

Travis County Emergency  
Service District 4.



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

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

July 19, 2022

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, July 19, 2022, at 6:30 p.m. at Sleep Inn & Suites NW Austin – 8410 Hwy 290E. Austin, TX 78724. Commissioner Torgrimson being in the chair and a quorum present, the meeting was called to order at 6:32 pm.

**Present:** Commissioners Torgrimson, Alexander, Clark, Opiela and Laryea  
**District Contractors:** David Bailey and M Logan

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:32 pm.
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the June 21, 2022 Regular Meeting: Commissioner Clark made the motion to accept the minutes of the June 21, 2022 regular meeting with the correction of Commissioner Torgrimson being in the chair and was seconded by Commissioner Laryea. The motion passed by a show of hands among those present with Commissioner Opiela abstaining.
4. Consider and take appropriate action on the June 2022 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the June 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 June 2022 treasurer's report, including the expenditures over \$2000 report, and the line-item expenditures as reflected in the report, and other reports. Commissioner Alexander 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 June 2022 TexPool Investment Summary Report with the commissioners.

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6. Update on FY23 Budget meeting: Ms. Logan stated she provided a draft budget to the Budget Committee and the process is going well. She further stated another meeting has been set for August and will have a formal proposed budget for the August meeting. The board will then propose the budget in August and formally adopt in September for FY23.
7. Update on Tax Rate Calendar: Ms. Logan stated that the appraisal district will be providing the No New Revenue and Voter Approved Rates on July 25<sup>th</sup>. There will be reports due back to the appraisal district with finally rates being provided by August 7<sup>th</sup>. She and David Bailey will work to provide the board with all the pertinent data required for the board to make a decision on which rate to propose at the August meeting.
8. Discuss and take appropriate action on Engagement Letter with CPA for FY22 Audit: Commission Opiela made the motion to accept the engagement letter with the CPA for FY22 Audit and was seconded by commissioner Alexander. The motion passed unanimously by a show of hands among those present.
9. 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.
10. 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.
11. Executive Session: None
12. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:36 pm.

Next meeting is scheduled for August 16, 2022.

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Approved by:


Peter Torgerson

Attest:

[Signature]

GR1000-1b Minutes-Written

# MONTHLY REPORT FOR JULY 19TH, 2022 BOARD MEETING

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

## 1) CURRENT AFD SERVICE-CONTRACT UPDATE:

- Operations:** Need to meet with TCESD 12 regarding AA and other topics.
  - Community Communication / Outreach:** More development at Tesla:
    - 2021, Completion of the main 4.3 million sq ft production building.
    - Feb 2022 filed for a 1.6 million sq ft building for battery cathode production.
    - July 2022 filed to build another 500K sq ft attached to the main building.
- Also- Water Tower Demo is still planned for August: Road Closure Discussions!

