

Travis County Emergency  
Service District 4.



14312 Hunters Bend Dr.  
Austin, Texas 78723  
Office (512) 836-7566,  
Fax (512) 832-8389  
[www.esd4.org](http://www.esd4.org)

## NOTICE OF REGULAR CALLED MEETING January 19, 2021

Notice is hereby given that a regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 will convene on Tuesday, January 19, 2021 at 6:30 p.m. via Zoom teleconference. The link to Zoom and agenda can be found at: [www.esd4.org](http://www.esd4.org)

1. Open meeting and declare a quorum
2. Public Comments (limited to 3 minutes per person with no board discussion or decision)
3. Elect Officers – Reconstitute the Board
4. Audit Presentation – James Medack, CPA
5. Consider and take appropriate action on the minutes of the December 15, 2020 regular meeting
6. Consider and take appropriate action on the December 2020 treasurer's report, which may include other reports
7. Update on the TexPool Investment
8. Consider and take appropriate action on amending the FY21 Budget
9. Discussion and possible action concerning ongoing station improvement and renovation
10. Discussion on continuing education requirements and status for Commissioners
11. Discussion on the feasibility of future executive sessions when considering District contracts
12. Discussion and possible action on research concerning future property tax options for the district
13. Update on the official ESD 4 history project – David Bailey
14. Consider and take appropriate actions on the District Administrator's report to include updates on the AFD contract for services, District Office updates and other administrative topics
15. Review and Approve Pending Disbursements
16. Executive Session, as needed under Title 5 Open Government Code, Chapter 551, Subchapter (a) through (g). The ESD #4 Board may retire to Executive Session any time between the meetings opening and adjournment for purpose of consultation with legal counsel pursuant to chapter 551.071 of the Texas Government Code, discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code and/or discussion of real estate acquisition to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.
17. Adjournment

POSTED MEETING  
NOTICES

2 1 202180049

GR1000-01b Agenda

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## TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #4 MINUTES OF THE REGULAR CALLED MEETING

December 15, 2020

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, December 15, 2020 at 6:30 p.m. via Zoom Teleconference. Commissioner Torgrimson being in the chair and a quorum present, the meeting was called to order at 6:31 pm.

**Present:** Commissioners Torgrimson, Alexander, Opiela and Wills with Commissioner Clark joining 6:37 pm

**District Contractors:** M. Logan and David Bailey  
**Public:** Grayson Cox

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:31 pm.

2. Public Comments: None

Commissioner Opiela made the motion to move Item #6 up for discussion now and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present on Zoom.

Commissioner Clark joined at 6:37 pm via Zoom

3. Consider and take appropriate action on the minutes of the November 17, 2020 Regular Meeting: Commissioner Clark made the motion to accept the minutes of the November 17, 2020 regular meeting and was seconded by Commissioner Wills. The motion passed unanimously by a show of hands among those present on Zoom.

4. Consider and take appropriate action on the November 2020 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the November 2020 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Opiela made a motion to accept the November 2020 treasurer's report, including the expenditures over \$2000 report, and the line item expenditures as reflected

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in the report, and other reports. Commissioner Alexander seconded the motion and it passed unanimously by a show of hands among those present on Zoom.

5. Update on the TexPool Investment report: Ms. Logan reviewed the November 2020 TexPool Investment Summary Report with the commissioners. No questions were asked.
6. Consider and take appropriate action to approve the request of code variances in the parking lot permitting at Station 47: Commissioner Opiela made the motion to allocate \$50,000.00 for the variances with any monies left over going to a bond and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present on Zoom.
7. Consider and take appropriate action on establishing an ESD 4 name policy: Commissioner Alexander made the motion to have the legal name of this organization as Travis County Emergency Services District 4. Where appropriate, the following names will also be used: Travis County Fire Control, TCESD 4 and ESD 4. The motion was seconded by Commissioner Opiela and passed by a show of hands among those present on Zoom with Commissioner Clark abstaining.
8. Update from Wildfire Reduction Committee: Commissioner Opiela made the motion to adopt the Wildfire Program and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present on Zoom.
9. Update on the official ESD #4 history project: Chief Bailey stated the project is ongoing and he is setting meeting appointments with various people. He is going through archives and will keep the board apprised with progress.
10. Update on the commissioner's reference package project: Ms. Logan stated the project has been completed and the web site has been updated. J
11. Consider and take appropriate actions on the District Administrator's report to include updates on the AFD contract for services, District Office updates and other administrative topics: See attached report.

