

Minutes
Bastrop/Travis Counties ESD No.1
April 21, 2020

The Bastrop/Travis Counties ESD No. 1 met on Zoom video conferencing app on April 21, 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 President Tommy McCullough.

Call Meeting to Order:

2. The meeting was called to order by President Tommy McCullough 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 McCullough and seconded by Commissioner Newstrom to approve payments of monthly bills and invoices. Commissioner Schwartz abstained. Motion passed.

(B). approval of monthly financial report; and. A motion was made by Commissioner Schwartz and seconded by Commissioner Skubiata 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 Foehner and seconded by Commissioner Newstrom to amend the budget as follows:

Move \$4,694.19 from account #1200.18 to account #1200.18A

Move \$1,573.00 from account #400.51 to account #400.521

Move \$1,874.00 from account #400.51 to account #400.522

Move \$1,000.00 from account #600.532 to account #600.533

Move \$2,000.00 from account #100.12 to account #100.72

Move \$2,000.00 from account #100.12 to account #300.62

Move \$1,00.00 from fund balance to account #1000.32

Move \$500.00 from fund balance to account #1000.52

Motion passed unanimously. See attachments.

(D). review and approve quarterly investment report for 1st quarter; A motion was made by Commissioner Schwartz and seconded by commissioner Newstrom to approve the quarterly investment report. Motion passed unanimously.

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 February and March.

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 February and March.

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 February and March.

9. Receive monthly commissioner activity reports; There was no commissioner activity reports currently.

Discussion/Action Items

10. Discuss and consider approval of minutes for the March 24, 2020 regular meeting; A motion was made by Commissioner Skubiata and seconded by Commissioner Foehner to approve the minutes. Motion passed unanimously.

11. Discuss and consider District operations and response issues during COVID-19 pandemic; Chief Reyna reported that one of the Elgin firemen had been tested positive for the COVID-19 virus and has been quarantined to his home for 14 days. There were several other firemen that had been around the positive tested fireman and have been self-quarantined for 10 days and checked for symptoms hourly. Chief said he would keep the board informed.

12. Conduct annual review of investment policy and investment strategies and adopt resolution; This item was tabled.

13. Discuss and consider initiating the process to hire a District Chief; After some discussion, a motion was made by Commissioner Newstrom and seconded by Commissioner Skubiata to initiate the process to hire a District Chief. Motion passed unanimously.

14. Discuss and consider reminding all departments to submit preliminary budgets by June 1, 2020; Commissioner Foehner instructed that all departments preliminary budgets are due by the June regular meeting.

15. Discuss and consider amendments to service provider contracts; This item was tabled.

16. Discuss and consider employee manual updates; A motion was made by Commissioner Newstrom and seconded by Commissioner Skubiata to approve the employee manual updates. Motion passed unanimously.

17. Review Records Management Program and make changes as appropriate; This item was tabled.

18. Discuss and consider repair and maintenance of the District's facilities and equipment; Commissioner Skubiata reported that the weather sealer has been applied to the outside brick wall for the ESD office. Chief Reyna reported that he had a quote from Siddons-Martin Emergency Group, LLC to repair brush truck #5. This will include repair of leaking plumbing, repair rusted skid unit and floor and install new poly tank for \$13,869.88. After some discussion, a motion was made by Commissioner Newstrom and seconded by Commissioner McCullough to approve repairs to the truck. Motion passed unanimously. McDade inquired about a resent quote that had been received for replacing all the ceiling tile in their meeting room. A motion was made by Commissioner McCullough and seconded by Commissioner Newstrom to have Commissioner Skubiata check on 2' x 4' school tile and pass the information on to McDade to get another quote. Motion passed unanimously.

19. Discuss and consider adding equipment to new McDade truck; and After some discussion about missing equipment on the truck received from Elgin the board advised McDade to get with Elgin and see if they have some of this missing equipment. A motion was made by Commissioner Skubiata and seconded by Commissioner McCullough to replace the light bar on the 5-ton brush truck. Motion passed unanimously.

20. 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 May 19, 2020 at 6:30P.M. at the Elgin Fire Station 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 8:10P.M. Motion passed unanimously.

President McCullough adjourned the meeting.

