

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT 16

Minutes

June 15, 2020

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held via Tele-Conference in order to adhere to social distancing rules on **Monday, June 15, 2020 at 6:00 p.m.**, at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

1. Call meeting to order;

Meeting called to order at 6:01 pm

Board present in person:

Charles Valadez – President, Becky Wynn – Vice President, Rusty Jedlicka – Treasurer, Debra Opdahl – Asst. Secretary/Treasurer.

Board Present via Tele-Conference:

Kristy Quigley – Secretary

Also present in person:

Troy Wenzel, Sheila Prince

Also present via Tele-Conference:

Jeff Hunt

2. Public Comment on items not on the Agenda: Members of the public may speak for up to three 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. Members of the public may collectively address the Board for a total of fifteen minutes on items not on the current agenda. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners;

None Present.

3. Public Comment on Agenda items: Individual members of the public may address the Board for a maximum of three minutes per person per agenda item. Individuals may address the Board once per item. Members of the public will speak on agenda items before Board consideration of item. Members of the public who wish to speak on agenda items or make a public comment must complete speaker cards prior to the beginning of the Board meeting.

None Present.

Discussion/Action Items

4. Approval of Minutes from the May 18, 2020 Board Meeting;

Charles Valadez asked for any changes to the minutes for May 18, 2020. If there were none then a motion to approve was needed.

Becky Wynn motioned to approve minutes from May 19, 2020, Debra Opdahl seconded. Motion passed unanimously.

5. 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:

Jeff Hunt updated the Board on ESD 16 expenses which included:

- Payment to ESD 8 will be due to ESD 8 on 6-30-2020

No Action Taken.

- b. Approval of financial report;

Jeff Hunt reviewed financial report which included:

- Payment to ESD 8
- Expenses
 - Audit
 - Legal
- Tax Collector Fees
- County Appraisal
- Unallocated Surplus
 - Represents surplus from revenue to meet projected demands of budget

No Action Taken.

6. Discuss and consider adoption of the tax and budget planning calendar for 2020, and take any related action;

Charles Valadez opened discussion.

Jeff Hunt and Troy Wenzel reviewed budget planning which included:

- Preliminary taxable property amount of \$2.4 billion
- 9% rate approximately \$2.1 million (200k increase from 2019 results)
- Expecting to have firm estimated numbers by July 25, 2020 for budget wrap up

Troy Wenzel reviewed budget planning calendar.

Charles Valadez concluded discussion which included:

- Budget workshop on July 18, 2020 from 11:00 am to 12:00 pm;
- Regular Board meeting July 20, 2020 at 6:00 pm; and
- Special Meeting to discuss action on 2020-2021 budget on August 10, 2020.

7. Discuss and consider scheduling a budget meeting/workshop;

Charles Valadez asked for a motion to set budget meeting for:

- Budget workshop on July 18, 2020 from 11:00 am to 12:00 pm.

Debra Opdahl made motion, seconded by Rusty Jedlicka. Motion passed unanimously.

8. Discuss and review Records Management Program and make changes as appropriate;

Jeff Hunt reported to the Board that he has the record criteria from Texas Archives and is presently working with Lt. Storer to determine which categories apply to ESD 16.

Rusty Jedlicka questioned if ESD 8 will maintain the records for ESD 16 via the Administrative Contract with ESD 8. Jeff Hunt will verify and report back to the Board.

Debra Opdahl asked if a meeting could be set for an Annual Records Review. Charles Valadez instructed to have Set date for Annual Records Review on the next Agenda.

9. Contract Provider Update regarding emergency response operations, response times, call volume, training, management activities and personnel;

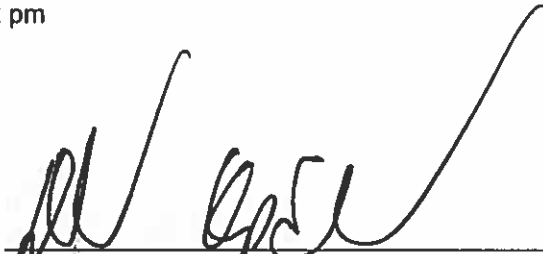
Troy Wenzel reported:

- 68 totals calls were made
- 23 of those calls were medical in nature
- Average response time is 7 minutes 40 seconds

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

- Budget workshop will be held on July 18, 2020 from 11:00 am to 12:00 pm at 801 Bee Creek Road Briarcliff, TX 78669.
- Regular meeting will be held July 20, 2020 at 6:00 pm at 801 Bee Creek Road, Briarcliff TX 78669.
 - Discuss and consider scheduling date for Annual Records Review.
 - Discuss and consider taking action on 2020/2021 District Budget and potential tax rate.

11. Adjourn. Meeting was adjourned at 6:32 pm



Debra Opdahl, Ass. Secretary
Travis County Emergency Services District No. 16