

TRAVIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 17
REGULAR MEETING MINUTES

September 14, 2021

The Board of Commissioners of Travis County Emergency Services District No. 17 held a meeting on Thursday, September 14, 2021 at 4:00 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:

Mike Howe Vicky Linsalata Mitchell Jones

The following persons were also in attendance:

Howard Katz Jessica Frazier Brian Fairbanks Nick Perkins Rob Humphrey
Victor Gonzalez Ron Moellenberg Jimmy Romell Mark Moellenberg

1. THE MEETING was called to order by President Howe at 4:08 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.*

CONSENT ITEMS

3. APPROVE MINUTES FROM THE AUGUST 12, 2021 REGULAR MEETING, THE AUGUST 16, 2021 PUBLIC HEARINGS AND SPECIAL MEETING, AND THE AUGUST 26, 2021 SPECIAL MEETING; A MOTION was made by Commissioner Linsalata, Commissioner Jones made a SECOND to the motion; the motion carried.

REPORTS

4. COMMISSIONERS' REPORTS, RESPONSES TO INQUIRIES; *President Howe read parts of a letter that ESD 2 sent to the Mayor and City Council for the City of Pflugerville.*
5. RECEIVE REPORT FROM TREASURER AND CONSIDER TAKING RELATED ACTION; *Finance Director Jessica Frazier stated the account at VeraBank has been opened and loan proceeds are in the account. Mrs. Frazier also explained the financial documents given to the Board in their packets. Mrs. Frazier suggests opening a savings account that earns more interest than the current account. Commissioner Jones made a MOTION to*

accept the report and to authorize staff to open a separate account that accrues more interest, Commissioner Linsalata made a SECOND to the motion; the motion carried.

6. RECEIVE MONTHLY REPORT FROM THE DISTRICT'S LEGAL COUNSEL REGARDING CONTRACT ISSUES, AND ADMINISTRATIVE MATTERS TO INCLUDE THE CASE OF THE CITY OF PFLUGERVILLE, ET AL. V. TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 17, ET. AL, AND CONSIDER TAKING ACTION AS MAY BE NECESSARY; *Attorney Katz stated the lawsuit with the City of Pflugerville is continuing and gave an overview of what has occurred up to this point. Commissioner Jones made a MOTION to approve an engagement with the Holland & Knight law firm to assist with future appeals, Commissioner Linsalata made a SECOND to the motion; the motion carried.*

DISCUSSION/ACTION ITEMS

7. DISCUSS AND CONSIDER ADOPTING THE DISTRICT INVESTMENT POLICY, DESIGNATING THE DISTRICT INVESTMENT OFFICER, AND TAKE ANY RELATED ACTION; *Attorney Katz discussed the proposed investment policy. Commissioner Linsalata asked about using brokerage firms and if there was a particular brokerage firm that ESD 2 works with. Mrs. Frazier explained how ESD 2 handles that.*

Commissioner Linsalata made a MOTION that Mitchell Jones be designated as the District Investment Officer to work with Jessica Frazier as the finance committee. President Howe made a SECOND to the motion; the motion carried.

Commissioner Jones made a MOTION to approve and accept the District investment policy. Commissioner Jones made a MOTION to approve and accept the district investment policy. President Howe made a SECOND to the motion; the motion carried.

Commissioner Jones made a MOTION to adopt the District investment strategy. Commissioner Linsalata made a SECOND to the motion; the motion carried.

8. DISCUSS AND CONSIDER ADOPTING THE DISTRICT RECORDS MANAGEMENT PROGRAM, DESIGNATING THE DISTRICT RECORDS MANAGEMENT OFFICER AND RECORDS LIAISON OFFICER, AND TAKE ANY RELATED ACTION; *Attorney Katz explained what the District Records Management Officer and Records Liaison (Custodian). The Fire Chief stated the Records Liaison (Custodian) should be the Fire Chief. Commissioner Jones made a MOTION to adopt a records management program and designate Vicky Linsalata as the Records Management Officer. Commissioner Linsalata made a SECOND to the motion; the motion carried.*
9. DISCUSS AND CONSIDER APPROVING AN AGREEMENT FOR ADMINISTRATIVE SERVICES TO PROCESS COMMISSIONER FEE OF OFFICE, AND TAKE ANY RELATED ACTION; *HR Director Rob Humphrey explained the need for a company called AmCheck to deposit funds into the Commissioner's bank accounts and file required taxes with the IRS. Commissioner Jones made a MOTION to approve, Commissioner Linsalata made a SECOND to the motion; the motion carried.*
10. DISCUSS AND CONSIDER APPROVING AMENDMENTS TO THE FISCAL YEAR 2021 BUDGET, AND TAKE ANY RELATED ACTION; *Mrs. Frazier explained the need for an amendment to accommodate for the legal representation in the lawsuit from the City of Pflugerville. The second amendment is to remove \$218,000 to not recognize certain funds as revenue. Commissioner Linsalata made a MOTION to approve the amendments to the FY21 budget, Commissioner Jones made a SECOND to the motion; the motion carried.*
11. DISCUSS AND CONSIDER APPROVING AN EMERGENCY MEDICAL SERVICES INTERLOCAL AGREEMENT WITH TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 2, AND TAKE ANY RELATED ACTION; *no action was taken on this item.*

12. DISCUSS AND CONSIDER THE FISCAL YEAR 2022 BUDGET FOR THE PERIOD OCTOBER 1, 2021 TO SEPTEMBER 30, 2022; AND TAKE ANY RELATED ACTION; *The Fire Chief explained the budget. Commissioner Jones made a MOTION to adopt the FY22 budget, Commissioner Linsalata made a SECOND to the motion; the motion carried.*
13. DISCUS AND CONSIDER APPROVING THE ENGAGEMENT WITH MAXWELL, LOCKE & RITTER FOR THE FISCAL YEAR 2021 FINANCIAL AUDIT, AND TAKE ANY RELATED ACTION; *Jimmy Romell from Maxwell, Locke & Ritter addressed the Board about their financial audit. He stated the range would be 20-30 hours coming in at \$6,000-\$8,000. Commissioner Linsalta made a MOTION to engage Maxwell, Locke & Ritter to execute the financial audit. Commissioner Jones made a SECOND to the motion; the motion carried.*
14. TAKE A RECORD VOTE ON THE DISTRICT'S 2021 PROPOSED TAX RATE OF \$0.045/\$100 AND AUTHORIZE THE EXECUTION OF THE ORDER ADOPTING THE 2021 TAX RATE, AND FILING THE SAME WITH THE TRAVIS COUNTY TAX ASSESSOR-COLLECTOR; *A MOTION was made by Commissioner Jones to adopt the new tax rate of \$0.045/\$100, Commissioner Linsalata made a SECOND to the motion; after record vote the motion carried.*

*Mike Howe- Aye
 Mitchell Jones- Aye
 Vicky Linsalata- Aye*

15. AUTHORIZE POSTING OF STATEMENT REGARDING THE ADOPTED 2021 TAX RATE TO HOME PAGE OF DISTRICT'S WEBSITE; *A MOTION was made by Commissioner Jones to post the statement pending legal review, Commissioner Linsalata made a SECOND to the motion; the motion carried.*

Commissioner Linsalata asked to have the rebuttal to the AP Triton Report posted on ESD 17's website.

President Howe mentioned The Fire Chief is retiring and Assistant Chief Perkins will take over October 1, 2021.

President Howe adjourned the meeting at 5:59 p.m.
 The next Board meeting is scheduled for October 14, 2021.

Respectfully Submitted By:

Rob Humphrey
 Board Recorder