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12. Review and Approve Pending Disbursements: Commissioner Opiela made the motion to approve the pending disbursements and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present on Zoom.
13. Executive Session: None
14. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 8:09 pm.

Next meeting is scheduled for January 19, 2021

Approved by:

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Attest:

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GR1000-1b – Minutes-Written

**Travis County ESD #4**  
**Profit & Loss Budget Performance**  
**December 2020**

Ordinary Income/Expense	Dec 20	Budget	Oct - Dec 20	% Budget	Annual Budget
<b>Income</b>					
4000 Property Taxes	581,051.27	0.00	602,211.18	24.89%	2,419,524.00
4001 Sales Tax Deposits	322,097.49	0.00	958,731.81	26.63%	3,600,000.00
4005 Bank Interest	854.25	0.00	3,176.55	13.24%	24,000.00
4145 Rent Income	100.00		300.00	25.00%	1,200.00
4150 Misc Income	1.75	0.00	1.78		0.00
<b>Total Income</b>	<b>904,104.76</b>	<b>0.00</b>	<b>1,564,421.32</b>	<b>25.88%</b>	<b>6,044,724.00</b>
<b>Expense</b>					
5000 COA/AFD Contract	1,215,296.00	0.00	1,215,296.00	26.70%	4,551,146.00
5100 Capital Funding	0.00	0.00	0.00	0.00%	300,000.00
5200 Advertising	0.00	0.00	0.00	0.00%	1,000.00
5500 Insurance					
5502 General Liability	0.00	0.00	0.00	0.00%	9,000.00
<b>Total 5500 Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>9,000.00</b>
5600 Commissioners Expenses					
5601 SAFE-D Conference	0.00	0.00	0.00	0.00%	1,300.00
5602 Accomodations/Per Diem	0.00	0.00	0.00	0.00%	3,000.00
5603 SAFE-D Membership Dues	0.00	0.00	1,100.00	100.00%	1,100.00
<b>Total 5600 Commissioners Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>1,100.00</b>	<b>20.37%</b>	<b>5,400.00</b>
5604 STA Commission	0.00	0.00	0.00		0.00
5700 Station Expenses	34.57	0.00	13,939.45	23.23%	60,000.00
5800 Distirct Office Expenses					
5801 Utilities	0.00	0.00	69.14	2.23%	3,100.00
5802 Office Supplies	0.00	0.00	381.66	15.27%	2,500.00
<b>Total 5800 Distirct Office Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>450.80</b>	<b>8.05%</b>	<b>5,600.00</b>
5900 Personnel/Admin Expenses					
5901 Audit	0.00	0.00	0.00	0.00%	5,000.00
5902 Legal Fees	0.00	0.00	0.00	0.00%	350,000.00
5903 Accounting	0.00	0.00	0.00		0.00
5905 Appraisal District Fees	18,022.22	0.00	18,022.22	172.41%	10,453.00
5906 Bank Service Fee	19.91		191.57		
5909 Travis County Post Fee	0.00	0.00	0.00	0.00%	103.00
5910 Web Hosting	249.00	0.00	609.00	30.21%	2,016.00
5911 Meetings	0.00	0.00	113.50	9.46%	1,200.00
5925 Administrative Services	5,505.00	0.00	16,565.00	26.05%	63,600.00
5930 RESERVE	0.00		0.00	0.00%	604,472.00
<b>Total 5900 Personnel/Admin Expenses</b>	<b>23,796.13</b>	<b>0.00</b>	<b>35,501.29</b>	<b>3.42%</b>	<b>1,036,844.00</b>
<b>Total Expense</b>	<b>1,239,126.70</b>	<b>0.00</b>	<b>1,266,287.54</b>	<b>21.21%</b>	<b>5,968,990.00</b>
<b>Net Ordinary Income</b>	<b>-335,021.94</b>	<b>0.00</b>	<b>298,133.78</b>	<b>393.66%</b>	<b>75,734.00</b>
<b>Net Income</b>	<b>-335,021.94</b>	<b>0.00</b>	<b>298,133.78</b>	<b>393.66%</b>	<b>75,734.00</b>

