

Williamson County Emergency Services District #12
Board of Directors Meeting
Tuesday, August 11th, 2020
2114 Downing Lane
Leander, TX 78641
6:00 P.M.

Minutes of meeting for July 14th, 2020

1. Call meeting to order – Meeting opened at 6:01pm. Present were Judy Pokorny, Edward Trent, Feliza Conway and Daniel Martillotti.
2. Public Comment – There were no citizens present for comment.
3. Discuss Administrative Items – The investment policy was discussed and it was noted no changes were needed at this time.
4. REPORTS – Receive monthly report from the Treasurer and consider:
 - a. approval of payment of monthly bills and invoices – Four bills were presented for approval for payment: NTD Interests \$350.00 for July space rental; Sheryl Morris \$318.99 for June contracted services & expenses; Carlton Law Firm \$298.00 for Invoice #5629 for legal services rendered in June; and CPA Don Allman \$900.00 for City of Cedar Park calculation report. All were approved to pay, with Sheryl instructed to hold CPA Allman’s check until revised report was received; motion by Pokorny, seconded by Conway, approved 4-0.
 - b. approval of monthly financial report – Financial reports for June 2020 were reviewed. It was noted the Excel cell formatting is off for line 23 called “209 Consulting” and Sheryl noted to fix the cell formula. Reports were approved as presented; motion by Conway, seconded by Trent, approved 4-0.
 - c. review and approve quarterly investment report for 3rd quarter – Pokorny said there is no report as there is no investment account yet. This item will be carried over to the next meeting. It was noted there are no changes to investment policy needed at this time. The certificate for resolution was completed and signed; motion to accept by Trent and seconded by Pokorny was approved 4-0.
5. Receive report from service provider representative, City of Cedar Park – The report was reviewed and Commissioners noted the 4/20 fire at Steve Ihnen’s old house. See item 9 below for details.
6. Discuss and consider approval of minutes for the June 9th, 2020 regular meeting – Minutes of the June 9th meeting were reviewed and correction on Item #4 payment reading “City of Leander” to “City of Cedar Park” was noted. Trent motioned to approve the minutes with the noted change; seconded by Pokorny and approved 4-0.
7. Discuss and consider status of reserve fund bank account – Pokorny recapped the TexPool info from previous monthly meeting. Conway noted TexPool was set up for this purpose (for public entities) so she recommended going that route. Martillotti agrees and said the likelihood of losing

investment is minimal, it is low risk and a wise investment. Trent said he wasn't completely sold on the idea after last month's meeting and he has some apprehension. Martillotti suggested investing \$100k in TexPool regular. Conway carried out the motion to place \$100,000.00 in a TexPool regular account, which was seconded by Trent and approved 4-0.

8. Update on capital improvements feasibility study – Conway received the signed contract.
9. Receive information regarding electrical fire at Ihnen's former home in The Place – Martillotti read the email he received from Fire Chief Mallinger and said he would forward the email for the next meeting. Martillotti said he submitted an open records request for the full report.
10. Discuss City of Cedar Park contract and payments and CPA focused audit – Commissioners reviewed and discussed the independent accountant report received from CPA Don Allman. Pokorny recapped and said that while 2017 and 2018 looked correct the 2019 figures were based on an incorrect reserve fund figure. Martillotti said Pokorny should contact Allman and have him correct the report. Martillotti mentioned asking Attorney Carlton for other recommendations.
11. Discuss and consider adoption of the tax and budget planning calendar for 2020 and take any related action, including scheduling a budget meeting/workshop – Martillotti recapped information he learned in the June 15 webcast regarding new law SB2 applying to all government entities and designed to be income neutral and he noted this ESD falls under category 3. Specific dates were noted and the commissioners helped Sheryl complete the Truth-In-Taxation form received from Jennifer Wootton of the Williamson County Tax Assessor/Collector office. Martillotti will ask Attorney Carlton's office if they can assist with the calculations. A special meeting will be held prior to August 7, once the tax roll report has been received. This meeting is tentatively scheduled for Thursday July 30.
12. Discuss the 2021 budget – The FY 2020 budget was reviewed and the FY 2021 budget was discussed. It was noted that this is money that the ESD has been entrusted with, and the ESD is contractually obligated to give City of Cedar Park everything left after expenses. It was noted that the reserve fund is an expense. It will be necessary to meet with City of Cedar Park to discuss capital improvements. It was also noted the budget can be amended as necessary. The budget will be reviewed at the special meeting to take place prior to August 7th and is scheduled to be adopted at the next regular monthly meeting scheduled for August 11th. Sheryl was reminded to have Seth post the document of budget changes created by Tanner.
13. Discuss investigation into potential District sales tax collection, to include whether a November election may be needed (for sales tax, annexation, tax rate, bonds, etc.) – Martillotti discovered a California company, HDL, that helps in setting up sales tax collections. He contacted the company and is waiting to hear back from them.
14. Discuss upcoming SAFE-D training opportunities – No new training opportunities were discussed.
15. Discuss agenda items, time, and date for next meeting – The special tax calculations and budget meeting/workshop was tentatively scheduled for Thursday 7/30 but is dependent on report from Williamson Central Appraisal District. The next regular monthly meeting was scheduled for Tuesday, August 11th at 6pm.

16. Adjournment – Meeting was adjourned at 7:43pm.

Monthly Minutes Approved

On 8-11-2020 (date); at 6:06 pm (time);

By *John / [Signature]* (Secretary)