

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes
February 3, 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, February 3, 2020 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 present: Kessler, Erickson, Johnson, Anderson and Douglas. Also attending the meeting were: Moellenberg, Administrative Assistant for ESD13; Foehner and Newstrom with Bastrop/Travis County Emergency Services District (BAT1); and Vera Gebert, Notary.

02) Recognition of Citizens and Public Comments – No citizen was present to address the ESD13 Board.

03) Oath of Officers and Notarization. – Each of the ESD Commissioners read and signed their Oath of Office and Vera Gebert notarized the Oaths as follows: Kessler, President; Erickson, Vice-President; Johnson, Treasurer; Douglas, Vice-Treasurer; Anderson, Secretary.

04) Approve Minutes of the January 3, 2020 Regular Monthly Meeting – Johnson stated a correction was needed to the Adjourn paragraph. Moellenberg looked up the motion and stated Erickson made the motion to adjourn and a correction would be made. Erickson made a motion to approve the minutes with the correction; Johnson seconded the motion, motion carried.

05) Treasurer's Report – Johnson distributed the Treasurer's Report which contained (a) ESD13's checking account information from October 8, 2019 to January 9, 2020 and (b) ESD13's Texas Class Investment Account information as of December 31, 2019. Johnson summarized the information on the report as follows: \$89,944.45 in ESD13's checking account and \$226,363.57 in ESD13's investment account. Additionally, it was reported in January the interest earned in Texas Class was \$356.48. Erickson stated ESD13 would soon be receiving approximately \$80,000 from Travis County and should consider investing some of those dollars in Texas Class; he requested investing additional monies in Texas Class be put on future agendas. Erickson made a motion to approve the report; Douglas seconded the motion; motion carried.

06) Consider, discuss and take appropriate action regarding outstanding bills – Johnson stated ESD13 received an invoice in the amount of \$23.00 from the Elgin Courier for publication of ESD13's address. Moellenberg submitted email (a) invoice from Gebert in the amount of \$50.00 for notarizing the Oaths of Offices and (b) notifications regarding Arnhamn changing the burn ban signs two times. Commissioners acknowledged the prior action to pay \$100 each time the burn ban signs were changed. Anderson made a motion to pay the amounts due; Douglas seconded the motion; motion carried.

07) Report of Service Providers

a) Report from representatives of Elgin Volunteer Fire Department (EVFD) – Moellenberg stated Reyna sent a text stating he had to work late and would send a copy of the report via email the next day. Kessler requested Moellenberg forward the report once received.

b) Report from representatives of Bastrop and Travis County Emergency Services District No. 1 (BAT1) – Foehner distributed a report for the month of January 2020 which reflected BAT1 made a total of three calls in ESD13 territory with an average response time of 10 minutes and 40 seconds

c) Reports from representatives of Austin-Travis County Emergency Medical Services System – Moellenberg distributed the Austin-Travis County EMS Response Time Compliance Summary of Priority 1 – 5 calls within each Travis County ESD for the months of November and December 2019 provided by Charles Brotherton, Travis County Emergency Services County Executive. ESD13 Commissioners requested Moellenberg obtain a description of what kind of calls fall within each priority.

d) Reports from any Travis County Emergency Services District – No additional ESD person present or report provided.

08) Consider, discuss and take appropriate action regarding amount of Treasurer and Assistant Treasurer Bond – Moellenberg stated the amount of the current Treasurer’s Bond is \$60,000 and since ESD13 budget reflects income of more than that she requested a quote for \$70,000. Commissioners discussed if the amount of bond should be the total dollars in the bank and investment accounts and stated they would investigate this at the SAFE-D convention. Commissioners also asked Moellenberg to receive a quote for increasing the amount of bond to \$300,000.

