

Minutes of Travis County Emergency Services District #3

August 22, 2016

Attached to and incorporated into these minutes is a copy of the official agenda for the August 22, 2016 meeting.

Under Agenda Items 1 & 2: Commissioner President Edd New called the Travis County Emergency Services District #3 (TCESD# 3, the District) Board of Commissioners' regular meeting to order at 7:01 p.m. A quorum was established with Commissioners John Villanacci, Carroll Knight, Gina Starr-Hill and David Detwiler attending.

Fire department personnel present at the meeting included: Fire Chief Wittig; District Chief Hartigan, Business Mgr. Herb Holloway, Firefighters Jason Ramsdell, Rusty Bergman, Jordon Marsh and Jeff Beard.

Mr. Jimmy Romell with Maxwell Locke and Ritter LLP was present.

Under Agenda Item 3: There were no general comments from visitors at this time. Probation Firefighter Jordon Marsh introduced himself.

Under Agenda Item 4: Mr. Romell with Maxwell Locke and Ritter introduced himself and spoke about the qualities and attributes his firm possesses and how that would assist the Board in considering signing of the Engagement Letter. After further discussion Commissioner Knight moved to engage Maxwell Locke and Ritter LLP as TCESD#3 Auditors for the period ending September 30, 2016. Commissioner Villanacci seconded the motion, which carried unanimously. Commissioner New was authorized to sign the Engagement Letter.

Under Agenda Item 5: Commissioner Villanacci moved to approve the July minutes of the regular meeting of the District. Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 6: The July Treasurers monthly report was reviewed. Commissioner Starr-Hill moved to approve the July Treasurers reports. Commissioner Detwiler seconded the motion, which carried unanimously.

Under Agenda Item 7: Commissioner Villanacci moved to authorize expenditures over \$2,000.00 each, written from July 15 to August 18, 2016. Commissioner Detwiler seconded the motion, which carried unanimously.

Under Agenda Item 8: There was in-depth discussion over the proposed TCESD#3 Budget for the year 2016-17. Commissioner Villanacci moved to approve the 2016-17 Budget. Commissioner Detwiler seconded the motion which carried unanimously.

Under Agenda Item 9: The Effective Tax Rate calculations of .0849 that were created by the Travis County Tax Office were analyzed and discussed in great detail.

Under Agenda Item 10: After reviewing the Approved 2016-17 Budget and the Effective Tax Rate the Board discussed alternative Tax Rate options and amounts. Commissioner Detwiler moved to propose a Tax Rate for 2016-17 at .10 per hundred valuation of property. Commissioner Starr-Hill seconded the motion which carried unanimously.

Under Agenda Item 11: The Board noted that the Proposed Tax rate of .10 was above the Effective Tax rate of .0849 and therefore would require Public Notices and Hearings. The Board instructed the Business Manager to

coordinate and prepare such Public Notices on September 1st and September 22nd in the Austin American Statesman. Public hearings would be set on September 8th and 15th, with a final public hearing at the Regular meeting September 26th to Adopt a rate.

Under Agenda Item 12: Proposed tax rate, public notices and hearings were accomplished in agenda items #10 and #11, therefore no action was taken.

Under Agenda Item 13: The record shows that a sales tax collection report was presented by Chief Wittig.

Under Agenda Item 14: Fire Chief Wittig presented the Status Report for July.

Under Agenda Item 15: It was noted that the next ESDCC meeting would be held August 27th in Pflugerville.

Under Agenda Item 16: It was announced that the next regular Board meetings of TCESD#3 would be held September 26th, October 24th and November 28th 2016.

Under Agenda Item 17: There being no further business, the meeting was adjourned at 8:16 p.m.

Respectfully submitted,

Carroll Knight, Commissioner
(Minutes taken by Herb Holloway)

Approved by Board of Commissioners: _____ (Date)

Representative Commissioner: _____ (Signature)

(Printed Name) _____

NOTICE IS HEREBY GIVEN that the Board of Emergency Services Commissioners of Travis County Emergency Services District No. 3 (TCESD3) will hold a regular meeting at 7:00 p.m. on Monday, August 22, 2016 in the Community Room of TCESD3 Station 302 located at 4111 Barton Creek Blvd., Austin, Travis County, Texas. The subject of and matters to be considered at said meeting include, among other business, the following:

1. Call to order.
2. Proof of quorum.
3. General visitor communications: Receive comments from visitors.
4. Discuss and approve hiring of Maxwell Locke & Ritter LLP, Accountants and Consultants in regard to performing the annual audit and scope of work for the period ending September 30, 2016. Approve signing of Engagement letter and stated professional fees.
5. Review and approval of minutes of the July 18, 2016 regular meeting of the District.
6. Review and approval of the Treasurers' monthly report for July 2016.
7. Approve payments over \$2,000 from July 15 to August 18, 2016.
8. Review and discuss the TCESD#3 budget for 2016-17 and possibly approve same.
9. Discussion of the calculated Effective Tax Rate for 2016-17 for TCESD#3.
10. Discussion on a proposed tax rate and possible approving such rate for needed publication and public hearings.
11. Discussion and approval of public notice publication and dates for public hearings.
12. Possible approval of Adopted Tax Rate or setting a date to adopt such rate.
13. Review Sales Tax Statistics.
14. Review of Chief's Monthly Status Reports
 1. Significant incident runs;
 2. Statistics;
 3. Special Project Updates
15. Other Business:
 1. Report on any ESDCC activities. Announcement of the next ESDCC meeting dates.
 2. Commissioner Announcements (no action will be taken on any such announcements)
16. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
17. Adjourn.

By: _____ Herb Holloway, Business Manager

NOTE: The Board of Emergency Services Commissioners reserves the right to adjourn into Closed Meeting at any time during the course of this meeting to discuss any of the agenda items listed above as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), and 551.076 (Deliberations about Security Devices) or other applicable law. Travis County Emergency Services District Number 3 is committed to compliance with the Americans with Disabilities Act. Reasonable modification and equal access to communications will be provided upon request. Please call the District Administrative Office at 288-5534 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call the statewide Relay Program at 1-800-735-2988 or by dialing '711'. Visitor Communications are regular agenda items at monthly meetings of the Board of Emergency Services Commissioners of Travis County Emergency Services District Number 3. Visitors who wish to speak under Visitor's Communications must sign up before the meeting is called to order. Each person, organization or group wishing to address the Board will be allowed a maximum of three (3) minutes to speak on items on the agenda or other business of the District. Speakers may register in person at the posted location of the meeting, starting 30 minutes prior to the start of the meeting and using the form provided. The speaker will give his/her name, address, organizational affiliation, if any, and indicate the subject he/she intends to address. The Board welcomes citizen comment on any issue, but the Open Meetings Act prohibits any board action on issues not posted on the agenda. The District reserves the right to terminate any presentation by a speaker if it is disruptive of the good conduct of the meeting, or is in violation of law.

The undersigned affirms and states that he posted or caused to be posted a true and correct copy of the foregoing notice at a place convenient to the public at the Travis County ESD3 Administrative Office, 4111 Barton Creek Boulevard, Travis County, Texas, a location within said Travis County Emergency Services District Number 3 at _____ .M. on August 18, 2016.

By: _____ Herb Holloway, Business Manager