

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT 14**  
**15406 FM 2769, Volente, TX 78641**

**MINUTES OF REGULAR MONTHLY MEETING**

**Date: Wednesday, March 18, 2009**

**Time: 7:00 PM**

*Approved Minutes*

1. Call to Order, Roll Call

President Stan Phillips called the meeting to order at 7:08PM.

All commissioners were present: Stan Phillips, Lonnie Moore, Suellen Jordan, Tom Stevenson, Ernest Garcia. Al Blunt, former VVFD President also attended. Chief Groman did not attend.

2. Review and Approval of Minutes of 02/18/09 Meeting (Moore)

Motion to approve minutes as submitted made by Garcia, seconded by Stevenson, In Favor: unanimous, motion carried.

3. Review and Approval of Treasurer's Report (Jordan)

Treasurer Jordan reviewed her written report, attached by reference. She noted that the ESD has received \$906,676.20 in 2008 property taxes since 10/01/2008. At the last meeting it was discussed that the Treasurer would close the accounts at Chase and transfer the funds to existing accounts at Capital One and/or Bank of America, as long as the funds were properly collateralized as required by law for public funds. The commissioners discussed the possibility of putting more of the funds in certificates of deposit, even though the current interest rates are low. The Treasurer and the Vice-Treasurer will look into where best to put the funds.

Motion by Moore: The Treasurer and Vice-Treasurer are authorized to rearrange the ESD's funds within the existing accounts and in new certificates of deposit, as they determine best, and to close the accounts at Chase Bank. Seconded by Garcia; In Favor: unanimous, motion carried.

Motion to approve the written Treasurer's Report as submitted made by Moore, seconded by Garcia; In Favor: unanimous, motion carried.

4. Community Communications (open to any member of public attending)

Nothing discussed under this topic.

5. Consideration and action regarding application for grant money for building a new fire station for VVFD, including, but not limited to expenditure of approved funds for engineering, planning, architectural and other type drawings, surveys, etc, that might be required for completion of the grant request.

(Agenda item 11, Update on the Planning Committee, was combined with this agenda item for discussion)

Jordan and Moore reviewed the actions and considerations of the Planning Committee at their last committee meeting. Committee member Roger Shull has produced a graph showing past, current and projected revenues for ESD revenues, which Moore showed to the ESD commissioners. The revenues are broken into groups to show "at risk" revenues – those that are likely to be annexed away from the ESD by either Cedar Park or Austin. A substantial portion of the existing revenues are considered "at risk" for future annexation. More work is being done to try to determine when Cedar Park might consider annexation of the existing WCIDs and MUD that are in their ETJ.

The Committee also discussed the possibility of applying for a grant to build a fire station. The federal stimulus bill contains money for this purpose but no one yet knows how and when the grants will be administered and what the requirements will be. Moore expressed some concern that the grant application process may require a submission to include documents prepared by and approved by an architect. If so, there probably would not be enough time to go through the required procedures to hire an architect in time to submit the application. The normal process required for hiring an architect involves issuing an RFP, selecting the most qualified, and then attempting to negotiate fees. If

agreement cannot be reached with the most qualified, then the ESD would negotiate with the second most qualified, etc. There was a discussion about using the RFP process to select an architect, with the understanding of all parties that no actual hiring or paying of fees would take place unless the ESD determined the funds were available and an architect was actually needed. Motion by Moore: The ESD authorizes commissioner Moore to proceed with preparing an RFP and, if appropriate, releasing the RFP for selecting an architect with the stipulation in the RFP that any actual hiring and paying of fees was subject to subsequent approval of the ESD. Seconded by Jordan; In Favor: unanimous, motion carried.

6. Consideration and action to approve and execute contract between VVFD and ESD 14 for fiscal year 2008-2009 (Moore)

The term of the existing contract expired 12/31/2009 (based on the old fiscal year) and the contract automatically renews month to month. The VVFD board of directors has already approved signing a new contract under the existing terms that would extend through the end of the current fiscal year, 9/30/2009.

Motion by Moore to modify the contract with VVFD by changing the term to reflect October 1, 2008 through September 30, 2009 and to execute same. Seconded by Stevenson; In Favor: unanimous, motion carried.

President Phillips and Secretary Moore then signed two copies of the new contract and will route to VVFD for signatures.

7. Consideration and possible action regarding formal communication with Travis County Commissioner Karen Huber during scheduled meeting between Huber and ESD 14 representatives on 3/19/09

Commissioner Stevenson asked Moore and Jordan to tell Commissioner Karen Huber that there is a high probability that he will resign from the ESD this year.

8. Consideration and possible action on establishing a policy regarding retention and deletion of email correspondence

Commissioner Moore discussed this topic briefly with attorney Ken Campbell. Moore does not recommend any action and the matter will be tabled.

9. Discussion Items

a. Village of Volente Spring-Cleanup Cancelled

b. Status of Audit for 2007-2008 Fiscal Year

Treasurer Jordan is very frustrated with the auditor, Steve Tilson of Tilson, Lynch. He is once again not returning phone calls and still has not begun the audit for the 1/01/2008 – 9/30/2008 fiscal year, despite the fact that he was sent a signed engagement letter. It was suggested that a different auditor be hired, if one can be found that will do the work timely for a reasonable price. Garcia recommended that Tilson be sent a letter telling him that the engagement letter is officially rescinded because he has failed to produce any work or even an estimate. Motion by Moore: Treasurer Jordan is authorized to engage a different auditor and to officially notify Steve Tilson that the engagement letter is rescinded because he has failed to provide an estimate or any work. Seconded by Garcia; In Favor: unanimous, motion carried.

c. Open Meetings / Public Information Training

Moore reminded the commissioners to complete the online training before the April ESD meeting. Moore and Garcia have completed the training already.

10. Receive and Review Reports from VVFD Fire Chief and VVFD Board

Jordan reviewed items from the written Chief's Report, previously distributed by email. Brush truck 1403 has been sold for \$5,000. VVFD has found a new source for health insurance and should save 19% on the premiums. VVFD got another \$2500 grant for Workers Compensation Insurance from the Texas Forest Service.

Since no members of the VVFD board attended, there was no report from the board.

11. Update on the (5X5) Planning Committee (Jordan)

(This item was covered under Agenda item 5, above)

12. Report on Actions of ESD Commissioners Council (Moore)

Moore stated that there was nothing new to report.

13. Reimbursement and Payment Requests (Jordan)

The following payments were submitted for approval by Treasurer Jordan:

\$42,602.98 VVFD reimbursement, per their written request

\$ 1, 294.25 TCAD, for appraisal services

\$ 484.85 Volente Neighborhood Association, for 1/3<sup>rd</sup> of the cost of the new bulletin board

Motion to approve payment of the above by Stevenson, seconded by Garcia; In Favor: unanimous, motion carried.

14. Adjournment

The meeting was adjourned at 8:21PM.

Respectfully submitted,

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Lonnie Moore, Secretary