

TRAVIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 17
REGULAR MEETING MINUTES

June 22, 2021

The Board of Commissioners of Travis County Emergency Services District No. 17 held a meeting on Tuesday, June 22, 2021 at 6:00 p.m. at the Travis County Emergency Services District No. 17 Headquarters located at 201 East Pecan Street, Pflugerville, Texas, for the following purposes.

Commissioners who attended via video conference:

Mike Howe Vicky Linsalata Mitchell Jones

The following persons were also in attendance via video conference:

Ron Moellenberg Howard Katz John Carlton Nick Perkins Victor Gonzalez

Jessica Frazier

1. THE MEETING *was called to order by Commissioner Howe at 6:00 p.m. and the minutes were recorded by mechanical means.* The meeting was held pursuant to a formal Notice of Meeting, which had been posted in accordance with the Texas Open Meetings Act at the Travis County Clerk's Office and in the offices of the Travis County Emergency Services District No. 17 Headquarters.

PUBLIC COMMENT

2. PUBLIC COMMENT: *No public comment was made.*

DISCUSSION/ACTION ITEMS

3. APPROVE AND ACCEPT STATEMENTS AND OATHS OF OFFICE FOR APPOINTED COMMISSIONERS;
no action taken on this item.
4. ACTION REGARDING ELECTION OF OFFICERS FOR BOARD; *Attorney Carlton reviewed the roles and responsibilities for each of the required positions. Positions were agreed to as follows:*
 - *Mike Howe – President*
 - *Vicky Linsalata – Secretary*
 - *Mitchell Jones IV - Treasurer*

A MOTION was made by Commissioner Howe, Commissioner Linsalata made a SECOND to the motion; the motion carried.

5. ACTION REGARDING OBTAINING TREASURER'S BOND; *A MOTION was made by Commissioner Linsalata, Commissioner Howe made a SECOND to the motion; the motion carried.*

6. DISCUSS BOARD TRAINING REQUIREMENTS, INCLUDING OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT TRAINING FOR COMMISSIONERS; *Attorney Carlton reviewed training requirements. The Board requested Director Rob Humphrey send links for the training. No action was taken on this item.*
7. DISCUSS AND CONSIDER MEMBERSHIP IN TEXAS STATE ASSOCIATION OF FIRE AND EMERGENCY DISTRICTS (“SAFE-D”), INCLUDING ATTENDING SAFE-D CONFERENCES AND WEBINARS; *President Howe let the Board know Cliff Avery, Executive Director of SAFE-D, said TCESD 17 is a provisional member for their first year. No action was taken on this item.*
8. DISCUSS AND CONSIDER BUDGET AND TAX RATE PROCESS; *Revenues will begin in December 2021 per the tax rate that is set in September. Commissioner Linsalata asked how TCESD 17 will fund the treasurer’s bond if the ESD does not have revenue until December. Attorney Carlton let Commissioner Linsalata know there was an agenda item to handle the interim financing. Commissioner Jones asked how the tax rate is assessed. Attorney Carlton explained that TCESD 17 is a separate political subdivision of the State and will contract with the Travis County Tax Assessor to assess and collect the taxes. No action was taken on this item.*
9. DISCUSS AND CONSIDER ACTION ON RETAINING LEGAL COUNSEL FOR DISTRICT; *Howard Katz introduced himself and expressed his interest in being the legal counsel for TCESD 17. Attorney Katz requested that any action be taken at the end of the meeting so that Attorney Carlton can continue as interim counsel. Commissioner Jones asked how long the agreement or term would be if Attorney Katz was chosen to be TCESD 17’s legal counsel. Attorney Katz stated if chosen he would remain in that role until he is asked to no longer continue. Commissioner Linsalata asked Attorney Katz what auditors will look for in the meeting minutes. Attorney Katz stated auditors will look for any activity that involves the expenditure of funds to make sure it went through an approval process. The auditors also want to see in the minutes on an annual basis that the District wants to continue engagement with current legal counsel. Action was postponed until later in the meeting. The board later revisited this item. President Howe made a MOTION to accept Howard Katz as TCESD 17’s attorney, Commissioner Linsalata made a SECOND to the motion; the motion carried.*
10. DISCUSS ESTIMATES OF TAXABLE VALUES OF PROPERTY WITHIN DISTRICT AND NOTIFICATION OF TRAVIS CENTRAL APPRAISAL DISTRICT OF CREATION; *Attorney Carlton informed the Board that a formal letter needs to be sent to the county appraisal district notifying them of the creation of TCESD 17. Attorney Carlton stated the Board needs to authorize the letter to be sent with President Howe’s signature. A MOTION was made by President Howe to authorize Attorney Carlton to work with TCESD 2 Staff to draft a letter signed by President Howe to be sent to the Travis County Appraisal District by the end of June, Commissioner Linsalata made a SECOND to the motion; the motion carried.*
11. DISCUSS AND CONSIDER ACTION ON COLLECTION AGREEMENT BETWEEN DISTRICT AND THE TRAVIS COUNTY TAX OFFICE; *Attorney Carlton advised the Board that they need to authorize the District to enter into a tax assessment collection agreement with the Travis County Tax Assessor and notify them of the TCESD 17’s creation. A MOTION was made by President Howe, Commissioner Jones made a SECOND to the motion; the motion carried.*
12. DISCUSS AND CONSIDER FINANCING DISTRICT STARTUP COSTS PENDING RECEIPT OF TAX REVENUES; *Attorney Carlton stated Government Capital and TCESD 2 are both options to fund startup costs. Attorney Carlton recommends securing funding through Government Capital or local bank so that there is a line of credit and the District can pull cash as needed. Attorney Carlton informed the Board that they need to discuss agreements made with TCESD 2 with their own legal counsel because that is a conflict for him. President Howe*

