

**BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 6**  
**Minutes of Regular Meeting for June 19, 2018**

**1. Call to order and establish quorum:**

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

**2. Recognition of citizens:**

Charity Taber, Chuck Dear, Cecilia Phillips, Mike Phillips, Chris Savage, Angie Sierra

**3. Citizen Comments:**

No comments.

**4. Reading of Minutes:**

Minutes from regular meeting on May 15, 2018, were reviewed and approved.

**5. Receive audit of ESD No. 6:**

Charity Taber, from Taber and Burnett, P.C., presented audit for FY 2016-2017. The audit was clean. Commissioner McAlpin moved to approve audit report with second by Commissioner Chandler. All voted in favor.

**7. Treasurer's Report (items taken out of order)**

Commissioner Holloway presented request for approval of the following checks:

- VFIS (Commercial package June 2018-June 2018) for \$5,579.00
- MFAVFD third quarter reimbursement \$36,919.92
- Taber and Burnett, P.C., for audit \$3,000.00

Commissioner Chandler moved to approve payment of checks; all voted in favor.

**6. Discussion of Correspondence:**

- Information from the Burnet County Appraisal District (BCAD) including:
  - Monthly collections report and tax collection recap
  - Invoice i/a/o \$1,286.83 for third quarter payment
  - Proposed budget for BCAD for 2019, with estimated allocation amount of \$5,609.88 for ESD No.6
- First United Bank: statements for Money Market account reflecting balance of \$555,371.62; Business Free checking reflecting balance of \$65,029.83.
- First Capital Bank statements: Small Business Checking with balance of \$7,666.95; Business MMA with balance of \$139,389.79.
- Sales Tax Assurance: \$1,500.00 for quarterly retainer for June, July, August
- VFIS: Annual policy renewal for \$5,579.00; policy transmitted via email.
- Burns, Anderson, Jury, and Brenner, L.L.P., copy of letter to Taber and Burnett re: audit.
- Taber and Burnett: management letter via email; signed and returned to Charity Taber as requested.
- Texas Comptroller of Public Accounts:
  - SUT summaries for \$25,696.92 for period ending 5/8/2018 and for \$22, 092.73 for period ending 6/5/2018.
  - Quarterly breakdown of all SUT Paid Up/ Delinquent status reports
  - Notice that this report can now be transmitted electronically.

**7. Treasurer's report (continued).**

- Commissioner Holloway submitted the financial report:
  - Profit/ Loss vs. Actual presented
  - Balance Sheet with previous year comparison
  - Profit/ Loss with previous year comparison.

- Commissioner Chandler made motion to pay off station debt with funds withdrawn from First United Bank Money Market account. Commissioner Hansen seconded. Commissioner McAlpin abstained and did not participate in discussion. All other commissioners voted in favor.
- Commissioner Chandler made motion to approve Treasurer's report; all voted in favor.

**8. Report from Marble Falls Area VFD.**

- Financial report and call/ response time report given; budget reflects \$4,000.00 check from Howdy Roo. Call volume running at 50-60 calls per month.
- Addition to building is waiting on additional plans.
- Staffing is stable.
- MFAVFD provided information and assistance to Highland Lakes SPCA regarding their safety plan.

**9. Discuss and take action regarding updating ESD No. 6 Policies and Procedures.**

Policies will be posted on web site for public access.

**10. Discuss and take action regarding expansion of ETJ of City of Marble Falls into ESD service area.**

ESD is waiting on formal letter from city regarding its annexations.

**11. Discuss and take action on issues with sales tax collection.**

Sales tax report provided.

**12. Set date of next meeting.**

Next regular meeting will be July 17, 2018, at 6:00 p.m.

**13. Adjourn meeting.**

Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Robyn Richter, Secretary