09) Consider and possibly take action on the following items:

a. Adoption of a resolution calling for an election on May 2, 2020 for adoption of a sales and use tax at a rate not to exceed 2%, and excluding the imposition of any such tax in parts of the district where local sales and use taxes are already at a rate of two percent, and appointing an agent to take all actions for compliance with applicable election laws.

b. Authorizing the president to execute an agreement with Travis County in a form offered by Travis County to political subdivisions in the county for the conduct of elections and payment by the District for services and equipment to be provided by Travis County.

a. Erickson stated he believed ESD13 should move forward with collection of sales tax. Kessler read into the record the language of 09) a. above. Erickson distributed the Key Dates and Deadlines for the May 2, 2020 Election including the February 10, 2020 deadline for filing the required Resolution with Travis County. Commissioners noted other requirements would also have to be met including posting notification at Lund, and publication in the newspaper, as well as the ability to withdraw from the election as outlined on the Key Dates and Deadlines. Erickson also distributed two maps which he said he would be providing to Travis County to verify ESD13 and BAT1 boundaries. Moellenberg summarized items in the Resolution that needed to be in the motion including who the designee should be. Douglas made a motion the sales tax resolution be adopted and Erickson be the designee; Anderson seconded the motion; motion carried. Commissioners asked Moellenberg to mail the Resolution to Travis County Elections.

b. Erickson made a motion authorizing Kessler to execute an agreement with Travis County for the conduct of elections and payment for services/equipment to be provided by Travis County; Douglas seconded the motion; motion carried.

10) Consider, discuss and take appropriate action on Procedures for ESD13 meetings and public comment to comply with HB2840 – Moellenberg distributed a draft of procedures for meetings and

public comment for Commissioners to consider and noted she obtained information from Travis County and other ESD websites, information from the SAFE-D magazine and from the language of the legislation. Kessler stated his research revealed entities could limit citizen comments on all agenda items to the Public Comment Period of the meeting. Commissioners stated additional information will probably be available at the SAFE-D convention.

11) Consider, discuss and take appropriate action on ESD13 website development including information to comply with HB305 – Moellenberg distributed a draft of Possible Items for ESD13 to include on its web site and an article from SAFE-D's magazine which reflected additional requirements above and beyond those of HB305 which appear to be required by SB2. Commissioners stated additional information will probably be available at the SAFE-D convention.

12) Consider, discuss and take appropriate action regarding purchase of Burn Ban Signs – Moellenberg distributed a \$275.00 quote from Texas Department of Criminal Justice for purchase and mailing of 10 burn ban signs along with a Purchase Order for Kessler to sign if Commissioners approved the purchase. Moellenberg stated ESD13 only has one burn ban sign remaining for replacement of destroyed signs. Erickson made a motion to approve the quote and purchase order in the amount of \$275.00 for 10 burn ban signs; Johnson seconded the motion; motion carried.

13) Consider, discuss and take appropriate action regarding Brickston Development – No new information was provided by Brickston representatives; Kessler stated Aqua Water Corporation approved water for the development and Douglas and Moellenberg stated they were aware of permits pending with TCEQ.

14) Consider, discuss and take appropriate action regarding increase in fees paid for Administrative Services – Per Commissioners' request Moellenberg submitted request for a \$100 per month increase for administrative services. Erickson made a motion to approve the increase; Anderson second the motion; motion carried.

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

- Report on recent meetings of the Travis County Emergency Services District Commissioners Council including presentation to Travis County Commissioners on January 28, 2020; Next meeting February 15, 2020, 201 E. Pecan, Pflugerville. – Moellenberg distributed the power point presentation given to Travis County Commissioners on January 28, 2020. Kessler stated he attended the Travis County Commissioners meeting. Kessler also stated he attended the ESDCC January meeting and shared the expected growth in eastern Travis County.
- ESD13/BAT1 map provided by Travis County Emergency Services – See 09) a. above.
- Publication of ESD13 Address as required by 775.036 Health and Safety Code – Moellenberg stated the address was published on January 15, 2020.
- Status of Burn Ban – The burn ban is lifted.
- Status of Commissioners Erickson and Anderson Reappointments, and Reappointments of Kessler and Johnson – Moellenberg stated no reappointments have been made; Kessler stated ESD13's attorney Doug Young confirmed ESD Commissioners remain in good standing even if the County Commissioners Court takes no action.
- Chart of Contact Information for 2020 – Moellenberg distributed the chart noting the changes by Brotherton.
- SAFE-D Conference, Galveston (February 20-22) – Kessler, Erickson, Douglas and Moellenberg stated they were planning to attend the convention; Anderson stated he might be able to attend.

- Future agenda items – Erickson asked that ESD13’s Audit be put on future agendas as he expects a draft report in March or April.
- Confirm March 2, 2020 meeting date – Commissioners confirmed the availability of the March 2 date.

16. Other information requiring no action – No information discussed

Adjourn – Erickson made a motion to adjourn at 8:48 p.m.; Douglas seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Administrative Assistant