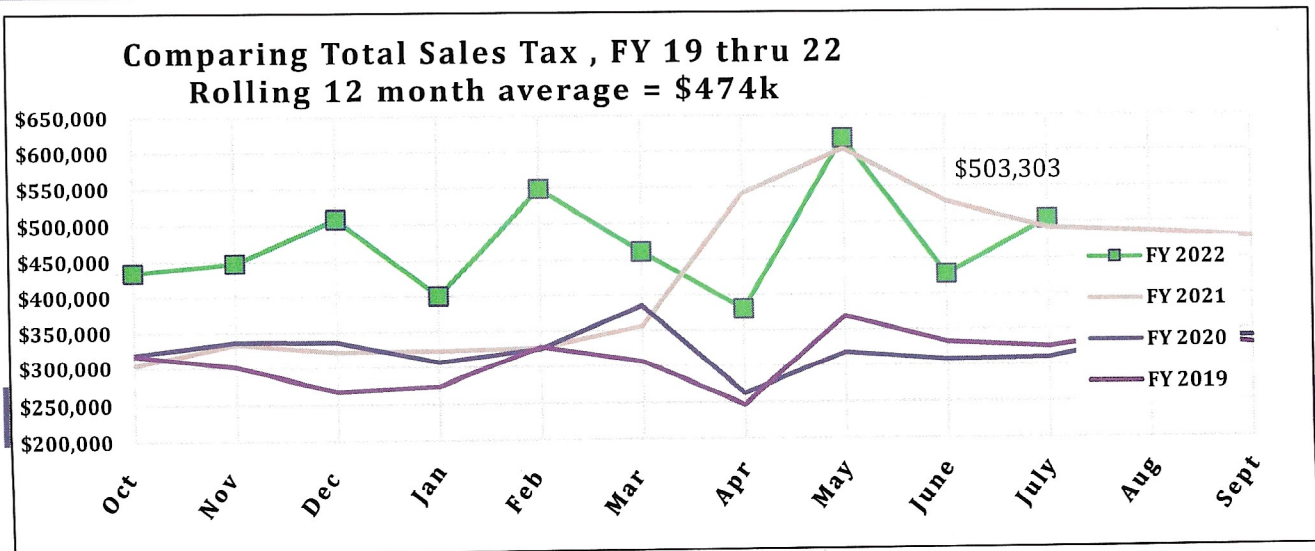
**Fire Station remodels:**

- 48 kitchen / dining:**
  - 3<sup>rd</sup> Pay Application to G Creek was \$98K
  - Remaining balance? 24K, plus \$31K retainage.**
  - Delay due to HVAC arrival**

**47 parking lot bid solicitation:**

|                       |   |
|-----------------------|---|
| July 8 <sup>th</sup>  | Newspaper and CivCast                                 |
| July 18 <sup>th</sup> | Pre-Bid Meeting                                       |
| July 22               | <b>Open Bids (2pm)</b>                                |
| Week of 8/1           | tabulate/review bids and prepare award recommendation |
| Weeks of 8/15         | ESD awards bid to contractor                          |

## 2) REVENUE / FINANCE



**Travis County ESD #4**  
**Check Detail**  
June 2022

| Type  | Num   | Date       | Name                   | Memo                      | Account                 | Paid Amount |
|-------|-------|------------|------------------------|---------------------------|-------------------------|-------------|
| Check | ACH   | 06/23/2022 | Visa                   | DBailey                   | 1000 Wells Fargo ...    | -115.88     |
|       |       |            |                        | Stop signs for 911 Dr...  | 5700 Station Expen...   | -235.98     |
|       |       |            |                        | dehumidifier              | 5803 Station 47 Re...   | -125.00     |
|       |       |            |                        | meeting room              | 5911 Meetings           | -194.48     |
|       |       |            |                        | permit parking lot        | 5803 Station 47 Re...   | -34.31      |
|       |       |            |                        | phone                     | 5801 Utilities          | -140.71     |
|       |       |            |                        | gmail                     | 5910 Web Hosting        | -846.36     |
| TOTAL |       |            |                        |                           |                         | -2,050.00   |
| Check | 47217 | 06/21/2022 | Logan Consulting       | Inv 22-06                 | 1000 Wells Fargo ...    | -2,050.00   |
|       |       |            |                        | as per contract           | 5925 Administrative ... | -2,050.00   |
| TOTAL |       |            |                        |                           |                         | -1,061.55   |
| Check | 47218 | 06/21/2022 | William D. Webb        | Inv 44                    | 1000 Wells Fargo ...    | -1,061.55   |
|       |       |            |                        | as per contract           | 5925 Administrative ... | -1,061.55   |
| TOTAL |       |            |                        |                           |                         | -2,880.00   |
| Check | 47219 | 06/21/2022 | Professional Civic ... | Inv May                   | 1000 Wells Fargo ...    | -2,880.00   |
|       |       |            |                        | as per contract           | 5925 Administrative ... | -2,880.00   |
| TOTAL |       |            |                        |                           |                         | -1,806.00   |
| Check | 47220 | 06/21/2022 | Johnson Controls ...   | Inv 88731721              | 1000 Wells Fargo ...    | -1,806.00   |
|       |       |            |                        | relocate fire alarm ca... | 5804 Station 48 Re...   | -1,806.00   |
| TOTAL |       |            |                        |                           |                         | -102,506.87 |
| Check | 47221 | 06/21/2022 | G. Creek Construct...  | Draw #2 Sta 48            | 1000 Wells Fargo ...    | -102,506.87 |
|       |       |            |                        | Draw #2 Sta 48            | 5100 Capital Funding    | -102,506.87 |
| TOTAL |       |            |                        |                           |                         | -102,506.87 |

12:15 PM  
06/23/22

Travis County ESD #4  
Check Detail  
June 2022

| Type  | Num   | Date       | Name                  | Memo         | Account               | Paid Amount |
|-------|-------|------------|-----------------------|--------------|-----------------------|-------------|
| Check | 47222 | 06/23/2022 | G. Creek Construct... | Paint Sta 47 | 1000 Wells Fargo ...  | -12,474.00  |
|       |       |            |                       | Paint Sta 47 | 5803 Station 47 Re... | -12,474.00  |
| TOTAL |       |            |                       |              |                       | -12,474.00  |