



TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6
Regular Session Minutes
Thursday, August 27, 2020

1. Call to Order

With a quorum present, the regular session meeting of Travis County ESD No. 6 was called to order by Commissioner Barr at 1:04 p.m. on Thursday, August 27, 2020 via attendance by videoconference.

Commissioner Paula S. Barr	President	Present
Commissioner Mary Lynne Gibbs	Vice President	Present
Commissioner Jim Boushka	Treasurer	Present
Commissioner Jefferson Howell	Assistant Treasurer	Present
Commissioner Jessica Clinton	Secretary	Present

2. Safety awareness

The Fire Chief reported on wildfire concerns in the state and firefighter deployments to North Texas. He also mentioned the possible threats of Hurricanes Laura and Marco and everyone should have to-go bags packed in case of flash flooding occurring.

3. Public comment

None presented.

4. Approve the minutes of the Wednesday, July 22, 2020 Regular Session

MOTION: Approve the minutes of the Wednesday, July 22, 2020 Regular Session in Consent Item #4.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Jefferson Howell, Assistant Treasurer

SECONDER: Commissioner Mary Lynne Gibbs, Vice President

AYES: Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

5. Update, discuss and/or take appropriate action on District's FY 2021 Benefit Plans: Medical, Dental, Vision, Life (Basic and Optional) and Long-Term Disability

Members of the Board heard from:

Commissioner Paula S. Barr, President
Administrative Manager Marczynski
Erica Alejandro, Gallagher
Jeff Kloc, Gallagher

MOTION: Accepts the FY 2021 recommendations of United Healthcare for Medical and COBRA administration, MetLife for Dental, Vision and Life Insurance, The Hartford for Long Term Disability, Alliance Work Partners for Employee Assistance Program and Proficient Benefit Solutions for Flexible Spending Accounts.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Mary Lynne Gibbs, Vice President

SECONDER: Commissioner Jefferson Howell, Assistant Treasurer

AYES: Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

6. Update, discuss and/or take appropriate action on the July 2020 Financial Report

Members of the Board heard from:
Commissioner Jim Boushka, Treasurer
Financial Manager Smith

MOTION: Approve the June 2020 Final Financial Report as presented in Item #6.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Mary Lynne Gibbs, Vice President

SECONDER: Commissioner Jim Boushka, Treasurer

AYES: Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

7. Update, discuss and/or take appropriate action on the July 2020 Bank Statements/Investments

Members of the Board heard from:
Financial Manager Smith

MOTION: Approve the July 2020 Bank Statements/Investments as presented in Item #7.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Mary Lynne Gibbs, Vice President

SECONDER: Commissioner Jim Boushka, Treasurer

AYES: Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

8. Update, discuss and/or take appropriate action on expenditures over \$2,000

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Mary Lynne Gibbs, Vice President
Commissioner Jefferson Howell, Assistant Treasurer
Commissioner Jessica Clinton, Secretary
Fire Chief Abbott
Administrative Manager Marczynski
Financial Manager Smith

MOTION: Approve non-recurring expenditures over \$2,000 as presented in Item #8.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Mary Lynne Gibbs, Vice President
SECONDER: Commissioner Jim Boushka, Treasurer
AYES: Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

9. Investment committee meeting

- Discuss and/or take appropriate action on Investment Policy

Members of the Board heard from:
Commissioner Jim Boushka, Treasurer
Commissioner Jefferson Howell, Assistant Treasurer
Administrative Manager Marczynski
Financial Manager Smith

MOTION: Approves the Investment Policy and Cash Management Procedures 06.04.02 as presented.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jim Boushka, Treasurer
SECONDER: Commissioner Jefferson Howell, Assistant Treasurer
AYES: Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

10. Discuss FY 2021 Preliminary 10-Year Financial Plan and Capital Improvement Plan

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Mary Lynne Gibbs, Vice President
Commissioner Jim Boushka, Treasurer
Chief Financial Officer De Witt
Financial Manager Smith

RESULT: **DISCUSSED**

11. Discuss and/or take appropriate action on proposal of ad valorem tax rates for 2020

- No-New-Revenue and Voter-Approval tax rates and publication
- Proposed tax rate for 2020
- Record Vote

Members of the Board heard from:
Chief Financial Officer De Witt
Financial Manager Smith

MOTION: Proposes that the property taxes be increased by the adoption of a total tax rate for 2020 of ten cents (\$0.10) per one hundred dollars (\$100.00) of taxable value with the tax rate for Debt Service of \$0.0029 per one hundred dollars (\$100.00) of taxable value and the tax rate for Maintenance and Operations (M&O) of \$0.0971 per one hundred dollars (\$100.00) of taxable value, and that these proposed tax rates be placed as an action item on the agenda of a meeting of the Board of Commissioners to be held in September 2020.

RESULT: **RECORD VOTE (UNANIMOUS)**

MOVER: Commissioner Jim Boushka, Treasurer

SECONDER: Commissioner Mary Lynne Gibbs, Vice President

AYES: Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

12. Update, discuss and/or take appropriate action on scheduling one public hearing regarding the proposed tax rate for 2020 and the meeting to vote on adoption of proposed tax rate for 2020

- Review tentative 2020 planning schedule
- Record Vote

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Jim Boushka, Treasurer
Administrative Manager Marczyński

MOTION: Approves the scheduling of public hearing and the meeting at which the Board will vote on the adoption of the proposed tax rates. The Board orders Public Hearing as per Truth-in-Taxation statutes to be held on Monday, September 21, 2020 at 12 p.m. and the meeting to vote on the adoption of the proposed ad valorem tax rates on Monday, September 28, 2020 at 1 p.m.

