

BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 6
Minutes of Regular Meeting for December 21, 2021

1. Call to order and establish quorum:

The meeting was called to order at 6:00 p.m. with a quorum present: Commissioners Herbert Holloway, Londa Chandler, Nancy Hansen, and Robyn Richter were present. Commissioner J. Don McAlpin was absent.

2. Recognition of citizens:

Mitch Geller, Thomas Jacobs (MVAVFD)

3. Citizen Comments:

none

4. Reading of Minutes:

Minutes from the regular meeting of November 16, 2021, were presented and approved by consent with corrections.

5. Discussion of Correspondence:

- Information from the Burnet County Appraisal District (BCAD) including:
 - Tax Collections activity report for collections period 11/01-15 and 11/16-30/2021 and 12/1-15/2021.
 - Quarterly Payment Schedule for 2022 i/a/o \$1,183.64 due January/April/July/October 1, 2022, totaling \$4,734.56. Final payment could be slightly different due to rounding at year end.
- First United Bank statements for
 - Money Market Account i/a/o \$1,432,768.39, dated 10/21/2021-11/18/2021
 - Checking Account i/a/o \$42,981.15, dated 11/01/21-11/30/21
- Texas Comptroller of Public Accounts:
 - Special Purpose and Use Tax Allocation Summary for period ending 11/09/21, net \$90,096.55 with \$884.28 from single local use tax and \$.59 from audit payments
 - Special Purpose and Use Tax Allocation Summary for period ending 12/07/21, net \$51,874.62 with \$528.49 from single local use tax and \$71.66 from audit payments
 - Quarterly Update on SPD SUT, period ending 6/30/2021
- Invoices:
 - BCAD 2022 quarterly payment notification i/a/o \$1,183.64 due 1st of January, April, July & October
 - HdL Companies quarterly invoice i/a/o \$1,500.00
 - Burns Anderson Jury & Brenner L.L.P:
 - Invoice 75979 i/a/o \$20.00 for consultation re: p&p carry and radio equipment on station.
 - Invoice 77250 i/a/o \$100.00 for consultation re: closed meeting on SUT issues
- Miscellaneous: none

6. Treasurer's Report:

Treasurer Holloway presented the following financials:

- Balance Sheet Prev Year Comparison as of December 20, 2021.
- Profit & Loss Prev Year Comparison, October 1 through December 20, 2021
- First United Bank Pledge Sheet for Confirmation of Collateral as of 11/30/2021.
 - FHLB letter of Credit i/a/o \$2,000,000.00, expiring 2/9/2022.
- Bills to pay:
 - First quarter reimbursement payment to MFAVFD i/a/o \$42,210.85
 - Fee to BCAD for full year i/a/o \$4,734.56

Commissioner Chandler made motion to pay bills as presented; all in favor.

Commissioner Chandler made motion to approve Financial Report; all in favor.

7. Report from Marble Falls Area VFD.

- No budget report
- Activity report for year to date recorded 68 calls with 8 minute average response time.

8. Discuss and take action regarding revision of ESD Policies and Procedures.

Commissioner Hansen made the motion to approve the following changes:

- Board Policies to reflect the Deletion of the Fund Reserve Section, to be replaced by Reserve Accounts section where to set up the following reserve accounts and amounts:
 - Capital Investment Account:
 - Capital Investment Account for future facilities/equipment/land acquisitions and/or improvements to existing facilities/equipment in the initial amount of \$500,000.00 and 20% of annual SUT net receipts, transferred at end of year, beginning with budget year 2021-2022.
 - The Capital Investment Account funds will be maintained in a separate account and will have a separate line item in the budget.
 - Operating Account Section
 - Establish a budgetary line item for an operating account reserve i/a/o 100% of annual budget.
 - Establish a budgetary line item for a SUT “payback” reserve i/a/o 20% of annual budget.
- All Commissioners voting in favor of changes.

After review, no changes are needed to the Investment Policy, Records Retention Policy, and the Carrying of Weapons Policy.

Policies and Procedures will be a section on the ESD web page.

9. Discuss and take action regarding property purchase for future facilities.

Property located on 1980 for sale to be investigated.

10. Discuss and take action regarding issues with sales tax collections.

HdL Sales Tax Snapshot presented.

11. Set date of next meeting and adjourn.

Regular meeting set for January 18, 2022, at 6:00 p.m. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Robyn Richter, Secretary
Burnet County ESD No. 6

Submitted for approval, regular meeting: January 18, 2022.