

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)

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

May 17, 2022

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, May 17, 2022, at 6:30 p.m. at Sleep Inn & Suites NW Austin – 8410 Hwy 290E. Austin, TX 78724. Commissioner ~~Alexander~~ <sup>Torgrimson</sup> being in the chair and a quorum present, the meeting was called to order at 6:31 pm.

Present: Commissioners Torgrimson, Opiela, Clark and Laryea

Not Present: Commissioner Alexander

District Contractors: David Bailey and M Logan

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:31 pm.
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the April 19, 2022 Regular Meeting: Commissioner Opiela made the motion to accept the minutes of the April 19, 2022 regular meeting and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
4. Consider and take appropriate action on the April 2022 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the April 2022 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 April 2022 treasurer's report, including the expenditures over \$2000 report, and the line-item expenditures as reflected in the report, and other reports. Commissioner Laryea seconded the motion and it passed unanimously by a show of hands among those present.
5. Update on the TexPool Investment report: Ms. Logan reviewed the April 2022 TexPool Investment Summary Report with the commissioners.

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6. Discussion and possible action concerning Homestead and Over 65 property tax exemptions:  
No new action taken.
7. Discussion and possible action regarding Austin Fire Department FY23 Contract: No action taken.
8. Update on Station 48 remodel: David Bailey stated that the project is on time and within budget. He will update the board at each meeting on progress.
9. Update on Station 47 parking lot: David Bailey stated that there was success at the Environmental Commission and the next step is with the Zoning and Platting Commission. The bidding process will begin in June. He will update the board at each meeting on progress.
10. Review and approve FY22 Amended Budget: Commissioner Opiela made the motion to accept the FY22 amended budget as presented and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
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.
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. Check detail attached.
13. Executive Session: None
14. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:31 pm.

Next meeting is scheduled for June 21, 2022.

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Approved by:

A handwritten signature in blue ink, consisting of several overlapping loops and lines, positioned above a horizontal line.

Attest:


A handwritten signature in blue ink, appearing to read "Peter Tregina", positioned above a horizontal line.

GR1000-1b Minutes-Written

Travis County ESD #4  
Check Detail  
May 2022

| Type  | Num   | Date       | Name                   | Memo                              | Account   | Paid Amount |
|-------|-------|------------|------------------------|-----------------------------------|---|-------------|
| Check | 47211 | 05/17/2022 | Fatter & Evans Arc...  | Inv 4546<br>Architectural Design  | 1000 Wells Fargo ...<br>5804 Station 48 Re...   | -8,540.15   |
| TOTAL |       |            |                        |                                   |   | -8,540.15   |
| Check | 47212 | 05/17/2022 | Professional Civic ... | Inv April 2022<br>as per contract | 1000 Wells Fargo ...<br>5925 Administrative ... | -3,090.00   |
| TOTAL |       |            |                        |                                   |   | -3,090.00   |
| Check | 47213 | 05/17/2022 | Logan Consulting       | Inv 22-05<br>as per contract      | 1000 Wells Fargo ...<br>5925 Administrative ... | -2,050.00   |
| TOTAL |       |            |                        |                                   |   | -2,050.00   |
| Check | 47214 | 05/17/2022 | William D. Webb        | Inv 43<br>as per contract         | 1000 Wells Fargo ...<br>5925 Administrative ... | -849.24     |
| TOTAL |       |            |                        |                                   |   | -849.24     |
| Check | 47215 | 05/17/2022 | Servpro                | Inv 3665<br>mold remediation      | 1000 Wells Fargo ...<br>5804 Station 48 Re...   | -3,830.90   |
| TOTAL |       |            |                        |                                   |   | -3,830.90   |
| Check | 47216 | 05/17/2022 | G. Creek Construct...  | Draw #1<br>Sta 48 Reno            | 1000 Wells Fargo ...<br>5100 Capital Funding    | -83,353.06  |
| TOTAL |       |            |                        |                                   |   | -83,353.06  |

