

**Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes – August 15, 2022**

- 01) Call to Order and establish a Quorum - The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met for their monthly meeting on Monday, August 15, 2022 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Erickson called the meeting to order at 1:04 p.m. and declared a quorum with the following ESD13 Commissioners attending: Erickson, Johnson, Anderson and Douglas. Also attending was Moellenberg, Contracted Administrative Assistant for ESD13; Logan of Logan Consulting, Martinez, Fire Chief for Bastrop/Travis County Emergency Services District No. 1 (BAT1); and Lauren C. of Elgin Volunteer Fire Department (EVFD).
- 02) Recognition of Citizens; General and Agenda Comments - No citizens were present.
- 03) Review and take appropriate action on minutes of the July 5, 2022 – Erickson made a motion to approve the minutes as mailed to ESD13 Commissioners; Anderson seconded the motion.
- 04) Review Treasurer's Report and take appropriate action – ^{Johnson ml} Erickson distributed the Treasurer's Report reflecting ESD13's checking account balance as of July 8, 2022, and ESD13's investment account balance as of June 30, 2022. Douglas 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 – Johnson presented the following items for approval: (a) \$1,520.00 to ESD13's attorney (Invoice Number 1055), (b) \$275.00 to SAFE-D for annual membership, and (c) \$487.09 to Logan Consulting for purchase of a computer (including insurance and warranty) and paper. Douglas made a motion the amounts presented be paid; Anderson seconded the motion, motion carried.
- 06) Report of Service Providers
- Report from representatives of Elgin Volunteer Fire Department (EVFD) – Martinez distributed the EVFD incident report which reflected four calls in ESD13 territory.
 - Report from representatives of Elgin Med/Rescue 1 – Martinez presented the report for Elgin Med/Rescue 1 noting 156 total calls with three calls being in ESD13 territory.
 - Report from Elgin Fire Chief – Martinez distributed and summarized the Fire Chief's Report noting various actions including new contracts between BAT1 and Elgin VFD and McDade VFD were recently signed, and the approval in next year's budget which will provide funds for hiring seven full time firefighters. ESD13 Commissioners requested copies of the budgets and Martinez stated he would forward via email.
 - Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – Moellenberg distributed the June 2022 reports received from Brotheron, County Executive.
 - Report from any Travis County Emergency Services District – No reports received.
- 07) Report on Travis County Fire Chief Meeting – No information or reports provided.
- 08) Consider, discuss and take appropriate action on Proposed Newspaper Publication regarding Ad Valorem – Moellenberg distributed a draft of the Small Taxing Unit Notice prepared by Douglas which is required to be published in a newspaper. A correction of the tax year was noted. Anderson made a motion to approve sending the notice, with the correction, to the Elgin Courier for publication; Douglas seconded the motion, motion carried. Moellenberg advised ESD13 Commissioners (a) the notice must also be posted on ESD13's web page, and (b) Douglas had completed numerous documents required to be completed, and posted or submitted to Travis County Truth-in-Taxation and Travis Central Appraisal District's portal. ESD13 Commissioners also acknowledged the requirement to submit ESD13's Order Adopting the tax rate to Travis County by September 30, 2022.

