

## TRAVIS COUNTY EMERGENCY SERVICE DISTRICT 16

### AGENDA

APRIL 28, 2020

Notice is hereby given that a meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 will be held via Tele-Conference in order to adhere to social distancing rules (see attached instructions for call in) on **Tuesday, April 28, 2020 at 6:00 p.m.**, at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

**Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Commissioners of Travis County Emergency Services District No. 16 may hold its meeting via telephone conference call because of the difficulty and risks of convening a quorum in one location. Once initiated, the call will be broadcast at the meeting location and recorded as required by the Texas Open Meetings Act. The public may participate in the meeting via a conference system at 1-888-510-5505 and entering meeting ID 631545#.**

1. Call meeting to order;
2. Public Comment: Members of the public may speak for up to three (3) minutes regarding general topics or specific agenda items. In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners;

#### Discussion/Action Items

3. Approval of Minutes from February 18, 2020 Board Meeting;
4. Receive report from Business Manager and consider taking related action, including:
  - a. Approval of monthly bills and invoices, including processing of payroll; approval on checks, including:
    1. Expense report from 2/18/20 thru 4/28/20
  - b. Approval of financial report;
    1. Financial report for Month ending March 2020
  - c. Review and approve district investments and quarterly investment report for 1<sup>st</sup> quarter; and
5. Discuss Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement; (Filed on 3/5/20 before due date of April 1<sup>st</sup>)
6. Conduct annual review of investment policy and investment strategies and adopt resolution;
7. Discuss and review Records Management Program and make changes as appropriate;
8. Discuss and consider taking action on ESD 16 Mission Statement/Vision Statement;
9. Discuss and take action concerning Interlocal agreement for administration services contract that was finalized by Howard Katz and John Carlton;
10. Discuss and take action on Resolution to engage John Carlton as legal counsel for ESD 16;
11. Contract Provider Update regarding emergency response operations, response times, call volume, training, management activities and personnel;
12. Discuss agenda, time and date for next meeting; and
13. Adjourn.

A packet containing all supportive documentation for this agenda is available for inspection at 801 Bee Creek Road, Spicewood, Texas 78669, between the hours of 8:00 a.m. and 5:00 p.m.



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John J. Carlton, Attorney for  
Travis County Emergency Services District No. 8

The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open session.

Travis County Emergency Services District No. 16 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Kristy Quigley, Secretary for Travis County Emergency Services District No. 16 at (512) 264-1476 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

**INSTRUCTIONS FOR TELE-CONFERENCE CALL IN:**

**PARTICIPANT CODE: 631545**

Please dial from a touch-tone phone and wait to engage your speakerphone until after the dialing sequence is complete.

**Step 1 - To Access the conference system, dial 1-888-510-5505.**

You will hear "Please enter your participant code, followed by the pound key."

**Step 2 – Guests - Enter the PARTICIPANT CODE followed by the “#” sign (631545#)**

You will hear "Please say your name, followed by the pound key"

**Step 3 - Say your name and enter “#” to be announced, otherwise just enter “#”**