

Travis County Emergency
Service District 4.



14312 Hunters Bend Dr.
Austin, Texas 78723
Office (512) 836-7566,
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www.esd4.org

NOTICE OF REGULAR CALLED MEETING March 16, 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, March 16, 2021 at 6:30 p.m. via Zoom teleconference. The link to Zoom and agenda can be found at: 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. Consider and take appropriate action on the minutes of the February 23, 2021 regular meeting
4. Consider and take appropriate action on the February 2021 treasurer's report, which may include other reports
5. Update on the TexPool Investment
6. Discussion and possible action on committing surplus funds at year end to the Austin Fire Department FY22 contract
7. Update, discussion and possible action concerning homestead and over 65 tax exemption – David Bailey
8. Discussion and possible action concerning station remodeling
9. Update on the official ESD 4 history project – David Bailey
10. 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
11. Review and Approve Pending Disbursements
12. 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 meeting's 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.
13. Adjournment

POSTED MEETING 1 1 202180314

GR1000-01b Agenda

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

Feb 23, 2021

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, Feb. 23rd, 2021 at 6:30 p.m. via Zoom video teleconference. Commissioner Torgrimson being in the chair and a quorum present, the meeting was called to order at 6:35 pm

Present: Commissioners Torgrimson, Alexander, Opiela and Wills.

Not Present: Aleah Clark

District Administrator: David Bailey, present

1. Commissioners Torgrimson called the meeting to order at 6:32 pm.
2. There were no public comments.
3. Consider and take appropriate action on the minutes of the January 19, 2021 regular meeting. The meeting minutes were unanimously approved by all members present after motion to approve by Alexander and a second by Opiela.
4. Consider and take appropriate action on the January 2021 treasurer's report, which may include other reports. The Treasurer's report was presented by David Bailey and was unanimously approved by all members present after motion to approve by Opiela and a second by Alexander.
5. Update on the TexPool Investment. The monthly report on Texpool was reviewed, no action needed.
6. Discussion and possible action on committing surplus funds at year end to the Austin Fire Department FY22 contract. Agenda item 6 was tabled until March, with Commissioner Torgrimson to consult with the auditor for clarification about the suggested change. Chairman Torgrimson will speak with Auditor to get clear direction on this agenda item. Opiela moved to table, Anderson seconded. Passed Unanimously
7. Discussion and possible action regarding the appropriate use of Closed/Executive Session to work on contracts during meetings. David Bailey presented the email reply from attorney Ken Campbell on the appropriate use and limitation to using Closed / Executive sessions during meetings; no action needed.
8. Update, discussion and possible action concerning ongoing station improvement and renovation David Bailey reported the designer was collecting bids from contractors for the proposed work at station 48. He also followed up on a question tasked by several commissioners regarding future plans by Austin Fire regarding new stations in the area of station 48. A map showing the projected

next 10 fire stations was presented, as was the formal reply from AFD stating there are no plans for station within ESD4.

9. Update, discussion and possible action concerning homestead tax exemption. David Bailey presented his finding on 10 questions posed by commissioners regarding tax exemptions and their potential impact to the district. Formal action was postponed until next meeting, and Bailey tasked with making the presentation available for Commissioner review.
10. Update on the official ESD 4 history project. David Bailey noted there was no new information on the History project, the project is ongoing.
11. District Administrator's Report: David Bailey presented his Administrators report; information only, no action sought.
12. Review and Approve Pending Disbursements monthly fees for Bailey, Logan and Webb were approved and Bailey tasked with arranging the logistics of two Board members accessing and signing checks in Logan's absence. Other Pending Disbursements were approved under item 4.
13. No executive session
14. Adjourned at 7:28.

The next meeting is scheduled for March 16, 2021 at 6:30 pm.

Approved by:

