

Hays County ESD #4 Board of Commissioners
Meeting Held on May 28, 2024
Meeting Minutes

Original

1. Call meeting to order;

Mr. Joe Pendleton called the meeting to order at 4:30pm.

2. Roll call and verify quorum;

Commissioners present: Mr. Joe Pendleton, Mr. Travis Brown, Mr. Justin Transeau, Mr. Joe Malone, and Mr. Manuel Grafia. A quorum was present. Also present: Carroll Czichos, Fire Chief; Christopher Robbins, Assistant Fire Chief; Angel Robinson, Executive Assistant; and Sydney Johnson, Administrative Assistant.

3. Public comment;

No public sign-in.

4. Public comment on agenda items;

None.

5. Receive monthly report from Treasurer and consider:

a) Approval for payment of monthly expenditures as presented; and

EFT/ACH payments: 3 to Pedernales Electric Co-op
 1 to TCDRS
 1 to BlueCross BlueShield
 2 to MetLife
 2 to Cardmember Services

Payroll transactions: 4 to Paycom

Checks written: 6536 - 6573

Checks voided: None

b) Approval of monthly Financial Statements for April 2024;

Income for April 2024	209,882.19
Year-to-Date Income	3,035,406.92
Expenses for April 2024	233,140.64
Year-to-Date Expenses	1,398,752.49
Budget Balance/Net Income	1,636,654.43
Current Assets incl. A/R	5,697,662.77
A/R 60-day Sales & Use Process	111,056.00
Liabilities	1,255,820.33

Special Purpose District Sales & Use Tax: \$ 51,369.67

Ad Valorem Tax: \$ 150,489.52

A Motion to approve the Treasurer's report for April 2024 as presented was made by Mr. Brown and seconded by Mr. Pendleton. All in favor. The motion passed unanimously.

6. Receive monthly report from Fire Chief regarding emergency operations, company activities, and community outreach;

Asst. Chief Robbins reported 201 calls in May with an average response time of 6.57 minutes. 1014 calls YTD. Two Captains will be attending Fire Officer II classes, and one attending Instructor II classes.

7. Receive report from Fire Chief regarding apparatus, equipment, repairs, and item purchases;

Chief Czichos reported Engine 42 is officially in service. Engine 41 was taken out of service to be sent to Metro Fire for a couple of days to perform scheduled preventative maintenance. Rescue 47's asking price has been lowered to \$65k. No interested parties at this time.

8. Discuss and consider monthly report from District's Attorney regarding pending litigation matters, contract issues, tax and budgeting issues, and legislative efforts; take any related action;

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

9. Discuss and consider Resolution to approve annual review and evaluation of the District's Investment Policy; take any related action;

Asst. Chief Robbins presented the revised Investment Policy to the Board. A motion to pass a Resolution Adopting Revised Investment Policy, Strategies, Guidelines and Management Practices was made by Mr. Brown and seconded by Mr. Grafia. All in favor. The motion passed unanimously.

10. Discuss and consider Budget Preparation for FY 2024-2025; take any related action;

Asst. Chief Robbins would like to form a Budget Committee consisting of himself, Chief Czichos, and two board members. Mr. Transeau and Mr. Grafia have offered to sit on the committee. No action taken at this time.

11. Discuss and consider Resolution for an amendment to loan conditions for the District's Central Station Addition from Government Capitol Lending to pledge funds from Ad Valorem Tax revenue and to release pledge from Sales and Use Tax revenue; take any related action;

Asst. Chief Robbins reported he received a Resolution to amend the loan conditions from Government Capital and has sent it to the District's Attorney for review. He would like to put it on the agenda for next month to adopt. No action taken at this time.

12. Discuss and consider District's debt service for construction, apparatus, and self-contained breathing apparatus; take any related action;

Discussion regarding utilizing debt service for Engine 42, Addition loan repledge, and purchasing new SCBAs occurred, no action taken.

13. Discuss and consider payoff of lease on Rescue Pumper Engine-41; take any related action;

The Board voted unanimously to pay off Engine 41's lease at the last meeting. Asst. Chief Robbins reported the payoff amount is currently around \$340,000 plus additional interest owed. This amount will change depending on the date we pay. No action to be taken.

