

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

Minutes

July 17, 2019

Notice is hereby given that the first meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was on **Wednesday, July 17, 2019 at 1:00 p.m.**, at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

1. Call meeting to order;

Debra Opdahl called meeting to order at 1:03 pm

Present:

Board Members: Charles Valadez, Becky Wynn, Kristy Quigley, Debra Opdahl, Rusty Jedlicka

Also present:

Kyle Swarts, Mike Wynn, David Lackey, Sheila Prince, Troy Wenzel, Matthew Montgomery, Ryan Smith, Charles Barker, Wade Schmidtzinsky, Brian Dutcher, John Carlton

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;

Kyle Swarts introduced himself to the Board as the President of the Fire Fighters Association and reported that the firefighters are looking forward to working with the new ESD 16 Board.

Administrative

3. Approve and accept statements and oaths of office for appointed Commissioners;

Charles Valadez, Becky Wynn, Kristy Quigley, Rusty Jedlicka and Debra Opdahl each took their oath of office for appointment as commissioners on ESD16 Board. The oaths were signed and notarized.

Charles Valadez, Becky Wynn, Kristy Quigley, Rusty Jedlicka and Debra Opdahl each signed their Statements of office for appointment as commissioners on ESD16 Board. The statements were signed and notarized.

4. Action regarding election of officers for Board of Commissioners;

Debra Opdahl nominated Charles Valadez to the office of President of the ESD 16 Board, Charles Valadez accepted the nomination, nomination seconded by Becky Wynn. Motion passed unanimously.

Charles Valadez nominated Becky Wynn to the office of Vice President of the ESD 16 Board, Becky Wynn accepted the nomination, nomination seconded by Rusty Jedlicka. Motion passed unanimously

Charles Valadez nominated Kristy Quigley to the office of Secretary for the ESD 16 Board, Kristy Quigley accepted the nomination, nomination seconded by Rusty Jedlicka. Motion passed unanimously.

Debra Opdahl nominated Rusty Jedlicka to the office of Treasurer for the ESD 16 Board, Rusty Jedlicka accepted the nomination, nomination seconded by Kristy Quigley. Motion passed

unanimously.

John Carlton suggested there be an alternative position in case a substitute is needed.

Charles Valadez nominated Debra Opdahl to the office of Assistant Secretary and Assistant Treasurer, Debra Opdahl accepted nominations, nominations seconded by Rusty Jedlicka. Motion passed unanimously.

5. Discuss and take action to select a permanent mailing address for the District;

Charles Valadez opened discussion on permanent mailing address for District 16, Chief Wenzel suggested using 801 Bee Creek Road, Briarcliff Texas as both the physical and administrative offices (same as ESD 8) which would be more convenient to the public.

Motion made by Debra Opdahl to use 801 Bee Creek Road, Briarcliff Texas as both the physical and administrative offices, seconded by Kristy Quigley, Motion passed unanimously.

6. Discuss and take action to set the District's monthly meetings, including discussion of date, time and location;

John Carlton addressed having ESD 8 and ESD 16 meetings consecutively instead of concurrently, stating that ending one meeting before starting another would be beneficial.

Charles Valadez suggested the 3rd Monday of every month at 7:30pm following the ESD8 meeting which starts at 6:30 pm.

Debra Opdahl made a motion that ESD 16 meetings be held on the 3rd Monday of every month at 7:30 pm, motion seconded by Kristy Quigley. Motion passed unanimously.

7. Discuss and possible action on retaining legal counsel;

John Carlton addressed having the same counsel for both ESD 8 and ESD 16, Mr. Carlton suggested that the Carlton Law Firm be the General Counsel for both Boards, and Mr. Howard Katz be obtained as special counsel for the drafting of agreement between the two districts to avoid any complications. Also, that Mr. Howard Katz be contacted if/when a conflict arose which is not foreseeable at this time. Mr. Carlton will draft an engagement letter that will address these issues.

Mr. Carlton assured the Board Mr. Katz had extensive ESD experience, is a retired attorney, retains his license and private practice, has a vacation home on Lake Travis, and is a recipient of the President's award. Mr. Carlton offered to discuss fee's with Mr. Katz and report his findings.

Rusty Jedlicka inquired if the Carlton Law Firm would address any open records request for ESD 16, Mr. Carlton assured the Board his law firm would address any requests for open records.

Charles Valadez called for a motion to retain the Carlton Law Firm as General Counsel for ESD 16. Debra Opdahl made the motion to retain the Carlton Law Firm as General Counsel for ESD 16, motion seconded by Kristy Quigley. Motion passed unanimously.

8. Budget presentation for FY2019-2020;

Chief Troy Wenzel presented a sample budget for ESD 16, Chief Wenzel continued his presentation reiterating that this budget would be a starting place for the Board. The actual budget will be discussed further at the July 27th Budget Workshop meeting.

The Board discussed setting of tax rate, John Carlton addressed Truth in Taxation which will not be in force this year in setting tax rate. Carlton suggested to the Board Chief Wenzel present an overall budget for Fire and EMS at the Budget Workshop, address ESD 8 then ESD 16. Rusty Jedlicka requested report address time line, roll out, significant events, and that it addresses needs quarterly and annually. Mr. Carlton suggested on the July 27th ESD 16 meeting topics would be limited to budget.

The Board authorized Chief Wenzel to present an overall budget for Fire and EMS at the Budget Workshop on July 27th.

9. Discuss and consider adoption of tax and budget planning calendar and take any related action;
Carlton advised the Board that meetings be posted first week in September, a total of 3 meeting, 1st and 2nd meeting 2 days apart and the 3rd meeting 3 days afterward the 2nd meeting. At 3rd meeting adopt tax rate.

Mr. Carlton reminded the Board 3 members are needed to be present at each meeting for a quorum. Mr. Carlton suggested that 4 members of the Board be present at each meeting.

10. Discuss and consider action regarding management and operation of the District, including contract for services with Travis County Emergency Services District No. 8;

John Carlton reviewed general services agreement between ESD 8 and ESD 16 for emergency medical services. Mr. Jedlicka reviewed cash flow problem until taxes are collected in 2020 and that ESD 8 will not be reimbursed until that time.

Discussion/Action Items

11. Discuss agenda, time and date for next meeting; and

Charles Valadez asked John Carlton to review Open Meeting rules and posting rules for emergency meetings. Mr. Carlton reviewed the intent of the Open Meetings Act is not to inhibit effective Board communication, but to ensure the public has access to meetings where taxpayer business is discussed. Mr. Carlton reviewed the definition of a "walking quorum" and how it impacts communication between Board members. Mr. Carlton reviewed posting rules and definition of Emergency meeting.

Next Boarding meeting set for July 27, 2019 at 9 am for budget workshop.

12. Adjourn.

Meeting adjourned at 2:35 pm.

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.

Kristy Quigley, Secretary
Travis County Emergency Services District No. 16

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.