attest

Travis County ESD #4
Profit & Loss Budget Performance
February 2021

	<u>Feb 21</u>	<u>Oct '20 - Feb 21</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
4000 Property Taxes	426,255.54	2,431,043.26	100.48%	2,419,524.00
4001 Sales Tax Deposits	326,282.65	1,608,185.18	44.67%	3,600,000.00
4005 Bank Interest	685.84	4,738.36	19.74%	24,000.00
4145 Rent Income	0.00	400.00	33.33%	1,200.00
4150 Misc Income	0.00	1.78		0.00
Total Income	<u>753,224.03</u>	<u>4,044,368.58</u>	66.91%	<u>6,044,724.00</u>
Expense				
5000 COA/AFD Contract	0.00	1,215,296.00	26.70%	4,551,146.00
5100 Capital Funding	0.00	0.00	0.00%	300,000.00
5200 Advertising	0.00	0.00	0.00%	1,000.00
5500 Insurance				
5502 General Liability	0.00	400.00	4.44%	9,000.00
Total 5500 Insurance	<u>0.00</u>	<u>400.00</u>	4.44%	<u>9,000.00</u>
5600 Commissioners Expenses				
5601 SAFE-D Conference	0.00	0.00	0.00%	1,300.00
5602 Accomodations/Per Diem	0.00	0.00	0.00%	3,000.00
5603 SAFE-D Membership Dues	0.00	1,100.00	100.00%	1,100.00
Total 5600 Commissioners Expenses	<u>0.00</u>	<u>1,100.00</u>	20.37%	<u>5,400.00</u>
5604 STA Commission	0.00	0.00		0.00
5700 Station Expenses	0.00	13,941.50	23.24%	60,000.00
5800 Distirct Office Expenses				
5801 Utilities	34.67	138.38	4.46%	3,100.00
5802 Office Supplies	0.00	381.66	15.27%	2,500.00
Total 5800 Distirct Office Expenses	<u>34.67</u>	<u>520.04</u>	9.29%	<u>5,600.00</u>
5900 Personnel/Admin Expenses				
5901 Audit	0.00	5,000.00	100.00%	5,000.00
5902 Legal Fees	0.00	0.00	0.00%	350,000.00
5903 Accounting	0.00	0.00		0.00
5904 Tax Assessor Collection	0.00	0.00	0.00%	15,536.00
5905 TCAD Budget Liability	0.00	18,022.22	181.20%	9,946.00
5906 Bank Service Fee	0.00	253.13		
5909 Travis County Post Fee	0.00	0.00	0.00%	103.00
5910 Web Hosting	980.00	1,769.00	87.75%	2,016.00
5911 Meetings	0.00	113.50	9.46%	1,200.00
5925 Administrative Services	5,170.00	26,230.00	41.24%	63,600.00
5930 RESERVE	0.00	0.00	0.00%	589,443.00
Total 5900 Personnel/Admin Expenses	<u>6,150.00</u>	<u>51,387.85</u>	4.96%	<u>1,036,844.00</u>
Total Expense	<u>6,184.67</u>	<u>1,282,645.39</u>	21.49%	<u>5,968,990.00</u>
Net Ordinary Income	<u>747,039.36</u>	<u>2,761,723.19</u>	3646.61%	<u>75,734.00</u>
Net Income	<u>747,039.36</u>	<u>2,761,723.19</u>	3646.61%	<u>75,734.00</u>

Travis County ESD #4
Balance Sheet
As of February 28, 2021

	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 Wells Fargo 3577	2,567.23
1200 TexPool 9579	5,698,988.75
1300 TexPool Reserve	3,668,000.05
Total Checking/Savings	9,369,556.03
Accounts Receivable	
1400 Accounts Receivable	105,684.80
Total Accounts Receivable	105,684.80
Other Current Assets	
1500 Deposits	250.00
1600 Due from Other Governments	636,634.32
Total Other Current Assets	636,884.32
Total Current Assets	10,112,125.15
TOTAL ASSETS	10,112,125.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4200 Accounts Payable	17,369.44
Total Accounts Payable	17,369.44
Other Current Liabilities	
4300 Deferred Revenue	105,684.80
Total Other Current Liabilities	105,684.80
Total Current Liabilities	123,054.24
Total Liabilities	123,054.24
Equity	
3900 Fund Balance Unreserved	5,368,522.43
Unrestricted Net Assets	1,858,825.29
Net Income	2,761,723.19
Total Equity	9,989,070.91
TOTAL LIABILITIES & EQUITY	10,112,125.15

Travis County ESD #4 Investment Summary Rolling 12 Months

Date	Beginning Balance OPERATING	Monthly Deposits	Transfers	Monthly Interest	Ending Balance
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
1/31/2021	\$3,219,848.15	\$1,725,747.26		\$443.01	\$4,946,038.42
2/28/2021	\$4,946,038.42	\$752,538.19		\$412.14	\$5,698,988.75

Date	Beginning Balance RESERVE	Monthly Deposits	Transfers	Monthly Interest	Ending Balance
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
1/31/2021	\$ 3,667,354.95			\$ 371.40	\$ 3,667,726.35
28-Feb	\$ 3,667,726.35			\$ 273.70	\$ 3,668,000.05

GR1025-07a Financial Reports

Travis County ESD #4
Check Detail
March 16, 2021

Item #11

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	47134	03/16/2021	Logan Consulting	Inv 21-03	1000 Wells Fargo ...	-2,000.00	-2,000.00
TOTAL						-2,000.00	2,000.00
Check	47135	03/16/2021	Void		1000 Wells Fargo ...	0.00	0.00
TOTAL						0.00	0.00
Check	47136	03/16/2021	Void		1000 Wells Fargo ...	0.00	0.00
TOTAL						0.00	0.00
Check	47137	03/16/2021	William D. Webb	Inv 29	1000 Wells Fargo ...	-800.00	-800.00
TOTAL						-800.00	800.00
Check	47138	03/16/2021	Travis Central Appr...	Inv 6409	1000 Wells Fargo ...	-2,486.26	-2,486.26
TOTAL						-2,486.26	2,486.26
Check	47139	03/16/2021	Office Depot	recorder	1000 Wells Fargo ...	-79.99	-79.99
TOTAL						-79.99	79.99