

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – June 18, 2020**

The Williamson County Emergency Services District #2 held a regular meeting on June 18, 2020 at Sam Bass Fire Department Station 2, 16248 Great Oaks Drive, Round Rock, Texas and on-line at meet.google.com/zeu-kcvj-cot and by phone at 1-707-732-9386 or 1-888-465-5095.

Commissioners in Attendance:

Commissioners present: Thom Nanninga, Jordan Baltazor, Tim Hunsberger, Darryl Pool, Russell Strahan.

Others in Attendance:

Sam Bass Fire Dept.: Chief David Kieschnick, Assistant Chief Keith Farris, and Corby Bryan

Municipal Accounts & Consulting: Taylor Kolmodin and Tyler Wilson

Public: none present in person or on-line

Meeting was called to order at 7:01pm by Commissioner Nanninga.

Pledge of Allegiance was led by Commissioner Baltazor.

Public Comment: No member of the public requested to speak.

Action items

ITEM 4: *Approve minutes of prior meeting(s).*

Motion to approve minutes of the regular meeting held May 21, 2020 as presented.

Motion: Hunsberger Second: Baltazor [Unanimous]

ITEM 5: *Review bookkeeper's report from Municipal Accounts & Consulting and consent to: a) approval of payment of monthly bills and invoices, b) approval of monthly financial report.*

Wilson presented the District's monthly financial statements, monthly bills, and invoices.

The District's credit card company had charged a late payment fee, but Wilson said the company has agreed to reverse that charge as their billing had been delayed. Commissioners again raised concerns with MAC regarding the large amount of District funds earning a low interest rate in the Texpool account. MAC was instructed to invest a more substantial amount of District funds in laddered certificates of deposit rather than keeping the funds liquid while waiting to see if interest rates rise.

Motion to approve reports as presented.

Motion: Nanninga Second: Baltazor [Unanimous]

ITEM 6: *Discuss and take action relative to District Capitalization Schedules*

Commissioners discussed having MAC provide the District with a regular Capitalization Schedule rather than continuing to have the auditor include it in with their annual background material. MAC will require a contract be signed with the District and will charge an annual fee of between \$1000 to \$1500.

Motion to authorize President Nanninga to sign a contract with MAC for MAC to provide the District an annual Capitalization Schedule and include that schedule in their monthly reports to the District.

Motion: Hunsberger Second: Nanninga [Unanimous]

ITEM 7: *Discuss and take action Relative to 2021 Budget*

Wilson presented a draft budget for fiscal year 2021. Commissioners compared it to the fiscal year 2020 budget and discussed adjustments that may need to be made. SBFD will be able to present their budget request to the District within a couple of months. Budget discussions will continue at future meetings.

ITEM 8: *Discuss, take any action relative to Local Sales and Use Tax*

No action taken.

ITEM 9: *Receive monthly report from Sam Bass Fire Department regarding operations, including but not limited to: A) Total number of calls, B) Training, C) Fire Marshall Activities, D) Breakdown of activities and E) Information of any major incidents.*

Chief Kieschnick presented incident report data for May, 2020. It should be possible to include maps showing incident locations again next month. SBFD has experienced reduced call volume during the COVID-19 pandemic.

ITEM 10: *Discuss and take any action relative to operations, as may be needed following above report.*

No action needed.

ITEM 11: *Discuss potential agenda items, time and date for future business meetings. (07/16/2020).*

Next regular meeting to be held on July 16, 2020 beginning at 7:00pm at Sam Bass Fire Station #2.

Adjournment:

Motion to adjourn made at 8:08pm.

Motion: Strahan Second: Hunsberger [Unanimous]

“I attest that all the above information is true and correct to the best of my knowledge.”

Submitted by Darryl Pool, Secretary, Williamson County ESD #2