenberg stated the new SAFE-D magazine provides a summary of bills that might affected ESDs.
- Moellenberg distributed the revised 2021 ESD Contact List.

14) Adjourn – Erickson made a motion to adjourn at 7:55 p.m.; Anderson seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Contracted Administrative Assistant