RESULT: **RECORD VOTE (UNANIMOUS)**

MOVER: Commissioner Mary Lynne Gibbs, Vice President

SECONDER: Commissioner Jim Boushka, Treasurer

AYES: Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

13. Update, discuss and/or take appropriate action on impacts of Coronavirus (COVID-19) Pandemic

- Operational impact

Members of the Board heard from:
Fire Chief Abbott

RESULT: **DISCUSSED**

- Potential financial impact

Members of the Board heard from:
Financial Manager Smith

RESULT: DISCUSSED

14. Update status of completion of the Station 606 project, including but not limited to commencement of warranties for various aspects of the project, a potential dispute regarding damaged utility infrastructure, potential disputes arising out of construction delays regarding liquidated damages and payment of retained amounts and final payment application amounts, and possible action to direct District agents to accept all project improvements, act to enforce contract documents, and/or authorize offers of compromise in settlement of disputes arising out of the project

15. Update, discuss and/or take appropriate action to appoint and authorize agents of the District to negotiate one or more agreements with the City of Lakeway and/or Travis County ESD No. 8 for the provision of services in a portion of the City of Lakeway not included in the territory of Travis County ESD No. 6, including provisions for payment for such services, and any such agreements are subject to later consideration and approval by the Board of Commissioners

Members of the Board heard from:
Commissioner Paula S. Barr, President

MOTION: Join Agenda Items #14 and #15 for discussion in Executive Session for consultation with District's attorney.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Mary Lynne Gibbs, Vice President

SECONDER: Commissioner Jim Boushka, Treasurer

AYES: Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

16. Executive Session (No public discussion on these items)

The Travis County Emergency Services District No. 6 Board of Fire Commissioners will consider the following items in Executive Session. The Commissioners may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners announce that the item will be considered during Executive Session. No action may be taken on any items considered during Executive Session.

- A. Tex Govt. Code §551.074: Deliberation about personnel matters
- B. Tex Govt. Code §551.071: Consult with attorneys – Regarding the District's rights and obligations arising out of contract documents pertaining to delayed completion of the Station 606 project and potential settlement of disputes with the project contractor
- C. Tex Govt. Code §551.071: Consult with attorneys – Regarding rights and responsibilities pursuant to pending and potential agreements for the provision of services outside the territory of the District
- D. Tex Govt. Code §551.071: Consult with attorneys – Regarding all matters as authorized by law

RESULT: NO ACTION TAKEN

14. Update status of completion of the Station 606 project, including but not limited to commencement of warranties for various aspects of the project, a potential dispute regarding damaged utility infrastructure, potential disputes arising out of construction delays regarding liquidated damages and payment of retained amounts and final payment application amounts, and possible action to direct District agents to accept all project improvements, act to enforce contract documents, and/or authorize offers of compromise in settlement of disputes arising out of the project

MOTION: Authorize the District’s Attorney Doug Young to make mediation arrangements regarding the dispute associated with the completion of the Station 606 project.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Jefferson Howell, Assistant Treasurer

SECONDER: Commissioner Jim Boushka, Treasurer

AYES: Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

15. Update, discuss and/or take appropriate action to appoint and authorize agents of the District to negotiate one or more agreements with the City of Lakeway and/or Travis County ESD No. 8 for the provision of services in a portion of the City of Lakeway not included in the territory of Travis County ESD No. 6, including provisions for payment for such services, and any such agreements are subject to later consideration and approval by the Board of Commissioners

MOTION: Authorize Chief Robert Abbott, Chief Financial Officer Jim De Witt and Board President Paula S. Barr to continue discussions with Travis County ESD No. 8 and the City of Lakeway regarding inclusion of territory that is now in Travis County ESD No. 8 and the City of Lakeway into Travis County ESD No. 6 including the opportunity for those parties to discuss and negotiate payment for related services.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Jim Boushka, Treasurer

SECONDER: Commissioner Mary Lynne Gibbs, Vice President

AYES: Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

17. Update, discuss and/or take appropriate action on Board Educational Sub-Committees’ work

- Update, discuss and/or take appropriate action on Citizen’s Education Forum (CEF) and Citizen’s Advisory Committee (CAC)

Members of the Board heard from:

Commissioner Paula S. Barr, President

Commissioner Mary Lynne Gibbs, Vice President

Commissioner Jefferson Howell, Assistant Treasurer

RESULT: **DISCUSSED**

18. Update, discuss and/or take appropriate action on Travis County ESD Commissioners Council (ESDCC)

Members of the Board heard from:

Commissioner Paula S. Barr, President

RESULT: DISCUSSED

19. Update, discuss and/or take appropriate action on Texas State Association of Fire Emergency Districts (SAFE-D)

Members of the Board heard from:
Commissioner Paula S. Barr, President

- Commissioner training opportunities

RESULT: DISCUSSED

20. Fire Chief comments

Members of the Board heard from:
Fire Chief Abbott

RESULT: DISCUSSED

21. Commissioners interests and future agenda items

Members of the Board heard from:
Administrative Manager Jessica Marczyński

RESULT: DISCUSSED

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Approved by the Board of Commissioners:

09/28/2020

Date of Approval



Jessica Clinton, Secretary