

Travis County Emergency Services District No. 13 Board of Commissioners

Monthly Meeting Minutes – September 6, 2022

MEETING ON PROPOSED TAX RATE FOR TAX YEAR 2022 – In compliance with the Tax Code 26.05 and Chapter 551, Texas Government Code, notice is hereby given that the Travis County Emergency Services District No. 13 (ESD#13) will hold a public meeting at 1:00 p.m. on Tuesday, September 6, 2022, at 17808 Lund-Carlson Road (Bethlehem Lutheran Fellowship Hall), Elgin Texas to consider adopting a proposed tax rate for the tax year 2022. The proposed tax rate is \$0.10 per \$100 of taxable value. The proposed tax rate would increase total taxes in ESD#13 by 3.86%. Notice of the meeting and proposed tax rate was published in the Elgin Courier on August 24, 2022.

1. Call to order and establish a quorum – Commissioner Erickson called the meeting to order at 1:00 p.m. and established a quorum with Commissioner’s Johnson, Anderson, and Douglas attending.
2. Recognition of Citizens - None present
3. Discuss/review and act on Proposed Tax Rate for Tax Year 2022 – Commissioner Douglas made the motion to adopt the 2022 Tax Rate at \$0.10 per \$100 taxable value and was seconded by Commissioner Anderson. The motion passed unanimously.
4. Adjourn – Commissioner Erickson adjourned at 1:08 p.m.

REGULAR MONTHLY MEETING –

1. Call to order and establish a quorum: - The Board of Commissioners of Travis County Emergency Services District No. 13 (ESD#13) met for their monthly meeting on Tuesday, September 6, 2022, at Bethlehem Lutheran Church Fellowship Hall, Lund Texas. Commissioner Erickson called the meeting to order at 1:08 p.m. and declared a quorum with the following ESD#13 Commissioners attending: Johnson, Anderson, and Douglas. Also attending was Moellenberg, Contracted Administrative Assistant for ESD#13; 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).
2. Recognition of Citizens: General and Agenda Comments – No citizens were present.
3. Review and take appropriate action on minutes of the August 15, 2022, meeting – Commissioner Anderson made the motion to accept the August minutes and was seconded by Commissioner Johnson. The motion passed with Commissioner Douglas abstaining.
4. Review August 2022 Treasurer report and take appropriate action – Commissioner Douglas made the motion to approve Treasurer’s report as presented and was seconded by Commissioner Anderson. The motion passed unanimously.
5. Consider, discuss, and take appropriate action regarding outstanding bills – The following bills were presented: ck 1269 \$5,000.00 Diane Moellenberg, ck 1274 \$58.00 Elgin Courier, ck 2175 \$1,252.98 Logan Consulting, ck 1276 \$64.95 David Erickson and ck 1277 \$15,000.00 BAT1. Commissioner Douglas made the motion to pay the bills as presented and was seconded by Commissioner Anderson. The motion passed with Commissioner Erickson abstaining.

6. Reports from Service Providers
- EVFD: Martinez distributed the report reflecting 5 calls in ESD13 territory
 - BAT1: Martinez distributed the report reflecting 190 total calls with 66 in ESD13 territory
 - Austin-Travis County Emergency Medical Services System: None
 - Any Travis County Emergency Services District: None
7. Report on Travis County Fire Chief Meetings – None
8. Consider, discuss, and take appropriate action on soliciting proposals for selecting an Auditor for FY2022 – Commissioner Douglas stated she is still in the process of obtaining bids.
9. Consider, discuss, and take appropriate action regarding Strategic Plan for ESD13 – None
10. Consider, discuss and take appropriate action to adopt bylaws governing the actions of the ESD13 Board of Commissioners – Commissioner Douglas made the motion to accept the bylaws with amendments as discussed and was seconded by Commissioner Anderson. The motion passed unanimously.
11. Consider, discuss, and take appropriate action to adopt policies covering ESD13 financial administration, financial and account risk assessment, and code of ethics applicable to ESD13 agents –
- Financial Administration – Tabled
 - Financial and Account Risk Assessment – Commissioner Douglas made the motion to accept and was seconded by Commissioner Anderson. The motion passed unanimously.
 - Code of Ethics – Tabled
12. Consider, discuss, and take appropriate 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 third parties to act as agents for such notice purposes – Tabled. Ms. Logan stated that she would draft a letter requesting the use of BAT1 physical address for such purposes for Commissioner Erickson. Chief Martinez stated that he would get it on the agenda for the next meeting.
13. Consider, discuss, and take appropriate action to adopt procedures and forms for use in submission of public information requests – Commissioner Douglas made the motion to adopt the procedures and forms as presented and was seconded by Commissioner Johnson. The motion passed unanimously.
14. Consider, discuss, and take appropriate action regarding items required to be on ESD13's website and what information may otherwise be included – No action.
15. Consider, discuss, and take appropriate action regarding meeting with ESD12 – No action.
16. Consider, discuss, and take appropriate action regarding information requested by the Comptroller of the Public Accounts for collection of sales tax beginning October 2022 – No action. Commissioner Johnson will continue to monitor.
17. Consider, discuss, and take appropriate action regarding the following:

- BAT1's Assessment & Strategic Plan – No action
- Status of Burn Ban and Signs – No action
- Future agenda items – None mentioned
- Confirm and/or change October 3, 2022, meeting – After discussion it was decided to change the meeting to Monday October 10, 2022, at 1:00 p.m.

18. Other information requiring no action – Ms. Logan stated she would reach out to Paula Barr with HdL Company regarding sales tax information and collection. She will report back to the board at a later meeting.

19. Adjourn – There being no further business, Commissioner Erickson adjourned at 3:02 p.m.

Respectfully submitted,
Aaron Anderson, Secretary

By: 
M Logan, Business Manager