

Minutes  
Bastrop/Travis Counties ESD No.1  
September 15, 2020

The Bastrop/Travis Counties ESD No. 1 met on Zoom video conferencing app and the Elgin Fire Department on September 15, 2020. Attending the meeting were Commissioners Tommy McCullough, Larry Foehner, Carl Newstrom, Julius Schwartz, and Wayne Skubiata. A quorum was present at the meeting. The ESD staff members, Elgin and McDade Fire Department representatives were also present.

Pledge of Allegiance:

1. The Pledge of Allegiance was led by Vice President Julius Schwartz.

Call Meeting to Order:

2. The meeting was called to order by Vice President Julius Schwartz at 6:30P.M. Proper notice has been posted.

Public Comments:

3. There were no public comments.

Public Comments on Agenda Items.

4. There were no public comments on agenda items.

Reports

5. Receive monthly report from the Treasurer and consider; Commissioner Foehner presented the monthly treasurer report.

(A). approval of payment of monthly bills and invoices; A motion was made by Commissioner Newstrom and seconded by Commissioner Skubiata to approve payments of monthly bills and invoices. Motion passed unanimously.

(B). approval of monthly financial report; and. A motion was made by Commissioner Skubiata and seconded by Commissioner Newstrom to approve the monthly financial report. Motion passed unanimously. See attachment.

(C). action regarding amendments to budget for FY2020; A motion was made by Commissioner Schwartz and seconded by Commissioner Foehner to amend the budget as follows:

- Move \$13.74 from account #1000.121 to account #1000.122
- Move \$6,000.00 from fund balance to account #400.131
- Move \$1,800.00 from account #400.162 to account #400.1521A
- Move \$131.92 from account #400.162 to account #400.151
- Move \$1,000.00 from account #400.10 to account #400.833
- Move \$196.68 from account #500.7 to account #500.8
- Move \$6.38 from account #500.11B to account #500.123
- Move \$308.97 from account #500.11B to account #1000.54

Move \$43,125.16 from fund balance to account #500.101  
Move \$5,900.00 from fund balance to account #400.10  
Motion passed unanimously. See attachments.

(D). action regarding amendments to budget for FY2021; A motion was made by Commissioner Newstrom and seconded by Commissioner McCullough to amend the budget for FY2021 as follows:

500.10 – FR1-1 <sup>st</sup> Responder reimbursement	
500.101 – Salaries	\$160,500.00
500.101B – Overtime	
500.102 – Employee Insurance	
500.102A – Health -BCBS	\$21,000.00
500.102B – Dental	
500.102C – Vision	
500.102D – Employee Insurance Other	\$250.00
500.103 – Employee Other (CS)	
500.104 – Texas Workforce	
500.105 – Paid Time Off	\$13,000.00
500.106 – Retirement	\$6,000.00

Motion passed unanimously. See attachment.

6. Receive monthly report from Elgin Volunteer Fire Department regarding emergency operations, response times, call volume, training, management activities and membership; The monthly report for the Elgin Volunteer Fire Department was presented by Chief Randy Reyna. He reported calls for the month of August.

7. Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, response times, call volume, training, management activities and membership; The monthly report for the McDade Volunteer Fire Department was presented by Chief Rey Ramirez. He reported calls for the month of August.

8. Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, and management activities and personnel issues; The monthly report for the First Responder Unit was presented by Commissioner Foehner. He reported calls for the month of June and August.

9. Receive monthly commissioner activity reports; Commissioner Foehner requested that the FR1 vacancy position be added to next meeting agenda for board to discuss and take action on.

#### Discussion/Action Items

10. Discuss and consider approval of minutes for the August 20, 2020 regular meeting; A motion was made by Commissioner Foehner and seconded by Commissioner Skubiata to approve the minutes. Motion passed unanimously.

11. Discuss and consider action on District credit cards; This item was tabled.
12. Discuss and consider amendments to service provider contracts; This item was tabled.
13. Discuss and consider repair and maintenance of the District's facilities and equipment; McDade reported that the approved exhaust fan has not been installed yet but the A/C ducts have been moved away from light fixtures and no condensation has been collecting in the light fixtures. After some discuss the board decided to not install the exhaust fan at this time. McDade also reported that the new skid unit would be installed this week. A motion was made by Commissioner McCullough and seconded by Commissioner Skubiata to release the old skid unit to Helping Hands. Motion passed unanimously.
14. Discuss agenda, time and date for next meeting. A motion was made by Commissioner Foehner and seconded by Commissioner Newstrom for the next regular meeting to be held on October 20, 2020 at 6:30P.M. at the Elgin Fire Station and/or Zoom video conferencing app. Motion passed unanimously.