- 09) Consider, discuss, and take appropriate action on selection of Auditor for Fiscal Year 2022 – Douglas stated she had not yet reached out to the auditor ESD13 utilized last year and requested this agenda item be tabled till September (see also No. 13 below).
- 10) Consider, discuss and take appropriate action regarding a Strategic Plan for ESD13. – Anderson requested this agenda item be tabled till September.
- 11) Consider, discuss, and take appropriate action regarding information requested by the Comptroller of Public Accounts for collection of sales tax beginning October, 2022 – Erickson stated he and Johnson reviewed a spreadsheet provided by the Comptroller of possible taxpayers in ESD13 territory, deleted those that were not in ESD13 territory and submitted the updated list to the Comptroller. ESD13 Commissioners also discussed sales tax from entities such as Amazon.
- 12) Consideration, discuss and possible action to adopt bylaws governing the actions of the ESD13 Board of Commissioners. – ESD13 Commissioners discussed the draft bylaws and requested Moellenberg contact ESD13's attorney regarding Section 1.4.3, Regular Meetings. Douglas made a motion further action be tabled to the September meeting; Anderson seconded the motion; motion carried.
- 13) Consideration and possible action to adopt policies covering ESD13 financial administration, financial and account risk assessments, and code of ethics applicable to ESD13 agents – Erickson distributed suggested changes to the draft Accounting Procedures and the draft External Audit. ESD13 Commissioners discussed the changes and requested Moellenberg contact ESD13's attorney regarding the suggested changes. Douglas made a motion this agenda item be tabled to the September meeting; Anderson seconded the motion; motion carried. The kind of audit needed and cost of the audit were also discussed; Logan Consulting stated she would provide names of auditors ESD13 may wish to contact.
- 14) Consideration and possible action to establish physical and electronic addresses for ESD13 to receive legal notices, public information requests, and other official documents that require timely response, including engaging a third-party to act as agent for such notice purposes – ESD13 Commissioners discussed (a) the possible day(s) and hour(s) needed for a physical business location, and (b) the requirements of the Public Information Act. ESDS13 Commissioners requested Moellenberg contact ESD13's attorney for further information.
- 15) Consideration and possible action to adopt procedures and forms for use in submission of public information requests to ESD13 – ESD13 Commissioners noted the items discussed under Agenda No. 14 affect this agenda item and information from ESD13's attorney will be requested.
- 16) Consideration and possible action to adopt a policy for storing and preserving electronic communications of ESD13 Commissioners and other agents of ESD13. – ESD13 Commissioners discussed various options and costs for obtaining an email account for ESD13 Commissioners to use for ESD13 business. Johnson made a motion each ESD13 Commissioner set up by September 1, 2022, a Goggle email account to use for ESD13 communications; Anderson seconded the motion; motion carried.
- 17) Consideration and possible action to authorize additional ESD13 Commissioners to serve as signatories on ESD13 accounts, and to execute any agreement with the ESD13's financial institution(s) to authorize same – Johnson confirmed ESD13's President, Vice-President, Treasurer and Assistant Treasurer are on ESD13's banking account signature card.

- 18) Discuss and take appropriate action regarding items required to be on ESD13's web site and what information may otherwise be included on ESD13's website – Moellenberg stated she has not yet communicated with ESD13's attorney regarding this agenda item and requested it be tabled to the September meeting.
- 19) Consider, discuss and take appropriate action regarding meeting with ESD12 – ESD13 Commissioners present requested this agenda item be placed on the September agenda as Kessler requested this agenda item and he was not present to discuss.
- 21) Consider, discuss and take appropriate action on the following items:
- Cybersecurity Training – Moellenberg stated she will follow up with Kessler regarding his completion of Cybersecurity Training.
 - BAT1's Assessment & Strategic Plan – No information discussed.
 - Bastrop/Travis County Emergency Services Strategic Plan – No information discussed.
 - Status of Burn Ban and Burn Ban Signs – ESD13 Commissioners acknowledged the new burn ban list, map and photos provided by Moellenberg to Travis County. Moellenberg stated three signs were delivered to Travis County to replace the three identified signs that had been destroyed.
- 20) Consider, discuss, and take appropriate action on contracting for an Administrative Assistant for ESD13 – Douglas provided a summary of the contract proposed for contracting with Logan Consulting (Logan) for administrative services. ESD13 Commissioners discussed the contract and Logan provided an overview of the other ESDs she provides administrative services to and the tasks performed. Erickson made a motion ESD13 approve the contact with Logan Consulting; Anderson seconded the motion; motion carried and the contract was signed.
- 22) Discuss and take action on possible agenda items, time and date for next meeting – Items for the September meeting include adoption of the tax rate for 2022 as well as signing the order adopting the rate and items listed in Nos. 9-15, 18 and 19 above. Additionally, the meeting date was set for September 6, 2022 at 1:00 p.m.
- 22) Other information requiring no action – Moellenberg requested ESD13 Commissioners provide their new email addresses to her by the end of August so she can update the contact list. She also distributed the adopted budget for twelve months ending September 30, 2023 and provided Logan with a draft of the tasks she performs as well as a draft of the files in ESD13's filing cabinet.

ESD13 Commissioners recognized and expressed appreciation to Moellenberg for her years of service to ESD13 and the community and presented her with a gift. Moellenberg expressed her gratefulness and stated it has been an honor to work with ESD13 and will continue, with ESD13's permission, to work on several projects.

- 24) Adjourn – Douglas made a motion to adjourn; Anderson seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: 
Diane Moellenberg, ESD13 Contracted Administrative Assistant