

MINUTES OF MEETING OF BOARD OF COMMISSIONERS OF WILLIAMSON
COUNTY EMERGENCY SERVICES DISTRICT NO. 1

07/24/2024

A regular meeting of the Board of Commissioners of Williamson County Emergency Services District No. 1 (WILCO ESD1), open to the public, was held on 07/24/2024 at the Jollyville Fire Station, 9218 Anderson Mill Road, Austin, Texas, pursuant to notice duly given in accordance with law.

The roll was called of the members of the Board, to-wit:

Laurie Golding	President
Matt Zurek	Vice President
Steve Rundell	Secretary/Asst Treasurer
Alan McNeil	Treasurer
Mack Sherrod	Commissioner

Four out of five said Commissioners were present, thus constituting a quorum. Commissioner Mack Sherrod joined the meeting by telephone. Also in attendance during the meeting was Chief Brad Landi of the Jollyville Fire Department (JVFD).

President Golding called the meeting to order at 6:32 PM and stated that the Board would first receive public comments if any. There were none.

The Board next considered approval of the previous meetings' minutes for both the June 19th and gathering. The following edits were taken into consideration:

- President Golding recommended the minutes be clarified with regard to her discussion with Chief Landi related to sales taxes currently collected by Capital Metro Bus. While it was her understanding that the issue was decided and the collection of sales taxes not available to the ESD, it is in fact the case that this has not yet been established and Chief Landi's inquiry into the issue continues.
- Commissioner McNeil raised two issues. The first was a correction to the approval of all bills and invoices exceeding \$2,000. The minutes stated these expenses were to be approved through July 18th when, in fact, this should have been June 18th.
- The second issue related to the service contract intended for review between WILCO ESD #1 and the JVFD. The secretary recorded in the minutes that "It was decided the current contract between the Board and Jollyville FD would be forwarded to Carlton Law Firm for review and possible action prior to submission to and negotiation with Chief Landi." It was the intent to only forward the currently enacted, signed contract. Commissioner McNeil voiced objection to any contract being forwarded prior to negotiation with Chief Landi. President Golding did forward the current, signed contract.

The Board next heard Treasurer McNeil's report addressing the bills, invoices, transfers, investments report the board's financial status. The following was included:

- It was brought to the board's attention that June billing for hours by The Carlton Law

Firm exceeded our expectation. This was determined to likely be travel time associated with John Carlton's attendance at our last meeting, but this was unclear. It was decided to pay the invoice as presented but that President Golding would inquire about the additional hours.

- Upon motion by Commissioner Rundell and seconded by Commissioner Zurek the Board voted unanimously to approve all bills and invoices exceeding \$2,000 between the period of June 18th through July 24th as presented.
- The interim accountant's review of the board's Quickbooks through December 31st of 2023 has concluded and it's been determined there is a total unaccounted for \$61,000 difference between the QuickBooks totals maintained by the former Administrator and the Adjusted Trail Balance maintained by Don Allman. Three withdrawals, two outgoing wires from Hillcrest bank in 2015 totaling \$58,000 and one withdrawal from Austin Capital Bank in 2016 in the amount of \$3,000 account for the sum. The accountant did not determine the appropriateness of the transactions without detailed backup documentation such as bank statements and transaction records. In addition, there was a discrepancy (\$4,400) that could not be ascertained without backup. The accountant recommended Don Allman should be questioned about the variance. Treasurer McNeil recommended Chief Landi to contact Mr. Allman because of their favorable prior relationship. President Golding expressed a preference that a member of the board contact Don Allman.

Commissioner McNeil stated the accountant only reconciled Quickbooks to the Adjusted Trail Balance and did not determine the appropriateness to the Quickbooks entries for any transactions where backup documentation did not exist. This information resulted in the following motions.

- Commissioner McNeil will present these minutes, once approved by the board, to Austin Capital Bank and request an official record of the \$3,000 withdrawal. If the minutes prove inadequate for the release of the records, Carlton Law Firm will be asked to engage Austin Capital Bank to obtain them. A motion was made by Commissioner McNeil to pursue this course of action. It was seconded by Commissioner Zurek and voted on unanimously by all present.
- Commissioner McNeil has already requested records from Hillcrest bank related to the \$58,000 and been told they could not be provided. As such, a motion was made by Commissioner Rundell to ask Carlton Law Firm to engage Hillcrest for release of the record. It was seconded by Commissioner Zurek and voted on unanimously by all present.
- The quarterly investment report was presented as provided by Meeder Investments. It was attested to by Commissioner McNeil and reviewed by the Board.

Chief Brad Landi addressed the board on the topic of cancellation of Jollyville Fire Department's Interlocal Agreement (ILA) with the Williamson County Fire Marshal's Office for code enforcement. He made the point that the Office will not cite residential violations which account for the vast majority of issues in the District. As the WC Fire Marshal's Office is currently failing to meet the needs of the District, he proposed cancellation of the ILA. Commissioner McNeil made a motion to cancel the ILA. It was seconded by Commissioner Rundell and voted on unanimously by all present. (Chief may send additional language on this item)

The Board entered executive session at 8:12 PM which was concluded at 9:05 PM. No

Business items requiring a motion were considered in the session. By the conclusion of the executive session, Commissioner McNeil departed the meeting. As the board maintained a quorum in his absence, the meeting continued.

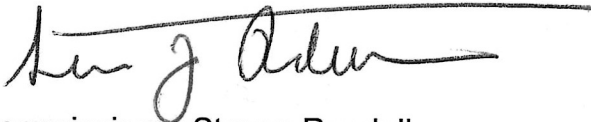
The board next discussed the adoption of the tax and budget planning calendar for 2024 and authorization of payment for tax process publications. Treasurer McNeil has reviewed the information provided by the Carlton Law Firm and determined the "Green Route," in which the tax rate does not exceed the no-new revenue rate or voter approval rate, is appropriate to WILCO ESD1. Both ESD and JVFD budgets have been drafted, evaluated and reviewed by Chief Landi and Commissioner McNeil.

The board discussed the implementation of a record retention schedule which is anticipated to be provided by Carlton Law Firm.

The board discussed the establishing of a regular public website for the posting of required ESD, as now required by statute. Carlton Law Firm will be consulted for guidance in this process. President Golding may make additional inquiries into websites currently maintained in other jurisdictions.

The date of the next regular meeting of the Board is scheduled for August 21st at 6:30, the regular time.

There being no other matters to come before the Board, President Golding adjourned the meeting at 9:38 PM.

A handwritten signature in dark ink, appearing to read "Steven Rundell", with a long horizontal line extending from the end of the signature.

Commissioner Steven Rundell
Wilco ESD1 Secretary