

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT 16

MINUTES

March 15, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held via Tele-Conference on **Monday, March 15, 2021, 2021 at 4:30 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 4:30 pm.

Board Present in Person:

Charles Valadez – President, and Debra Opdahl – Asst. Secretary/Treasurer.

Board Present via Tele-Conference:

Kristy Quigley – Secretary,

Board Members Absent

Rusty Jedlicka – Treasurer, Becky Wynn – Vice President

Also present in person:

Troy Wenzel, Jeff Hunt, James Medack, Melodi Oltmann, and Sheila Prince.

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;

None -

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 –

Administrative

4. Approve and accept statements and oaths of office for appointed / reappointed Commissioners;

Chief Wenzel updated the Board of Commissioners, stating that Commissioner Howard is actively working on ESD appointments/reappointments and will be in contact with each ESD Commissioner before appointments are made.

No Action Taken.

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

No Action Taken.

Discussion/Action Items

6. Approval of Minutes from the 1-25-2021 Board Meeting;

Charles Valadez asked for any changes to the minutes from the 1-25-2021 Board Meeting. If there were none then a motion to approve was needed.

Debra Opdahl moved to approve minutes from the 1-25-2021 Board Meeting. Kristy Quigley seconded. Motion passed unanimously

7. Receive Presentation from Medack & Oltmann, LLP concerning FY 2020 Audit and consider approval of audit and filing a copy of same with Travis County;

a. Review Audit handout.

James Medack reviewed Audit for ESD 16 which included:

- Independent Auditor's Report
- Management's Discussion and Analysis
- Basic Financial Statements
 - Governmental Funds Balance Sheet and Statement of Net Position
 - Governmental Fund Revenues, Expenditures, Fund Balances and Statement Activities
 - Notes on Basic Financial Statement
- Statement of Revenues, Expenditures, Changes in Fund Balance, Budget vs Actual for General Fund

ESD 16 Board of Commissioner's discussed Audit

Charles Valadez called for a motion to approve the FY 2020 Audit and to instruct staff to file a copy of same with Travis County. Debra Opdahl made motion, Kristy Quigley seconded. Motion passed unanimously.

8. 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 Reviewed:

- Transaction by Vendor for months of January and February 2021
All expenses were within authorized limits.

b. Approval of financial report;

Jeff Hunt Reviewed:

- Revenue
- Expenses
- TexPool General Fund
- Plains Capital Operating Account

Jeff Hunt reported that a Budget Adjustment would be needed due to Audit invoicing.

c. Budget adjustment proposal FY 2020-2021

Jeff Hunt reported that the projected budget for FY 2020 Audit allowed up to \$10,000.00 for Audit. The actual cost was \$3,800.00. Mr. Hunt proposed the below adjustments for FY 2020-2021:

- Decreasing Audit category from \$10,000.00 to \$3,800.00
- Increasing Legal category from \$10,000.00 to \$12,500.00
- Increasing Tax Collector Fees category \$12,000.00 to \$13,250.00
- Increasing County Appraisal category \$11,000.00 to \$12,250.00

ESD 16 Board of Commissioner's discussed financial statement along with proposed budget adjustments.

Charles Valadez called for a motion to approve the financial report and to approve the FY 2020-2021 budget adjustments. Debra Opdahl made the motion and Kristy Quigley seconded. Motion passed unanimously.

9. Discuss and consider taking action on Texas Tax Code 11.13d.

Tabled. No Action Taken.

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

Chief Wenzel reviewed:

January Calls

- 175 Total Calls
 - 106 Control Burns
 - 25 Medical calls
- Average Response time of 5 minutes 40 seconds

February Calls

- 139 Total Calls
 - 59 Control Burns
 - 24 Medical calls
- Average Response time of 4 minutes 56 seconds
- 2020 AEMT Class
 - 5 crew members have their AEMT certification.
 - 1 crew member has finished state test and is awaiting COG clearance.
 - 3 crew members are in the process of testing
- 2021 AEMT Class
 - In the planning process

11. Update on published notice of address of administrative office location.

Jeff Hunt reported the address of Travis County ESD 16 has been published through Austin American Statesman.

12. Discuss and take action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement.

Jeff Hunt informed ESD Board he is currently working on report that is due on April 1st 2021.

13. Review Records Management Program and make changes as appropriate.


Jeff Hunt and Chief Wenzel reported that this is ongoing. Jeff Hunt will work with Brian Storer to review State Library Archive and research categories to organize records according to State recommendations.

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

Board members will review calendars and inform Sheila Prince of their availability.

Date and time to be announced.

15. Adjourn. Meeting Adjourned at 5:08 pm.



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