A handwritten signature in blue ink, appearing to read "Carl Newstrom". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

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

	<u>Apr 21, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Texas Class	309,383.54
Debit Card Account	2,138.22
Money Market	1,577,716.73
ESD Checking	12,743.93
	<hr/>
Total Checking/Savings	1,901,982.42
	<hr/>
Total Current Assets	1,901,982.42
	<hr/>
TOTAL ASSETS	1,901,982.42
	<hr/> <hr/>
LIABILITIES & EQUITY	0.00

NAME OF DEPARTMENT

ESD

YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT

am #	TRANSFER FROM:				TRANSFER TO:			
	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer
1	1300.18 New Trucks PRINC	158,500.00	+ 4694.19	163,194.19	1300.18A INTEREST	15000.00	- 4694.19	14,953.00
2								
3	400.51				400.133 ELECTION	15,000.00	+ 9966.74	8,374.00
4								
5	400.51 Vehicle INS	25,000.00	- 1573.00	23,427.00	400.53A WComp 15% Respend	7000.00	+ 1573.00	573.00
6	400.51 Vehicle INS	23,427.00	- 1874.00	21,553.00	400.53B WComp Other	6500.00	+ 1874.00	8374.00
7								
8	600.533							
9	600.533 Training	5000.00	- 1000.00	4000.00	600.533 Brand/Trade Exp	3000.00	+ 1000.00	4000.00

BASTROP-TRAVIS CO ESD#1
 APPROVED FOR PAYMENT
 ACCOUNT
 DATE 4-21-20

COMMISSIONER'S SIGNATURE

Department approval _____ Date 4-21-20
 Board Approval _____

NAME OF DEPARTMENT

McDade VFD

YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT

Item #	Budget Account & Description	TRANSFER FROM:		TRANSFER TO:				
		Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer
1	100 Operations Fire Hose 100 operations Fire hose	9,000	+ 2,000	7,000	100.72 uni form/backpack 300.00 mechanical	7,000.00	+ 2,000	9,000.00
2	7' 600	2,000	- 2,000	5,000	1000.33 gas 1000.52 phone	2,000.00	+ 500.00	2,500.00
3	fund bal	2,000	\$ 1,000.			3,500.00	+ 1,000.00	3,500.00
4	fund bal		- 500.00			3,000.00	+ 500.00	3,500.00
5								
6								
7								
8								
9								
10								

BASTROP TRAVIS CO ESD#1
 APPROVED FOR PAYMENT
 ACCOUNT # _____
 DATE 4-21-20
 L. E. [Signature] CN
 COMMISSIONER'S SIGNATURE

BASTROP TRAVIS CO ESD#1
 APPROVED FOR PAYMENT
 ACCOUNT # _____
 DATE _____
 [Signature]
 COMMISSIONER'S SIGNATURE

Department approval [Signature] Date 04-01-2020
 ESD Board Approval [Signature] Date 11-26-20
 [Signature] 4.23.20

BASTROP/TRAVIS COUNTIES ESD # 1 QUARTERLY INVESTMENT
REPORT

PROSPERITY BANK

MONEY MARKET ACCOUNT 2019-2020

QUARTER BEGINNING BAL. INTEREST EARNED ENDING BAL.

JAN-MAR \$719,051.62 \$4,986.24 1,577,716.73

INTEREST EARNED YEAR TO DATE \$7,906.04

APRIL-JUNE

INTEREST EARNED YEAR TO DATE

JULY-SEPT.

INTEREST EARNED YEAR TO DATE

OCT.-DEC.

INTEREST EARNED YEAR TO DATE

SUBMITTED

Russ Feltner

DATE

4/21/2020

APPROVED

DATE

BASTROP/TRAVIS COUNTIES ESD # 1

QUARTERLY INVESTMENT REPORT

TEXAS CLASS INVESTMENT POOL 2019-2020

QUARTER BEGINNING BAL. INTEREST EARNED ENDING BAL.

JAN.-MAR. \$302,080.91 \$1,302.63 \$309,383.54

INTEREST EARNED YEAR TO DATE \$4,015.02 LE
~~\$2,712.39~~

APRIL-JUNE

INTEREST EARNED YEAR TO DATE

JULY-SEPT.

INTEREST EARNED YEAR TO DATE

OCT.-DEC

INTEREST EARNED YEAR TO DATE

SUBMITTED *Larry Fochman* DATE 4/21/2020

APPROVED DATE

**BASTROP/TRAVIS COUNTIES ESD # 1 QUARTERLY INVESTMENT
REPORT**

PROSPERITY BANK

CHECKING ACCCOUNT 2019-2020

QUARTER BEGINNING BAL. INTEREST EARNED ENDING BAL.

JAN-MAR \$620,198.95 \$537.10 \$29,590.44

INTEREST EARNED YEAR TO DATE \$855.93

APRIL-JUNE

INTEREST EARNED YEAR TO DATE

JULY-SEPT.

INTEREST EARNED YEAR TO DATE

OCT.-DEC.

INTEREST EARNED YEAR TO DATE

SUBMITTED

Larry Freshman

DATE

4/21/2020

APPROVED

DATE