

## Travis County Emergency Services District No. 13 Board of Commissioners

### Monthly Meeting Minutes - April 3, 2023

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 Monday, April 3, 2023, at Bethlehem Lutheran Church Fellowship Hall, Lund, Texas. Chairman Kessler called meeting to order at 7:04 pm and declared a quorum with the following ESD #13 Commissioners attending: Erickson, Anderson, and Johnson. Not attending was Commissioner Douglas. Emily Erickson, ESD13 administrator, was also in attendance. There were no service providers or other citizens present.
2. Recognition of Citizens; General and Agenda Comments. No citizens were present.
3. Review and take appropriate action on minutes of the March 8, 2023 regular meeting. Commissioner Johnson made the motion to approve the minutes, Commissioner Erickson seconded the motion. The motion passed unanimously.
4. Review and take appropriate action on the Treasurer's Report. Commissioner Johnson presented the Treasurer's Report. Commissioner Erickson moved that \$250K should be transferred to Texas Class. Motion seconded by Anderson, and it passed unanimously. Erroneous sales tax receipts of 6K and 10K from previous months will probably be removed from the account. Estimates for ESD 13 are about \$1,200 per year. We are waiting until we hear from the sales tax people on how to proceed with the erroneous funds. Commissioner Anderson made the motion to approve the Treasurer's Report, Commissioner Erickson seconded the motion. The motion passed unanimously.
5. Consider, discuss, and take appropriate action regarding outstanding bills. The following bills were presented for payment: annual audit (\$4,400), Travis Central Appraisal District (\$325.86), and Bethlehem Church payment (\$510). Commissioner Anderson made the motion to pay the outstanding bills, Commissioner Erickson seconded the motion. The motion passed unanimously.
6. Report from Service Providers. No service providers were present.
7. Report on Travis County Fire Chief Meetings. No report.
8. Consider, discuss, and take appropriate action on a strategic plan for ESD13. This item was tabled for next meeting.

9. Update on meeting with ESD12. - This item was tabled for next meeting.

10. Consider, discuss and take appropriate action on contract with BAT1. This item is on hold at this point. No action taken.

We have received a redline copy but are waiting for BAT1's reply to various issues that were raised. We will hold the contract until these issues are addressed. It was noted that two BAT1 members have resigned.

11. Consider, discuss, and take appropriate action regarding the following items:

- BAT1's Assessment I Strategic Plan No update.
- Status of Burn Ban and Burn Ban Signs Consider someone to take down the burn ban signs.
- Future Agenda Items. None.

12. Consider, discuss, and take appropriate action on Audit FY22. Commissioner Douglas posted them on our website. No further action required.

13. Consider, discuss, and take appropriate action regarding administrative staff position. The remuneration of the prior administrators, Logan and Diane, was reviewed. By general consensus, Emily Erickson will begin serving as temporary administrative assistant. Appropriate conflict of interest statements are being prepared and will be filed according to state law. Commissioner Anderson made the motion to begin work with Emily Erickson, Commissioner Johnson seconded the motion. The motion passed unanimously. Commissioner Erickson abstained.

14. Date of next meeting. May 8, 2023, 7:00 pm

15. Executive Session. None.

16. Adjourn. There being no further business, Commissioner Kessler adjourned at 8:03 pm.

Respectfully submitted,

Aaron Anderson, Secretary

By: Emily Erickson

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THE DISTRICT'S COMMISSIONERS MAY RETIRE INTO A CLOSED SESSION AT ANY TIME BETWEEN THE MEETING'S OPENING AND ADJOURNMENT FOR THE PURPOSE OF CONSULTING WITH LEGAL COUNSEL PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE ON ANY MATTER INCLUDED ON THE AGENDA. ANY ACTION, IF ANY, RESULTING FROM SUCH CONSULTATION WILL BE TAKEN IN OPEN SESSION.