## MONTHLY REPORT FOR MAY 17TH, 2022 BOARD MEETING

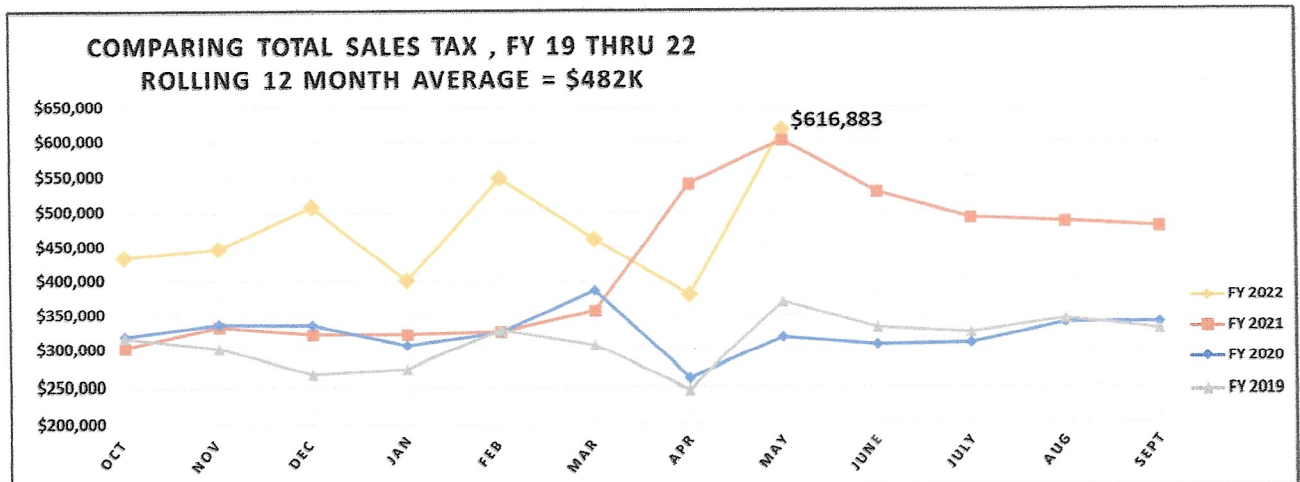
|       |   |   |
|-------|---|---|
| To:   | Travis County Emergency Service District 4. |  |
| From: | District Administrator                      | Professional Civic Services, LLC  |

### 1) CURRENT AFD SERVICE-CONTRACT UPDATE:

- Operations:** AFD and EMS remain in place at 48 during remodel.
- Prevention:** Preparation meeting on May 28<sup>th</sup> regarding: County Wildfire Coordination of Response / Mitigation Efforts and also Dispatch ILA, for \* ESDCC Presentation on June 4<sup>th</sup>, TC Commissioners Court on June 7<sup>th</sup>,
- Community Communication / Outreach:** Notification of Tax Exemptions?
- Fire Station remodels:**
  - 48 kitchen / dining:**  G Creek Construction. (\$315,770) / 5 change orders.
    - First pay application for G Creek was \$83K (roughly 25%)
    - Fatter and Evans pay app- same percentage. (\$8500)
  - 47 parking lot:** a) Success at the Environmental Commission and Zoning and Platting Commission.
  - b) Have asked KSA engineer to work with us to do the bid solicitation and construction management.

### 2) REVENUE / FINANCE

- a) Property Tax Homestead Exemptions (emailed .pdf Overview)
- b) Sales tax revenue- a new single month record= **\$616,883**



### 3) OTHER ITEMS

Annual Contract Coordinating Committee, major take away=

2023 AFD Contract price estimated to climb 3.6% to \$4,742,761 up from \$4,571,091.

| Fire Station 48 Remodel<br>change orders, through 5/17/22 |   |                   |
|---|---|-------------------|
|   | <b>original starting price</b>  | <b>\$ 315,715</b> |
| 1   | Add to relocate electrical conduits found in the wall where the new door and window will be located.  | \$ 1,301          |
| 2   | Add for additional wood framing, including 2 LVL and 2x8 rafters at the second floor ceiling. Demo drywall to expose rafters, new drywall on ceiling, tape and float and paint. | \$ 3,842          |
| 3   | Add to reroute gas lines to new locations for the range and the GUH fixture. Gas line was not included in the MEP drawings- plumber did not pick up the work originally.        | \$ 2,682          |
| 4   | Add to provide conduits for new data raceways at second floor, includes running conduits from server room up to the second-floor attic and turning down at specific locations.  | \$ 1,371          |
| 5   | Hired a standalone vendor to do the telecom cabling and rerouting of all dispatch, telecom cabling. 11 data cable drops, 4 speaker wire drops, one coaxial run                  | \$ 3,150          |
|   | <b>change orders total</b>  | <b>\$ 12,346</b>  |
| dbailey, 5/17/22  |   |                   |