Travis County ESD #4  
Balance Sheet  
As of December 31, 2020

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 Wells Fargo 3577	18,763.52
1200 TexPool 9579	3,219,848.15
1300 TexPool Reserve	3,667,354.95
Total Checking/Savings	<u>6,905,966.62</u>
Accounts Receivable	
1400 Accounts Receivable	105,684.80
Total Accounts Receivable	<u>105,684.80</u>
Other Current Assets	
1500 Deposits	250.00
1600 Due from Other Governments	636,634.32
Total Other Current Assets	<u>636,884.32</u>
Total Current Assets	<u>7,648,535.74</u>
<b>TOTAL ASSETS</b>	<u><u>7,648,535.74</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
4200 Accounts Payable	17,369.44
Total Accounts Payable	<u>17,369.44</u>
Other Current Liabilities	
4300 Deferred Revenue	105,684.80
Total Other Current Liabilities	<u>105,684.80</u>
Total Current Liabilities	<u>123,054.24</u>
Total Liabilities	123,054.24
Equity	
3900 Fund Balance Unreserved	5,368,522.43
Unrestricted Net Assets	1,858,825.29
Net Income	298,133.78
Total Equity	<u>7,525,481.50</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,648,535.74</u></u>

## Travis County ESD #4 Investment Summary Rolling 12 Months

Date	Beginning Balance OPERATING	Monthly Deposits	Transfers	Monthly Interest	Ending Balance
12/31/19	\$1,815,244.41	\$1,486,524.24	-\$41,000.00	\$3,847.55	\$3,264,616.20
1/31/2020	\$3,264,616.20	\$1,118,716.52	-\$16,000.00	\$5,829.47	\$4,373,162.19
2/29/2020	\$4,373,162.19	\$636,871.06	-\$1,185,000.00	\$6,084.93	\$3,831,118.18
3/31/2020	\$3,831,118.18	\$409,040.63	-\$15,000.00	\$4,593.84	\$4,229,752.65
4/30/2020	\$4,229,752.65	\$270,648.24	-\$995,000.00	\$3,170.91	\$3,508,571.80
5/31/2020	\$3,508,571.80	\$322,407.18	-\$12,000.00	\$2,393.58	\$3,821,372.56
6/30/2020	\$3,821,372.56	\$309,865.28	-\$10,000.00	\$1,724.42	\$4,122,962.26
7/31/2020	\$4,122,962.26	\$320,948.58	-\$1,185,000.00	\$1,428.93	\$3,260,339.77
8/30/2020	\$3,260,339.77	\$343,936.16	-\$7,500.00	\$996.85	\$3,597,772.78
9/30/2020	\$3,597,772.78	\$343,209.43	-\$1,020,000.00	\$716.39	\$2,921,698.60
10/31/2020	\$2,921,698.60	\$310,013.10	-\$25,000.00	\$608.88	\$3,207,320.58
11/30/2020	\$3,207,320.58	\$348,521.16		\$453.49	\$3,556,295.23
12/20/2020	\$3,556,295.23	\$903,148.76	-\$1,240,000.00	\$404.16	\$3,219,848.15

Date	Beginning Balance RESERVE	Monthly Deposits	Transfers	Monthly Interest	Ending Balance
12/31/2019	\$ 3,635,340.55			\$ 5,656.63	\$ 3,640,997.18
1/31/2020	\$ 3,640,997.18			\$ 5,567.96	\$ 3,646,565.14
2/29/2020	\$ 3,646,565.14			\$ 5,109.78	\$ 3,651,674.92
3/31/2020	\$ 3,651,674.92			\$ 4,141.54	\$ 3,655,816.46
4/30/2020	\$ 3,655,816.46			\$ 2,827.29	\$ 3,658,643.75
5/31/2020	\$ 3,658,643.75			\$ 2,340.45	\$ 3,660,984.20
6/30/2020	\$ 3,660,984.20			\$ 1,576.77	\$ 3,662,560.97
7/31/2020	\$ 3,662,560.97			\$ 1,300.12	\$ 3,663,861.09
8/30/2020	\$ 3,663,861.09			\$ 1,059.36	\$ 3,664,920.45
9/30/2020	\$ 3,664,920.45			\$ 789.00	\$ 3,665,709.45
10/31/2020	\$ 3,665,709.45			\$ 710.14	\$ 3,666,419.59
11/30/2020	\$ 3,666,419.59			\$ 489.79	\$ 3,666,909.38
12/31/2020	\$ 3,666,909.38			\$ 445.57	\$ 3,667,354.95

