

# **HAYS COUNTY ESD #4 BOARD OF COMMISSIONERS**

## **NOVEMBER 25, 2025 MEETING MINUTES**

### **1. Call meeting to order and verify quorum;**

- Mr. Joe Pendleton called the meeting to order at 5:30pm.
- Commissioners present: Mr. Joe Pendleton, Mr. Travis Brown, and Mr. Joseph Malone. Mr. Justin Transeau and Mr. Manuel Grafia were absent. A quorum was present.
- Also present: Christopher Robbins, Interim Fire Chief; Carroll Czichos, Outgoing Fire Chief; Sydney Johnson, Executive Assistant; and Ryan Rosborough of Rosborough Project Management.

### **2. Public comment;**

- No public sign-in. No public comment.

### **3. Approval of minutes from the meeting held on October 28, 2025;**

- A motion to approve the minutes from October 28, 2025, was made by Mr. Brown and seconded by Mr. Malone.
- Motion passed (3-0).

### **4. Receive monthly Treasurer's Summary & District Investment Reports; consider approving issued payments and financial reports prepared by the District's bookkeeper;**

- A motion to approve issued payments and financial reports for October 2025 was made by Mr. Malone and seconded by Mr. Brown.
- Motion passed (3-0).

### **5. Receive monthly report from Interim Fire Chief Robbins regarding emergency and administrative operations;**

- Chief Robbins reported 213 calls in October, 2,241 calls for the year.

### **6. Discuss and consider action on monthly report from District's Attorney regarding pending litigation matters, contract issues, tax and budgeting issues, and legislative efforts;**

- No report from District's Attorney. No action taken.

### **7. Discuss and consider action regarding ongoing Station 42 Development;**

- Two amendments were requested by Martinez Architects, one to obtain surveys and one to obtain TxDOT permitting for driveway design and construction.
- A motion to authorize Chief Robbins to execute the amendments was made by Mr. Malone and seconded by Mr. Brown.
- Motion passed (3-0).

### **8. Discuss and consider authorizing payment not to exceed \$8,100 for registration of 5 commissioners and 2 staff to attend the 2026 SAFE-Dconference, January 29-31, 2026, and hotel accommodations at Hilton Palacio del Rio, January 28-31, 2026;**

- A motion to authorize payment not to exceed \$8,100 for conference registration and accommodations was made by Mr. Brown and seconded by Mr. Malone.

- Motion passed (3-0).

**9. Discuss and consider action regarding First Due Records Management System;**

- A motion to authorize Chief Robbins to enter into an agreement with First Due for Records Management and Scheduling was made by Mr. Malone and seconded by Mr. Brown.
- Motion passed (3-0).

**10. Discuss date, time, location, and agenda items for the next meeting;**

- The next regular meeting will be held December 30, 2025, at 5:30pm. All meetings are held at 111 Green Acres Dr. in Wimberley, Texas.

**11. Adjourn;**

- Mr. Pendleton adjourned the meeting at 5:53pm.

Submitted by,



Manuel Grafia, Secretary

Hays County ESD #4 Board of Commissioners