14. Discuss and consider financing for new self-contained breathing apparatus air packs; take any related action;

Asst. Chief Robbins presented quotes from two vendors for 25 new SCBAs. Metro Fire quoted \$296,310.00 and MES quoted \$249,506.08. Robbins would like to sell the current SCBAs to recoup some of the cost. A motion to pursue the purchase of SCBAs for an amount not to exceed \$300,000 and to sell the current SCBAs was made by Mr. Grafia and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

15. Discuss and consider planning for 2024 Tax rate; take any related action;

Discussion regarding pursuing the de minimis tax rate occurred. No action taken.

- 16. Discuss and consider payment to Hill Country Structural, Inc. for engineering services for concrete ramp installation plan and Central Station's Green Acres entrance, and review bids received for concrete ramp, and select firm to perform installation; take any related action;**
Mr. Pendleton presented an invoice from Hill Country Structural, Inc. for \$2,775.00; this includes the engineering plans as well as inspection during work. Bids were received and opened by the Board President and Fire Chief today at 3pm. The lowest bidder, Myers Construction, was selected to perform installation of the concrete approach as designed by Hill Country Structural, Inc.
- 17. Discuss and consider District's entering into a contract with Debi Hubert for bookkeeping services; take any related action;**
The District previously contracted with Jansen and Gregorczyk for bookkeeping services and worked with their employee, Debi Hubert. Jansen and Gregorczyk is dissolving effective June 1, 2024. Debi Hubert has offered to continue working for the District independently. Asst. Chief Robbins would like to look into other bookkeeping/accounting firms to compare services before making a decision. We will continue to work with Debi on an interim basis. Discussion tabled. No action taken at this time.
- 18. Discuss and consider approving payment of \$6,500 for asbestos removal at Pump Station; take any related action;**
Chief Czichos reported that asbestos was found at Pump Station. Ace Environmental Consulting Services and CAP Construction and Environmental, LLC were contracted to perform the asbestos abatement which includes creating an asbestos abatement work plan, air monitoring, required reporting, and close-out letter report. Work was started and completed on May 23, 2024. Mr. Brown made a motion to approve payment of \$6,500 to Ace Consulting Services and CAP Construction and Environmental, LLC and to obtain all supporting documentation. Seconded by Mr. Malone. All in favor. The motion passed unanimously.
- 19. Discuss and consider replacing the pump and pressure tank for the well at Pump Station; take any related action;**
Chief Czichos presented an estimate from Glass Well to replace the pressure tank and pump at Pump Station for \$5,700. A motion to approve the estimate from Glass Well and replace the pressure tank and pump was made by Mr. Transeau and seconded by Mr. Brown. All in favor. The motion passed unanimously.
- 20. Discuss and consider status of Interlocal Agreement between ESD 4 and WISD; take any related action;**
WISD's legal counsel has returned the draft ILA with three revisions. Asst. Chief Robbins went over the changes with the Board. A motion to approve the draft ILA as presented was made by Mr. Malone and seconded by Mr. Brown. All in favor. The motion passed unanimously.
- 21. Discuss and consider status of Lexipol SOP updates; take any related action;**
Asst. Chief Robbins reported he is meeting with Lexipol remotely every two weeks. No action to be taken.
- 22. Discuss and consider notification of the subdivision of property; take any related action;**
A Notice of proposed subdivision was received from J. Thompson Professional Consulting regarding Deer Run Estates, Lots 17 & 22 Replat. No action.
- 23. Discuss and consider approval of minutes from April 2024; take any related action;**


A motion to approve the April 15th and 30th meeting minutes as presented was made by Mr. Brown and seconded by Mr. Malone. The motion passed unanimously.

24. Discuss future agenda items, time, date, and place for next meeting;

The next regular Board Meeting is scheduled for June 25, 2024, at 4:30pm. All meetings are held at 111 Green Acres Drive in Wimberley, Texas.

25. Adjourn; Adjourned at 6:49pm.

Submitted by,



Justin Transeau, Secretary-Treasurer
Hays County ESD #4 Board of Commissioners