

**Hays County ESD 4 Board of Commissioners
Meeting Held on March 26, 2024
Meeting Minutes**

1. Call meeting to order;

Mr. Joe Pendleton called the meeting to order at 4:33pm.

2. Roll call and verify quorum;

Commissioners present: Mr. Joe Pendleton, Mr. Travis Brown, and Mr. Justin Transeau. A quorum was present. Also present: Carroll Czichos, Fire Chief; Christopher Robbins, Asst. Fire Chief; Angel Robinson, Executive Assistant; Sydney Johnson, Administrative Assistant; and guest Stacy Britton, of Montemayor Britton Bender PC.

3. Public comment;

None.

4. Public comment on agenda items;

None.

5. Receive monthly report from Treasurer and consider:

a) Approval of payment of monthly expenditures as presented, including payroll; and

EFT/ACH payments: 3 to Pedernales Electric Co-op

1 to TCDRS

1 to BlueCross BlueShield

1 to MetLife

Payroll transactions: 6 to Paycom

Checks written: 6460 - 6494

Checks voided: None

b) Approval of monthly Statement of Financial Position, Income Statement of Budget Performance, and Reconciliation Summaries of ESD #4's Ozona Bank accounts;

Treasurer's Summary Report for February 2024:

Income for February 2024	1,686,438.74
Year-to-Date Income	2,072,539.52
Expenses for February 2024	231,266.59
Year-to-Date Expenses	957,874.21
Budget Balance/Net Income	1,114,665.31
Current Assets incl. A/R	5,195,985.30
A/R 60-day Sales & Use Process	111,056.00
Liabilities	1,276,131.98

Gross Special Purpose District S & U Tax: \$ 74,583.30

Net Sales and Use Tax Received: \$ 72,793.54

Ad Valorem Collected: \$ 1,608,373.94

A Motion to approve the Treasurer's report for February 2024, including payment of monthly invoices, expenditures as presented including payroll, and financial reports, was made by Mr. Brown and seconded by Mr. Pendleton. All in favor. The motion was unanimously approved.

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

Asst. Chief Robbins reported 248 calls in March to date, with an average response time of 6.88 minutes. There were several structure fires and car accidents. Robbins will begin working on policy updates with Lexipol in April and plans to revisit the District's Investment Plan soon to move forward with TexPool. Robbins taught an Active Attack Incident Response (AAIR) class in Dripping Springs this month. Two staff members are attending Big Rig Rescue Training March 28th - 30th. Robbins has been working with Wimberley EMS and other local agencies to prepare for the eclipse weekend April 6th - 8th. Mr. Brown reported that he was in attendance at the AAIR class taught by Asst. Chief Robbins and remarked on the value of training Fire and Police staff together in preparation of these types of incidents.

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

Chief Czichos reported he traveled to Houston to perform a walk-through of the new Engine 42. Delivery is scheduled for April 25th. Engine 41's scheduled maintenance is on hold until we receive the new E-42. Annual NFPA 1911 pump testing is scheduled for next month.

8. Receive Fire Chief report on status of Pump Station's Independent Contractor salvage and disposal process;

Chief Czichos reported Mr. Sheffield has begun work out at Pump Station.

9. Discuss and consider draft Audit FY 2022-2023, presented by Stacy Britton, of Montemayor Britton Bender PC; take any related action;

Stacy Britton presented the draft Audit Report for fiscal year ending September 31, 2023. The District received a clean opinion of financial statements. Property tax revenue increased \$471,000 from last year and sales tax revenue increased \$28,000. Assets were \$6.7M at year end and liabilities were \$1.3M for a net of \$5.6M. \$4.2M in current assets and \$283,000 in current liabilities. Expenses for the year were \$2.2M, up 31% from last year. Total revenue for the year was \$2.98M, up 23%. No deficiencies identified in our internal policies; all are in accordance with GAAP. A motion to formally accept the audit as presented was made by Mr. Brown and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

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

No report. No action.