A motion was made by Commissioner Newstrom and seconded by Commissioner McCullough to adjourn the meeting at 7:51P.M. Motion passed unanimously.

Vice President Julius Schwartz adjourned the meeting.



Carl Newstrom, Secretary  
Board of Commissioners  
Bastrop/Travis Counties ESD No.1

	<u>Sep 22, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Texas Class	310,214.11
Debit Card Account	2,539.22
Money Market	1,352,451.19
ESD Checking	15,830.16
	<hr/>
Total Checking/Savings	1,681,034.68
	<hr/>
Total Current Assets	1,681,034.68
	<hr/>
TOTAL ASSETS	1,681,034.68
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LIABILITIES & EQUITY	0.00

BTCSO#1 Budget Change Request Form

1

NAME OF DEPARTMENT \_\_\_\_\_

MVFD \_\_\_\_\_

YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT

Item #	TRANSFER FROM:			TRANSFER TO:		
	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)
1	1000.121 Burgh's Septic	600.00	(13.74)	<del>1000.121</del> MVFD Station <i>1000.122</i>	800.00	13.74
2						
3						
4						
5						
6						
7						
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9						
10						

Department approval \_\_\_\_\_

Date \_\_\_\_\_

ESD Board Approval \_\_\_\_\_

Date \_\_\_\_\_

*Carl Hummer*

*9/15/20*

BTCESD#1 Budget Change Request Form

2

NAME OF DEPARTMENT \_\_\_\_\_

ESD \_\_\_\_\_

YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT

Item #	Budget Account & Description	TRANSFER FROM:			Budget Account & Description	TRANSFER TO:		
		Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer		Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer
1	Fund Balance		(6,000.00)		400.131 Atty Fees	36,000.00	6,000.00	42,000.00
2	400.162 800 Radio user fees	31,000.00	(1,800.00)	29,200.00	400.1521A <i>McCreary</i>	6,000.00	1,800.00	7,800.00
3	400.162 800 Radio user fees	29,200.00	(131.92)	29,068.08	400.151 Appraisal District	15,800.00	131.92	15,931.92
4								
5								
6								
7								
8								
9								
10								

Department approval \_\_\_\_\_

Date \_\_\_\_\_

ESD Board Approval \_\_\_\_\_

Date \_\_\_\_\_

*Cand Newton*

*9/15/20*

BTCSFD#1 Budget Change Request Form

3

NAME OF DEPARTMENT \_\_\_\_\_

ESD \_\_\_\_\_

YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT

Item #	TRANSFER FROM:			TRANSFER TO:			
	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer
1	400.10 Personnel Cost FICA	2,000.00	(1,000.00)	400.833 Admn Asst	11,000.00	1,000.00	12,000.00
2							
3							
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6							
7							
8							
9							
10							

Department approval \_\_\_\_\_

*Curt Newman*

Date \_\_\_\_\_

9/15/20

Date \_\_\_\_\_

BITCESD#1 Budget Change Request Form

NAME OF DEPARTMENT

FRI1

YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT

Item #	TRANSFER FROM:			TRANSFER TO:		
	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)
1	500.7 Computers/Software	600.00	(196.68)	500.8 Capital AWACS - pager	1,000.00	196.68
2	500.11B Misc	6,000.00	(6.38)	500.123 Other-tires	3,147.91	6.38
3	500.11B Misc	5,993.62	(308.97)	1000.54 phone	1,500.00	308.97
4						
5						
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7						
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10						

4

Department approval

*Candie Woodson*

Date

9/15/20

ESD Board Approval



BTCESD#1 Budget Change Request Form

5

NAME OF DEPARTMENT FR1

YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT

Item #	Budget Account & Description	TRANSFER FROM:			Budget Account & Description	TRANSFER TO:		
		Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer		Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer
1	Fund Balance		(43,125.16)		500.101 1st responder salaries	150,000.00	43,125.15	193,125.15
2	Fund Balance		(5,900.00)		400.10 Personnel Cost FICA	10,000.00	5,900.00	15,900.00
3								
4								
5								
6								
7								
8								
9								
10								

Department approval C. Neuman Date 9/15/20  
 ESD Board Approval C. Neuman Date 9/15/20

**2020-2021 Budget Amendment**

500.10 FR1 - 1st Responder reimb	
500.101 - Salaries	160,500.00
500.101B - Overtime	
500.102 - Employee Insurance	
500.102A Health - BCBS	21,000.00
500.102B Dental	
500.102C Vision	
500.102D Employee Ins Other	250.00
500.103 Employee Other (CS)	
500.104 Texas Workforce	
500.105 PTO - paid time off	13,000.00
500.106 Retirement	6,000.00
	200,750.00