Williamson County ESD No. 1

9218 Anderson Mill Road

Austin, Texas 78729

March 20, 2024 Meeting of the Board of Commissioners Minutes

Present: Laurie Golding, Steve Rundell, Matt Zurek, Alan McNeil

Virtual: Mack Sherrod

Guests: Amy Flanigan, Travis Haffelder, Max Freytag, Brad Landi

Meeting called to order by President Golding at 6:34pm with a quorum present

The Board went into Executive Session at 6:43pm as requested by Ms. Flanigan

Amy Flanigan from HDL (Sales Tax Services) discussed WCESD#1 sales tax income changes and suggested changes to reporting of businesses sales taxes in district.

At 7:05pm the Board came out of Executive Session with no action taken and the open session was resumed.

Minutes from the February 28, 2024 were reviewed. Steve Rundell made the motion to approve

New Business

Treasurer McNeil proposed changes be made to meeting minutes format. He would like to add Action Items to each monthly report to identify items that need to be completed by individuals prior to the next meeting. This item was approved by the board.

Banking and Investments:

Treasurer McNeil presented the financial and sales tax summaries, discussed where ESD funds are currently invested and reinvest and ladder funds that are coming up for maturity

The board reviewed and approved two checks – MES & JVFD

Action Items - Kiracofe:

* + Take necessary actions to establish complete online banking with Frost Bank to

include:

* + Implement ACH or credit card payments on all available accounts
	+ Linking Frost online account to WCESD#1 Quickbooks software
	+ Discontinue handwritten checks and print all checks
	+ Implement online delivery of bank statements and discontinue USPS delivery.
	+ List and present last 12 months of checks over $2000 for board review and approval

Action Items – McNeil:

* + Coordinate/assist in implementation of all online banking changes with Administrator
	+ Assist in implementing an online banking account access for Frost Bank
	+ Research/implement Frost Bank portal check pay

New Business:

Discussion on researching other options for WCESD#1 CPA/auditor

Action Items – Landi:

* Research options and costs pertaining to Annual Audit preparation for possible change in 2025

Action Items – Kiracofe:

* Email copies of WCESD#1 2023 audit to Commissioners Rundell and McNeil

The board discussed revision of the WCESD#1 by laws. In accordance with information from SAFE-D and other ESD’s it was decided by the Board that Chapter 775 would suffice as the district by-laws and any previous copies would be void.

Chief Landi’s report:

Chief Landi updated the board on the on-going purchase of equipment for the new apparatus. This includes two (2) replacement thermal imaging devices and one (1) battery powered rescue tool.

Chief Landi also continued the discussion of increasing department funding for insurance. The board decided that it would be more equitable to increase pay rather than increase funding for insurance. Numbers were discussed and recommended salary increases will be provided by Chief Landi. A special session will be called to amend the budget.

Action Items – Landi

* Update payroll spreadsheet with increases for base and step pay and provide it to the Board in the special session

 Action Items – Kiracofe/McNeil

* Review and amend WCESD#1 2024 budget to correct and increase Fire and EMS line item.

Next scheduled regular meeting is set for April 17, 2024 at 6:30pm.

There being no further business Steve Rundell made the motion to adjourn at 9:34pm

Steven Rundell

Secretary/Asst. Treasurer