asked about the amount of the loan to which Attorney Carlton let him know the Board needs to figure out cost projections and budget prior to obtaining a loan. Attorney Katz explained other options the District may have to finance the startup costs. Commissioner Linsalata asked if there was an advantage to financing through Government Capital over local banks. Attorney Carlton explained that Government Capital works with multiple financing organizations and you need to work with a bank that understands government funds. A MOTION was made by President Howe to solicit proposals for interim financing for an undetermined amount, Commissioner Jones made a SECOND to the motion; the motion carried.

13. DISCUSS AND CONSIDER ACTION ON CONTRACTS FOR ADMINISTRATIVE AND EMERGENCY SERVICES; *The Fire Chief from TCESD 2 addressed the Board and explained that this would be an extension of what TCESD 2 already does. President Howe broke the agenda item into two separate items.*
 - *Administrative services- TCESD 2 will offer services prior to a final agreement being made and it will be placed on the TCESD 2 July 15, 2021 agenda. A MOTION was made by Commissioner Linsalata to pursue an administrative agreement with TCESD 2, President Howe made a SECOND to the motion; the motion carried.*
 - *Emergency services- This portion will be postponed until the next meeting knowing that services will continue through September 30, 2021. The Board plans to attend TCESD 2's planning conference in July and will discuss emergency services in detail there. Discussion was had on third party evaluations. Attorney Katz explained to the Board that the decision of emergency services is not a price-driven service. Commissioners have the option to choose who is best fit instead of who is cheapest. Item was postponed, no action was taken on this item.*
14. DISCUSS AND CONSIDER ACTION ON RESOLUTION ESTABLISHING FISCAL YEAR; *A MOTION was made by President Howe to accept the fiscal year as October 1 – September 30, Commissioner Linsalata made a SECOND to the motion; the motion carried. Commissioner Jones' computer froze so his vote is not on record.*
15. DISCUSS AND CONSIDER ACTION ON DISTRICT'S FEDERAL EMPLOYER IDENTIFICATION NUMBER; *A MOTION was made by President Howe to authorize acquiring a federal employer identification number, Commissioner Jones made a SECOND to the motion; the motion carried.*
16. DISCUSS AND CONSIDER ESTABLISHING DISTRICT DEPOSITORY ACCOUNTS; *Postponed until a later date. TCESD 2 Finance Director Jessica Frazier will research options and present them to the Board so they can make an informed decision. No action was taken on this item.*
17. ESTABLISH STREET ADDRESS OR P.O. BOX FOR DISTRICT AND DISTRICT ADMINISTRATIVE OFFICE AND AUTHORIZE PUBLICATION OF NOTICE OF SAME; *President Howe made a MOTION to use the same address as TCESD 2 (201 East Pecan Street, Pflugerville, TX 78660) and a separate P.O. box, Commissioner Jones made a SECOND to the motion; the motion carried.*
18. DISCUSS AND CONSIDER ACTION ON RESOLUTION ESTABLISHING OFFICIAL NEWSPAPERS FOR DISTRICT PUBLICATIONS; *Attorney Katz had some concern regarding what newspaper to use. Legal counsel will research and discuss and place on the next agenda. A notice of administrative office must be posted within 60 days. No action was taken on this item.*

19. DISCUSS AND CONSIDER DISTRICT WEBSITE AND EMAIL ADDRESSES; *President Howe presented the Board with two quotes, one from Webby and one from Touchstone. The Fire Chief later asked about a domain name for the District. Because there is a Harris County ESD 17 the Board agreed to "TravisESD17.org". The Board was made aware they will receive District official email and the email is subject to open records. President Howe made a MOTION to approve a website contract with Webby. Commissioner Linsalata made a SECOND to the motion; the motion carried.*

20. DISCUSS AND CONSIDER ACTION ON RESOLUTION REGARDING PUBLIC PARTICIPATION AT OPEN MEETINGS; *A MOTION was made by President Howe to accept the resolution regarding public participate at open meetings. Commissioner Linsalata made a SECOND to the motion; the motion carried.*

21. DISCUSS AND CONSIDER ESTABLISHING DISTRICT'S REGULAR MEETING DAY, TIME AND PLACE. *President Howe suggests meeting on the second Thursday of the month at 5:00 p.m. prior to TCESD 2's regular meetings at 201 E. Pecan Street, Pflugerville. July's meeting will be July 15, 2021. A MOTION was made by President Howe, Commissioner Linsalata made a SECOND to the motion; the motion carried.*

President Howe adjourned the meeting at 7:43 p.m.
The next Board meeting is scheduled for July 15, 2021 at 5:00 p.m.

Respectfully Submitted By:

Rob Humphrey
Board Recorder