

Travis County Emergency
Service District 4.



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

NOTICE OF REGULAR CALLED MEETING May 18, 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, May 18, 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 April 20, 2021 regular meeting
4. Consider and take appropriate action on the April 2021 treasurer's report, which may include other reports
5. Update on the TexPool Investment
6. Update on the Investment Policy
7. Update from the Strategic Planning Committee
8. Update on meeting requirements and available spaces
9. Update on station remodeling
10. Update on technology acquisition
11. Consider and take appropriate action regarding interactions with COA/ AFD concerning edits, amendments, or additions to the service contract necessary to ensure the delivery of needed services
12. 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
13. Review and Approve Pending Disbursements
14. 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.
15. Adjournment

POSTED MEETING 2 1 202180622

GR1000-01b Agenda

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

April 20, 2021

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, April 20, 2021 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 6:43 pm.

Present: Commissioners Torgrimson, Alexander, Opiela, and Wills. Commissioner Clark joined at 6:45 pm

District Contractors: David Bailey and M Logan

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:43 pm.
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the March 16, 2021 Regular Meeting: Commissioner Opiela made the motion to accept the minutes of the March 16, 2021 regular meeting and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present on Zoom.

Commissioner Clark joined meeting at 6:45 pm

4. Consider and take appropriate action on the February and March 2020 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the amended February 2021 treasurer's report and Commissioner Opiela made the motion to accept as amended and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present on Zoom. Ms. Logan presented to the commissioners the March 2021 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Alexander made a motion to accept the March 2021 treasurer's report, including the expenditures over \$2000 report, and the line-item expenditures as reflected in the report, and other reports. Commissioner Opiela seconded the motion and it passed unanimously by a show of hands among those present on Zoom.

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5. Update on the TexPool Investment report: Ms. Logan reviewed the March 2021 TexPool Investment Summary Report with the commissioners. No questions were asked.
6. Discussion and possible action on allocating surplus funds in current fiscal year for the next fiscal year for the contract with Austin Fire Department : Commissioner Opiela made the motion to move \$1,331,715.00 from the TexPool Operating Account into the TexPool Reserve account and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present on Zoom. Ms. Logan stated she would make the transfer and apprise the president and treasurer.
7. Discussion and possible action concerning ESD4 acquisition of technology facilitating clear and complete participation in board meetings by Commissioners, staff and the public whether attending in person or electronically: Commissioner Alexander made the motion for ESD4 to engage Professional Civic Services LLC to research and bring recommendations to the Board as to available hardware and software that would best serve to allow the full participation of all Commissioners in all Board meetings either in person or remotely, while also providing public access. Such recommendations to include cost estimates of the various options. The motion was seconded by Commissioner Opiela and passed unanimously by a show of hands among those present on Zoom.
8. Discussion and possible action concerning station remodeling: Chief Bailey brought the board up to date on Station 47 and Station 48 remodel stating that all the work has gone out for formal bid. No other action at this time.
9. Update on the official ESD #4 history project: Nothing new to report.
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: See attached report.
11. 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.
12. Executive Session: None

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13. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 8:04 pm.

Next meeting is scheduled for May 18, 2021

Approved by:

Attest:

