



**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6**  
**Regular Session Minutes**  
**Monday, September 28, 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 1:00 p.m. on Monday, September 28, 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 that the temperatures are cooling down and everyone should practice safety when turning on heater for the first time.*

**3. Public comment**

*None presented.*

**4. Approve the minutes of the Thursday, August 27, 2020 Regular Session and the Monday, September 21, 2020 Public Hearing**

**MOTION:** Approve the minutes of the Thursday August 27, 2020 Regular Session and Monday, September 21, 2020 Public Hearing 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 the August 2020 Financial Report**

Members of the Board heard from:  
Financial Manager Smith

**MOTION:** Approve the August 2020 Final Financial Report as presented in Item #5.  
**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

## **6. Update, discuss and/or take appropriate action on the August 2020 Bank Statements/Investments**

Members of the Board heard from:  
Financial Manager Smith

**MOTION:** Approve the August 2020 Bank Statements/Investments 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 approve Reserve Transfers**

Members of the Board heard from:  
Board President Paula S. Barr  
Financial Manager Smith

**MOTION:** The Board approves the transfer of \$83,573 to the investment reserve account as presented.  
The Board approves the budgeted transfer of \$549,000 to the operations reserve as presented.  
The Board approves the budgeted transfer of \$1,440,000 from the capital acquisitions reserve as presented.  
**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

Members of the Board heard from:  
Fire Chief Abbott  
Financial Manager Smith

**MOTION:** The Board moves:  
• To commit an additional \$29,622 of reserves for the District's earned vacation liability,  
• To commit an additional \$95,920 of reserves for the District's earned sick time liability, and  
• To reduce the commitment for the District's net pension liability by \$3,487,842.  
**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:  
Financial Manager Smith

**MOTION:** Approve non-recurring expenditures over \$2,000 as presented in Item #8.  
**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

**9. Update, discuss and/or take appropriate action on the purchase of a new engine**

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

**MOTION:** Approves the purchase agreement for a new engine and authorizes the Board President to sign the agreement.  
**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

**10. Update, discuss and approve the Fiscal Year 2021 10-Year Financial Plan and Capital Improvement Plan**

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Commissioner Jim Boushka, Treasurer  
Fire Chief Abbott  
Financial Manager Smith

**MOTION:** Approves the Fiscal Year 2021 10-Year Financial Plan and Capital Improvement Plan as presented in Item #10  
**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

**11. Update, discuss and adopt the Fiscal Year 2011 Budget (2020-2021)**

Members of the Board heard from:  
Financial Manager Smith

**MOTION:** Adopts the Fiscal Year 2021 Budget as presented by staff in Item #11  
**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

**12. Update, discuss and take appropriate action on setting the ad valorem tax rates for 2020**

- Set 2020 tax rate for Maintenance and Operations
- Set 2020 tax rate for Debt Service
- Set total tax rate for 2020
- Record Vote

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Chief Financial Officer De Witt  
Financial Manager Smith

**MOTION:** I move that the property tax rate be increased by the adoption of a tax rate of ten cents (\$0.10) for each hundred dollars (\$100) of taxable value, which is effectively a 0.10% increase in the tax rate. Such tax rate is allocated \$0.0971 per \$100 valuation of the appraised property within the boundaries of the District for Maintenance and Operations. And \$0.0029 per \$100 valuation of the appraised property within the boundaries of the District for Debt Service as provided in the proposed Resolution to be signed by the Board President.

**RESULT:** **RECORD VOTE (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

**13. Resolution to approve, adopt and order the ad valorem tax rates for 2020**

- Record Vote

Members of the Board heard from:  
Administrative Manager Marczynski  
Financial Manager Sharon Smith

**MOTION:** Approves Resolution 2020-01 to approve, adopt and order the ad valorem tax rates for 2020.  
**RESULT:** **RECORD VOTE (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

**14. Update, discuss and/or take appropriate action on the proposed Scanlan, Buckle and Young P.C. Contract for Legal Services for Travis County Emergency Services District No. 6 for the fiscal year beginning October 1, 2020**

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Chief Financial Officer Jim De Witt

**MOTION:** Approves the Scanlan, Buckle and Young P.C. Contract for Legal Services for Travis County Emergency Services District No. 6 for the fiscal year beginning October 1, 2020.

**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

**15. 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**

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

**RESULT:** **DISCUSSED**

**16. Update, discuss and/or take appropriate action on possible 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  
Fire Chief Abbott

**RESULT:** **DISCUSSED**

**17. 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 EXECUTIVE SESSION NEEDED**

**18. 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 Mary Lynne Gibbs, Vice President  
Commissioner Jefferson Howell, Assistant Treasurer

**RESULT: DISCUSSED**

**19. 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**

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

- Commissioner training opportunities

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

**RESULT: DISCUSSED**

**21. Fire Chief comments**

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

Members of the Board heard from:  
Fire Chief Abbott

- Update and discuss plans for ambulance

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

**RESULT: DISCUSSED**

## **22. Commissioners interests and future agenda items**

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Fire Chief Abbott  
Administrative Manager Marczyński

**RESULT: DISCUSSED**

**ADJOURN**

**Approved by the Board of Commissioners:**

10-22-2020

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Date of Approval



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Jessica Clinton, Secretary