11. Discuss and consider acceptance of letters of resignation from Mr. Spangenberg and Mr. Ware, and authorize Executive Assistant to update Hays County and other business entities of the District's Board membership changes; take any related action;

Mr. Ware submitted a letter of resignation on January 31, 2024, requesting his appointment as Commissioner be cancelled immediately. On February 21, 2024, Mr. Spangenberg submitted his letter of resignation, effective immediately. The Board held an election of officers at the February 27, 2024, Board Meeting to fill the vacant positions, but did not formally address the resignations. The Board officially accepted their resignations and thanked them for their years of service to the department. A motion to accept the letters of resignation from Mr. Spangenberg and Mr. Ware was made by Mr. Transeau and seconded by Mr. Brown. All in favor. The motion passed unanimously.

12. Discuss and consider Joesph J. Malone and/or Manuel Grafia to fill open Commissioner seats; take any related action;

Due to the resignations mentioned above, the Board has two vacancies. The Board recommends Mr. Malone and Mr. Grafia as nominees to Mr. Shell, Commissioner for Precinct 3 of the Hays County Commissioners Court, which appoints ESD 4's Commissioners. A motion to accept Mr. Malone and Mr. Graffia as nominees for ESD 4 Commissioners was made by Mr. Transeau and seconded by Mr. Brown. All in favor. The motion passed unanimously.

13. Discuss and consider funding an amount not to exceed \$75,000 from budgeted line item #11001 for a Ford F-150 pickup truck and its build-out for use as a Squad medical response apparatus; take any related action;

Asst. Chief Robbins contacted several dealerships for prices for a new Squad truck and has identified a 2023 Ford F-150 from Griffith Ford for \$49,000. They are willing to pay \$3,250 as trade-in value for the existing Squad, a 2006 Dodge 1500, bringing the total price to \$46,000. The remaining \$29,000, from \$75,000 proposed, will be used to outfit the truck for emergency response. A motion to approve purchasing and outfitting the 2023 Ford F-150 as presented for an amount not to exceed \$75,000 was made by Mr. Brown and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

14. Discuss and consider funding an amount not to exceed \$3,200 for lodging to house a temporary Station 2 during the April 8, 2024, eclipse weekend; take any related action;

Asst. Chief Robbins stated the lodging he had identified is no longer available. No action to be taken.

15. Discuss and consider reducing Rescue 47's asking price from \$110,000 to a selling price window of \$75,000-\$55,000; take any related action;

Chief Czichos reported Rescue 47 has been listed on TexasFireTrucks.com since the end of November and has not received any interest. It is currently listed at \$110,000. He would like to lower the listing price. A motion to authorize Chief Czichos to lower Rescue 47's asking price anywhere from \$75,000 to \$35,000 was made by Mr. Brown and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

16. Discuss and consider delivery date and financing options for new Engine 42; take any related action;

Chief Czichos reported Engine 42 is expected at the end of April. Asst. Chief Robbins requested a Special Called Board Meeting to discuss financing options. No action to be taken.

17. Discuss and consider status of Interlocal Agreement between ESD 4 and WISD; take any related action;

Asst. Chief Robbins reported he has sent the draft ILA with the team's corrections and comments to our attorneys for editing. Once returned, he will present the revised draft to the Board, followed by the District's legal forwarding it to WISD's legal counsel. Further discussion to finalize the ILA is expected. No action taken at this time.

18. Discuss and consider ESD 4 Organization Chart; take any related action;

The Board received a copy of ESD 4's Organization Chart for review. A motion to accept the Organization Chart as presented was made by Mr. Brown and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

19. Discuss and consider salvage of outdated computers and monitors as identified in Attachment A; take any related action;

A list of computers, monitors, and accessories was presented to the Board to consider disposing of as salvage. All are over 10 years old and not being utilized. The District's IT consultant will remove District property (files, apps, etc), before disposal. A motion to

authorize the disposal of the items listed on Attachment A as salvage was made by Mr. Brown and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

20. Discuss and consider notification of the subdivision of property; take any related action;
No notices received. No action.

21. Discuss and consider approval of minutes from February 2024; take any related action;
A motion to approve the February meeting minutes as presented was made by Mr. Brown and seconded by Mr. Pendleton. All in favor. The motion passed unanimously.

22. Discuss future agenda items, time, date, and place for next meeting;
The next Regular Board Meeting is scheduled for April 30, 2024, at 4:30pm. There will be a Special Called Board Meeting on April 15, 2024, at 9:00am. All meetings are held at 111 Green Acres Drive in Wimberley, Texas.

23. Adjourn; Adjourned at 5:32pm.

Respectfully submitted by,



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