GR1025-07a Financial Reports

# Travis County ESD #4

with .0997 tax rate

FY21 Budget  
AMENDED

## Ordinary Income/Expense

<b>Income</b>		
4000-00 · Property Taxes	2,419,524.00	
4001-00 · Sales Tax Deposits	3,600,000.00	
4005-00 · Bank Interest Income	24,000.00	
4150-00 · Miscellaneous Income	1,200.00	
<b>Total Income</b>		
<b>Gross Profit</b>	6,044,724.00	
<b>Expense</b>		
5001-00 · COA/AFD Contract-Services	4,551,146.00	
5100-00 - Capital Funding	300,000.00	
5200-00 - Advertising	1,000.00	
5500-02 · General Liability Insurance	9,000.00	
5601-01 · SAFE-D Conference	1,300.00	
5601-02 · Accomodations/Per Diem	3,000.00	
5601-03 · SAFE-D Fee	1,100.00	
5700-05 · Mnt Repair of Stations	60,000.00	
5800-05 Utilites	3,100.00	
5800-06 · Office Supplies District Office	2,500.00	
5900-01 · Annual Financial Audit	5,000.00	
5900-02 · Legal Expenses	350,000.00	
5900-04 - Tax Assessor Collection Fee	15,536.00	
5900-05 · TCAD Budget Liability	9,946.00	
5900-09 · Travis Co. Mtg Posting Fee	103.00	
5900-11 · Meetings	1,200.00	
5900-10 Web Hosting	2,016.00	
5900-25 · Administrative Services	63,600.00	
William Webb - communications manager		9,600.00
Logan Consulting- Finance management		24,000.00
Professional Civic Service- District Admin.		30,000.00
RESERVE 10% of INCOME		
Total 5900-00 · Personnel / Admin Expenses	589,443.00	
<b>Total Expense</b>	5,968,990.00	
<b>Net Ordinary Income</b>	75,734.00	



Travis County ESD #4  
14312 Hunters Bend Road  
Austin, TX 78725

#### Commissioners' List

Peter Torgrimson – President 2020-2021 Term CPE complete 3 to carry over 2022  
6104 Maury's Trail Austin, TX 78730  
PO Box 28641  
Austin, TX 78755  
512-663-2408 C 512-338-4722 H  
[ptorgrimson@esd4.org](mailto:ptorgrimson@esd4.org)

Chuck Alexander – Vice President 2020-2021 Term CPE – Complete 3 to carry over 2022  
4305 Kimberlyn Lane  
Austin, TX 78727  
512-836-7566 C  
[calexander@esd4.org](mailto:calexander@esd4.org)

Aleah Clark – Secretary 2021-2022 Term CPE – need 6 hours  
14610 High Smith Street  
Austin, TX 78725  
512-415-0539 C  
[aclark@esd4.org](mailto:aclark@esd4.org)

Gene Wills – Treasurer 2021-2022 Term CPE – Need 6 hours  
14503 Amy Frances Street  
Austin, TX 78725  
512-922-6718 C  
[gwills@esd4.org](mailto:gwills@esd4.org)

Eric Opiela – Ass't Treasurer 2020-2021 Term CPE - Complete  
9415 Old Lampasas Trail  
Austin, TX 78750  
512-791-6336 C  
[eopiela@esd4.org](mailto:eopiela@esd4.org)

M Logan – Business Manager  
PO Box 2007  
Kingsland, TX 78639  
830-637-9981  
[mlogan@esd4.org](mailto:mlogan@esd4.org)

David Bailey - Administrator  
PO Box 491  
Spicewood, TX 78669  
512-826-3481  
[dbailey@esd4.org](mailto:d Bailey@esd4.org)

Updated 01-16-2021