

**Travis County Emergency Services District #13 Board of Commissioners**  
**Monthly Meeting Minutes – August 2, 2021**

- 01) Call Meeting to Order – The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met for their monthly meeting on Monday, August 2, 2021 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Erickson called the meeting to order at 7:10 p.m. and declared a quorum with the following ESD13 Commissioners attending: Erickson, Johnson, and Anderson with Douglas via phone. Also attending was Moellenberg, Contracted Administrative Assistant for ESD13; Martinez, First Responder for Bastrop/Travis County Emergency Services District No. 1 (BAT1), and Cannon representing Elgin Volunteer Fire Department (EVFD).
- 02) Recognition of Citizens and Public Comments - No citizens were present.
- 03) Approve Minutes of the July 5, 2021 Regular Monthly Meeting – Johnson noted a correction was needed in the text of 08) from the year 2020 to 2022. With this change, Anderson made a motion the minutes be approved; 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 July 8, 2021, and ESD13’s investment account as of June 30, 2021. Johnson stated on Page two of the report reference to 06/07/21 should be 06/08/21. With this change, Anderson made a motion to approve the Treasurer’s Report; Douglas seconded the motion; motion carried.
- 05) Consider, discuss and take appropriate action regarding outstanding bills – Moellenberg (a) noted Arnhamn was due the agreed amount of \$100 for checking and fixing all burn ban signs and provided a copy of the email confirming the task was completed, and (b) ESD13 received an email invoice from SAFE-D reflecting the yearly membership of \$275.00 was due. Anderson made a motion to pay the bills presented, Johnson seconded the motion; motion carried.
- 06) Report of Service Providers
- Report from representatives of EVFD – Moellenberg distributed the July EVFD Call Report Hernandez emailed her to give to ESD13 Commissioners; Cannon provided an overview of the report noting 81 total calls in July with five calls being in ESD13 territory.
  - Report from representatives of BAT1 First Responders – Martinez distributed the BAT1 First Responder’s report for the month of July and stated BAT1 First Responders responded to 172 calls with three calls being in ESD13 territory. Martinez stated there were no overlapping calls for ESD13, COVID seems to be on the rise, and they hope to receive their new vehicle in September.
  - Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – No reports were provided.
  - Report from any Travis County Emergency Services District – No additional emergency service district submitted a report.
- 07) Report on Travis County Fire Chief Meeting – Moellenberg stated no report or information was provided by ESD12’s Fire Chief Smith.
- 08) Consider, discuss and take appropriate action on 2021 Tax Rate Calculation Worksheet – Erickson and Douglas stated they would meet on Wednesday and Douglas would file the report on line by the deadline of August 7, 2021.
- 09) Consider, discuss and take appropriate action on posting of calculation of tax rates and tax rate adopting date by August 7, 2021 on ESD13 Website and portal maintained by Travis County Appraisal District – See No. 8 above and Moellenberg requested and Douglas agreed to forward the completed Worksheet to Moellenberg so it could be provided to ESD13’s webmaster for uploading.

- 10) Consider, discuss and take action on Proposed Newspaper Publication regarding Ad Valorem Tax – Moellenberg distributed draft language. ESD13 Commissioners discussed that Erickson and Douglas would provide Moellenberg with the percentage increase. Johnson made a motion for Moellenberg to contact the Elgin Courier to publish the language distributed after Erickson and Douglas provided her with the percentage increase; Anderson seconded the motion; motion carried.
- 11) Consider, discuss and take appropriate action on meeting with Attorney regarding Fire Code – No information was discussed.
- 12) Consider, discuss and take appropriate action on the following items:
- BAT1's Assessment & Strategic Plan – No items were discussed.
  - Status of Burn Ban and Burn Ban signs – ESD13 Commissioners acknowledged the burn ban is still lifted.
  - Travis County Emergency Services Districts Commissioners Council meeting September 11, 2021 – ESD13 Commissioners acknowledged the date of the scheduled meeting.
  - Future Agenda items – Erickson stated the auditor ESD13 has utilized for several years is no longer going to perform audits and requested discussion of selecting bids for an auditor be placed on the September agenda. ESD13 Commissioners acknowledged the adoption of the Tax Rate would be on the September agenda. Erickson stated the budget may need to be amended to include a line item for publications.
  - Confirm and/or change September 7, 2021 meeting date - ESD13 Commissioners confirmed the September 7, 2021 meeting date.
- 13) Other information requiring no Action – The amended Page 4 of the printed Audit was distributed.
- 14) Adjourn – Johnson 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