

**Travis County ESD No. 12
Minutes of the Regular Meeting
October 12, 2022**

☒ APPROVED

Meeting was held at the TCESD No. 12 District Office
11200 Gregg Lane, Manor, TX 78653

I. Call meeting to order and establish quorum.

Commissioner Arellano called the meeting to order at 6:32 PM.

Present: Commissioners Arellano, Fowler, Anderson, and Barnes

Not Present: Commissioner Zabalza

Visitors: Chief Ryan Smith, Michelle McRae, Penny Freemyer, Capt. Von Beals, BC Nathan McRae, Lt. Nathan Canclini, Eng Casey Palous, FF Zachary Hubenak, and PIO Cassidy Buth.

II. Review certified agenda.

Commissioner Arellano verified the existence of a certified agenda.

III. Citizen's communication

None.

IV. Consent items

a) Approval of the minutes of the Special Meeting and the Regular Meeting of September 14, 2022, which may include corrections, if needed.

b) Approval of the September financial reports and bills, which may include corrections, if needed.

After previous review, Commissioner Barnes made a motion to approve Consent Items a and b as presented. (The treasurer's report consisted of the over \$2000 expenditures report, the P & L report, expenditures by vendor report, and balance sheet.) Commissioner Anderson seconded the motion and the motion passed.

V. Communications

a) Report from Commissioners on pertinent information and activity since the September 2022 meeting.

None.

b) Receive Administrative/Operations/Fire Prevention updates.

Chief Smith reported the call summary reports, Training and Events, Awards and Recognitions, and Fire Prevention reports. He presented two perfect attendance awards for FY22 to Commissioners Arellano and Fowler.

VI. Action items

a) Discussion, consideration, and possible action regarding the Fire Code within the city limits of Manor.

Chief Smith reported that ESD 12 received a Termination Letter from the City of Manor regarding Fire Code Enforcement within the city limits effective October 31, 2022. The City has reconsidered the letter after a meeting that Chief explained what the impact of the reviewing, permitting, and enforcement would have on the city, and supplied them with the supporting data. Chief has met with the city manager, the mayor, and the Development Services manager, and an Interlocal Agreement between the City and ESD 12 was drafted. Our attorney has reviewed and Item 1a-4 may be amended. Commissioner Fowler made a motion to approve the updated Interlocal Agreement for Fire Code Enforcement with the City of Manor to begin November 1, 2022. Commissioner Anderson seconded the motion and the motion passed.

b) Discussion, consideration, and possible action regarding the Sales Tax Share Agreement with the City of Manor.

Chief explained that for 5 years we tried to identify property within the city limits for a station, and did not receive any assistance from the city during that time. Also, a resolution from the city was sent to TML for consideration for legislative action regarding a city's governing of ESD's. Commissioner Fowler suggested that we have a subcommittee to meet with the City of Manor and educate them on how an ESD operates. Commissioner Arellano appointed Commissioners Fowler and Barnes to meet with city officials. No action was taken.

c) Discussion, consideration, and possible action regarding an administrator for the 457 (b) plan.

Chief Smith explained that our attorney has approved using TCG Administrators for the 457b plan from Investrust. Commissioner Barnes made a motion to move forward with the 457b plan administrator as recommended by our attorney, Ken Campbell. Commissioner Fowler seconded the motion and the motion passed.

d) Discussion, consideration, and possible action regarding the FY2022 budget amendments. Michelle McRae presented the recommended budget amendments. After discussion, Commissioner Barnes made a motion to approve the amendments on the Expenses only as presented on the spreadsheet dated 10-12-2022. Commissioner Fowler seconded the motion and the motion passed.

e) Discussion, consideration, and possible action regarding the selection of an architect for the Hwy 290 project.

Commissioner Fowler commented that the 3 submitted proposals hit all the marks, and the feasibility study was left to be determined. Special Meeting is needed to review all documents. Meeting set for October 19, 2022

f) Discussion, consideration, and possible action regarding feasibility study of the 290 property.

This item was tabled.

VII. Closing items

a) Set meeting date.

Next meeting is tentatively scheduled for November 9, 2022

b) Proposed agenda items for next meeting.

None mentioned.

c) Adjourn.

Commissioner Barnes made a motion to adjourn the meeting. Commissioner Anderson seconded the motion and the motion passed. Meeting adjourned at 7:42 PM.

Signature 

Date 11/9/2022

Signature 

Date 11/9/2022