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

| | <u>Apr 21</u> | <u>Oct '20 - Apr 21</u> | <u>% Budget</u> | <u>Annual Budget</u> |
|--|--------------------|-------------------------|-----------------|----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 Property Taxes | 11,373.45 | 2,477,167.28 | 102.38% | 2,419,524.00 |
| 4001 Sales Tax Deposits | 540,524.05 | 2,504,595.01 | 69.57% | 3,600,000.00 |
| 4005 Bank Interest | 675.43 | 6,160.93 | 25.67% | 24,000.00 |
| 4145 Rent Income | 0.00 | 600.00 | 50.00% | 1,200.00 |
| 4150 Misc Income | 0.00 | 25.45 | | 0.00 |
| Total Income | <u>552,572.93</u> | <u>4,988,548.67</u> | 82.53% | <u>6,044,724.00</u> |
| Expense | | | | |
| 5000 COA/AFD Contract | 975,610.00 | 2,190,906.00 | 48.14% | 4,551,146.00 |
| 5100 Capital Funding | 4,828.21 | 4,828.21 | 1.61% | 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 Training | 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 | 3,938.60 | 17,880.10 | 29.80% | 60,000.00 |
| 5800 Distirct Office Expenses | | | | |
| 5801 Utilities | 34.67 | 207.73 | 6.70% | 3,100.00 |
| 5802 Office Supplies | 0.00 | 461.65 | 18.47% | 2,500.00 |
| Total 5800 Distirct Office Expenses | <u>34.67</u> | <u>669.38</u> | 11.95% | <u>5,600.00</u> |
| 5900 Personnel/Admin Expenses | | | | |
| 5901 Audit | 0.00 | 5,000.00 | 100.00% | 5,000.00 |
| 5902 Legal Fees | 682.30 | 682.30 | 0.19% | 350,000.00 |
| 5903 Accounting | 0.00 | 0.00 | | 0.00 |
| 5904 Tax Assessor Collection | 0.00 | 15,535.96 | 100.00% | 15,536.00 |
| 5905 TCAD Budget Liability | 0.00 | 4,972.52 | 50.00% | 9,946.00 |
| 5906 Bank Service Fee | 38.57 | 308.06 | | |
| 5909 Travis County Post Fee | 0.00 | 0.00 | 0.00% | 103.00 |
| 5910 Web Hosting | 180.00 | 2,129.00 | 105.61% | 2,016.00 |
| 5911 Meetings | 0.00 | 123.44 | 10.29% | 1,200.00 |
| 5925 Administrative Services | 4,540.00 | 35,175.00 | 55.31% | 63,600.00 |
| 5930 RESERVE | 0.00 | 0.00 | 0.00% | 589,443.00 |
| Total 5900 Personnel/Admin Expenses | <u>5,440.87</u> | <u>63,926.28</u> | 6.17% | <u>1,036,844.00</u> |
| VOID | 0.00 | 0.00 | | |
| Total Expense | <u>989,852.35</u> | <u>2,279,709.97</u> | 38.19% | <u>5,968,990.00</u> |
| Net Ordinary Income | <u>-437,279.42</u> | <u>2,708,838.70</u> | 3576.78% | <u>75,734.00</u> |
| Net Income | <u>-437,279.42</u> | <u>2,708,838.70</u> | 3576.78% | <u>75,734.00</u> |

Travis County ESD #4
Balance Sheet
As of April 30, 2021

| | <u>Apr 30, 21</u> |
|---------------------------------------|-----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 Wells Fargo 3577 | 155,709.88 |
| 1200 TexPool 9579 | 4,160,686.68 |
| 1300 TexPool Reserve | 5,000,274.98 |
| Total Checking/Savings | 9,316,671.54 |
| 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 | 10,059,240.66 |
| TOTAL ASSETS | <u><u>10,059,240.66</u></u> |
| 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 | 2,708,838.70 |
| Total Equity | 9,936,186.42 |
| TOTAL LIABILITIES & EQUITY | <u><u>10,059,240.66</u></u> |

Travis County ESD #4 Investment Summary Rolling 12 Months

| Date | Beginning Balance OPERATING | Monthly Deposits | Transfers | Monthly Interest | Ending Balance |
|------------|--------------------------------|---------------------|-----------------|---------------------|----------------|
| 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 |
| 3/31/2021 | \$5,698,988.75 | \$ 390,660.02 | -\$50,000.00 | \$460.59 | \$6,040,109.36 |
| 4/30/2021 | \$6,040,109.36 | \$ 551,897.50 | -\$2,431,715.00 | \$394.82 | \$4,160,686.68 |

| Date | Beginning Balance RESERVE | Monthly Deposits | Transfers | Monthly Interest | Ending Balance |
|------------|------------------------------|---------------------|-----------|---------------------|-----------------|
| 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 |
| 2/28/2021 | \$ 3,667,726.35 | | | \$ 273.70 | \$ 3,668,000.05 |
| 3/31/2021 | \$ 3,668,000.05 | | | \$ 285.26 | \$ 3,668,285.31 |
| 4/30/2021 | \$ 3,668,285.31 | \$ 1,331,715.00 | | \$ 274.67 | \$ 5,000,274.98 |

GR1025-07a Financial Reports