

**Hays County ESD #4 Board of Commissioners
Meeting Held on April 30, 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
2 to BlueCross BlueShield
1 to MetLife
Payroll transactions: 4 to Paycom
Checks written: 6495 - 6535
Checks voided: 6504, 6512, 6518, & 6523
 - b) **Approval of monthly Financial Statements for March 2024;**

Income for March 2024	752,985.21
Year-to-Date Income	2,825,524.73
Expenses for March 2024	207,737.64
Year-to-Date Expenses	1,165,611.85
Budget Balance/Net Income	1,659,912.88
Current Assets incl. A/R	5,708,725.94
A/R 60-day Sales & Use Process	111,056.00
Liabilities	1,243,625.05

Gross Special Purpose District S & U Tax:	\$ 52,302.51
Net Sales and Use Tax Received:	\$ 51,693.16
Ad Valorem Collected:	\$ 695,173.90

A Motion to approve the Treasurer’s report for March 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, public outreach;**
Asst. Chief Robbins reported 227 calls in April with an average response time of 6.79 minutes. 987 calls YTD. Robbins began working with Lexipol on Policy and Procedure updates this month. There is the possibility of a Department State Health Services

Audit happening on May 9th. He and Chief Czichos are each taking a Designated Infection Control online course this week.

- 7. Receive Fire Chief report on apparatus, equipment, repairs, and item purchases;** Chief Czichos reported the new Engine 42 arrived April 24th. They are in the process of outfitting the new Squad 41 and Engine 42 to get them into service. Engine 41 was scheduled for preventative maintenance but has been postponed until the new Engine is in service. The HVAC systems in the Addition have had issues. He is looking into getting a maintenance contact for those systems. Rescue 47's asking price has been lowered to \$65k.

- 8. 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 from District's Attorney. Asst. Chief Robbins reported that HB471, which was passed during the last legislative session, requires that in the event that a Firefighter, Police Officer, or EMT is injured in the line of duty the organization must restore 100% of pre-disability earnings for up to 1 year. Our Worker's Compensation Insurance covers 70%, so the District would be responsible for the remaining 30%. No action taken.

- 9. Discuss and consider holding an election for Commissioners of the ESD 4 Board; take any related action;**

Due to Mr. Malone and Mr. Grafia being appointed to the ESD #4 Board of Commissioners an Election of District Officers must be held.

President:

Mr. Pendleton called for a motion of nomination for the position of President of Hays County ESD #4 Board of Commissioners. Mr. Brown made a motion to nominate Mr. Pendleton for the position of President. Mr. Transeau seconded the motion. There were no additional nominations. Members voted unanimously to elect Mr. Pendleton as President.

Vice President:

Mr. Pendleton called for a motion of nomination for the position of Vice President of Hays County ESD #4 Board of Commissioners. Mr. Transeau made a motion to nominate Mr. Brown for the position of Vice President. Mr. Malone seconded the motion. There were no additional nominations. Members voted unanimously to elect Mr. Brown as Vice President.

Secretary:

Mr. Pendleton called for a motion of nomination for the position of Secretary of Hays County ESD #4 Board of Commissioners. Mr. Brown made a motion to nominate Mr. Transeau for the position of Secretary. Mr. Grafia seconded the motion. There were no additional nominations. Members voted unanimously to elect Mr. Transeau as Secretary.

Treasurer:

Mr. Pendleton called for a motion of nomination for the position of Treasurer of Hays County ESD #4 Board of Commissioners. Mr. Brown made a motion to nominate Mr. Transeau for the position of Treasurer. Mr. Grafia seconded the motion. There were

no additional nominations. Members voted unanimously to elect Mr. Transeau as Treasurer.

Post-Election Officer Positions:

President, Joe Pendleton

Vice President, Travis Brown

Secretary-Treasurer, Justin Transeau

- 10. Discuss and consider finance options for 1) Spartan Metro Star Midship Pumper, Product #EEC09, the District's new Engine 42, 2) early payoff of existing lease for E-41, and 3) current and future debt strategies; take any related action;**
 - 1) On April 15th, the Board voted to engage Government Capital for financing the new Engine 42 (2024 Spartan). A Resolution stating that ESD #4 will enter into Promissory Note and Security Agreement with Government Capital for the purpose of procuring a Fire Truck was presented to the Board. A motion to adopt the resolution was made by Mr. Malone and seconded by Mr. Brown. All in favor. The motion passed unanimously.
 - 2) Ass.t Chief Robbins proposes paying off the \$350,000 lease for Engine 41 (2023 Spartan) with the \$250,000 in ARP funds from Hays County and \$100,000 from the District's General Fund. A Motion to pay off the existing lease for Engine 41 was made by Mr. Brown and seconded by Mr. Transeau. All in favor. The motion passed unanimously.
 - 3) Current and future debt strategies discussion occurred. No action taken.
- 11. Discuss and consider FY 2024-2025 budget planning; take any related action;**

Asst. Chief Robbins presented a draft FY 2024-2025 Budget to the Board along with a document outlining his reasonings and proposals to make certain changes to the way the budget is created. Discussion occurred; no action taken.
- 12. Discuss and consider status of Interlocal Agreement between ESD 4 and WISD; take any related action;**

Asst. Chief Robbins reported the revised draft ILA has been sent to WISDs attorneys. No action taken.
- 13. Discuss and consider Request for Qualifications or Request for Proposal for Architectural and Engineering Service for ESD 4 Station 2; take any related action;**

Chief Czichos presented a draft Request for Qualifications to the Board for review. No action taken at this time.
- 14. Discuss and consider funding for installation of a concrete swale parallel to Green Acres at Central Station; take any related action;**

The driveway parallel to Green Acres at Central Station is in need of repair. Discussion occurred regarding the method of repair. More information is needed. No action taken at this time.
- 15. Discuss and consider notification of the subdivision of property; take any related action;**

No notices received. No action.
- 16. Discuss and consider approval of minutes from March 2024; take any related action;**

A motion to approve the March meeting minutes as presented was made by Mr. Brown and seconded by Mr. Transeau. Mr. Pendleton, Mr. Brown, and Mr. Transeau voted in favor. Mr. Malone and Mr. Grafia abstained from voting. The motion passed.

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

The next regular Board Meeting is scheduled for May 28, 2024, at 4:30pm. All meetings are held at 111 Green Acres Drive in Wimberley, Texas.

18. Adjourn; Adjourned at 6:17pm.

Submitted by,



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