



**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6**  
**Regular Session Minutes**  
**Thursday, October 22, 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 Thursday, October 22, 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 reminded everyone due to colder temperatures one should practice safety when turning on heaters for the first time.*

**3. Public comment**

*None presented.*

**4. Approve the minutes of the Monday, September 28, 2020 Regular Session**

**MOTION:** Approve the minutes of the Monday, September 28, 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, Jefferson Howell, Jessica Clinton

**ABSENT:** Jim Boushka

**5. Discussion and possible action to amend existing fees for emergency services and adopt new fees for additional types of services**

Members of the Board heard from:

Commissioner Paula S. Barr, President  
Commissioner Mary Lynne Gibbs, Vice President  
Commissioner Jim Boushka, Treasurer  
Fire Chief Abbott  
Administrative Manager Marczynski  
Eric Brenneman, Fire Recovery  
Justin Powell, Fire Recovery

**RESULT: DISCUSSED & TABLED**

**6. Discussion and possible action to contract with Fire Recovery for billing and collection services in connection with fees owing to the District for emergency services provided by the District**

**RESULT: TABLED**

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

Members of the Board heard from:  
Financial Manager Smith

**MOTION:** Approve the September 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 Jefferson Howell, Assistant Treasurer  
Fire Chief Abbott  
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 Maxwell, Locke & Ritter Audit Engagement Agreement**

Members of the Board heard from:  
Financial Manager Smith

**MOTION:** Approves the Maxwell, Locke & Ritter Audit Engagement Agreement and authorizes the Board President to sign the agreement.  
**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

**10. Discuss and/or take appropriate action on issuing District credit cards for Human Resource Manager Virginia Deeny and Clinical Educator/Quality Coordinator Sarah Leach with a credit limit of \$5,000**

Members of the Board heard from:  
Financial Manager Smith

**MOTION:** Approves issuing District credit cards for Human Resource Manager Virginia Deeny and Clinical Educator/Quality Coordinator Sarah Leach with a credit limit of \$5,000  
**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

**11. Consider and take appropriate action to approve a settlement agreement with Workman Commercial Construction Services providing for payment of a part of retained amounts in connection with the contract for construction of Station 606, with mutual releases and related provisions, or alternative consideration and appropriate action to approve payment of some or all of the amounts retained in connection with such contract**

**12. 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

**MOTION:** Moves the Board goes into Executive Session.  
**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

**13. 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**

**11. Consider and take appropriate action to approve a settlement agreement with Workman Commercial Construction Services providing for payment of a part of retained amounts in connection with the contract for construction of Station 606, with mutual releases and related provisions, or alternative consideration and appropriate action to approve payment of some or all of the amounts retained in connection with such contract**

**MOTION:** Moves for approval of the proposed Settlement Agreement with Workman Commercial in the form presented in our packets, authorize the President to execute the agreement on behalf of the District and authorize the payment of amounts on the terms and conditions provided in the agreement.

**RESULT: ADOPTED (UNANIMOUS)**

**MOVER:** Commissioner Mary Lynne Gibbs, Vice President

**SECONDER:** Commissioner Jessica Clinton, Secretary

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

**12. 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**

**RESULT: NO ACTION TAKEN**

**14. Discuss and/or take appropriate action on adjustment of non-CBA personnel salary grade ranges**

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

**MOTION:** Approves the non-CBA employee salary grade range adjustments as presented.

**RESULT: ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Jefferson Howell, Assistant Treasurer  
**SECONDER:** Commissioner Jessica Clinton, Secretary  
**AYES:** Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

**15. 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**

**16. 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  
Commissioner Jefferson Howell, Assistant Treasurer  
Fire Chief Abbott

**RESULT: DISCUSSED**

**17. 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**

**18. 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

**RESULT: DISCUSSED**

**19. Commissioners interests and future agenda items**

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

**RESULT:        DISCUSSED**

**ADJOURN**

**Approved by the Board of Commissioners:**

10-22-20

\_\_\_\_\_  
Date of Approval



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Jessica Clinton, Secretary