

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT 16

Minutes

July 20, 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, July 20, 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 6:04 pm

Board Present in Person:

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

Board Present via Tele-Conference:

Kristy Quigley – Secretary, Rusty Jedlicka – Treasurer.

Also present in person:

Troy Wenzel

Also present via Tele-Conference:

Sheila Prince

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 6-15-2020 Board Meeting;

Charles Valadez asked for any changes to the minutes for 6-15-2020. If there were none then a motion to approve was needed.

Debra Opdahl moved to approve minutes from 6-15-2020. Becky Wynn 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:

Charles Valadez and Troy Wenzel reviewed expenses.

Charles Valadez called for a motion to approve all expenses listed on Vender transaction including contract payment to Travis County ESD 8 in the amount of \$475,000.00. Motion was made by Debra Opdahl, and was seconded by Becky Wynn. Motion passed unanimously.

b. Approval of financial report;
Tabled.

6. Discuss submission of Annual Tax Office Survey and Tax Plan;

Chief Wenzel reviewed Survey and reported that the Survey was completed and filed on 7/8/2020.

7. Discuss and consider taking action on 2020/2021 District Budget and potential tax rate;

Charles Valadez opened the discussion.

Meeting dates were reviewed and will be held via Tele-Conference in order to adhere to social distancing rules at 801 Bee Creek Road, Briarcliff Texas 78669 as listed below:

August 3, 2020 at 6:00 pm

Special Meeting:

- Discuss District budget, tax rate notice and potential tax rate.
- Discuss and designate a representative to calculate the no new revenue rate and the voter approval tax rate for the District.

August 10, 2020 at 6:00 pm

Special Meeting:

1. Consider taking action regarding 2020-21 budget;
2. Discuss and consider taking action regarding 2020 tax rate, including;
 - a) Establishing proposed tax rate;
 - b) Taking record vote and scheduling public hearing;
 - c) Authorizing publication of "Notice of Public Hearing on Tax Increase: in the Lake Travis View; and
 - d) Acknowledging and approving posting of tax rate notice and "Notice of Public Hearing on Tax increase" to home page of District website.

August 17, 2020 at 6:00 pm

Regular Meeting:

- Discuss District budget, tax rate notice and potential tax rate.

Charles Valadez called for a motion to set Travis County ESD 16 Board meetings on August 3, 2020, August 10, 2020 and August 17, 2020 that will include the discussed Agenda topics. Motion was made by Debra Opdahl and was seconded by Kristy Quigley. Motion passed unanimously.

8. Discuss and consider taking action on signing the engagement letter for Medack and Oltman CPA;

Charles Valadez opened the discussion

Charles Valadez called for a motion to sign the engagement letter for Medack and Oltman CPA.

Motion made by Debra Opdahl and was seconded by Kristy Quigley. Motion passed unanimously.

9. Discuss and consider scheduling date for Annual Records Review;

Tabled.

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

Tabled.

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

Chief Wenzel reported:

- A total of 95 runs
- 47 calls were medical in nature
- Response times
- Ongoing AEMT classes
- Upcoming article about Travis County ESDs will be published in Community Impact newspaper.

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

August 3, 2020 at 6:00 pm

Special Meeting:

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August 10, 2020 at 6:00 pm

Special Meeting:

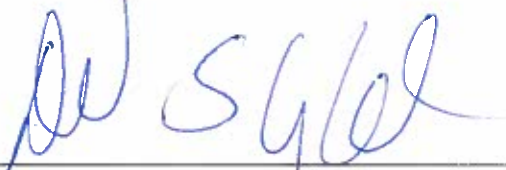
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August 17, 2020 at 6:00 pm

Regular Meeting:

- Discuss District budget, tax rate notice and potential tax rate.

13. Adjourn. Meeting adjourned at 6:32 pm.



Debra Opdahl – Asst. Secretary
Travis County Emergency Services District No. 16

