

**Hays County ESD4 Board of Commissioners
Special Called Meeting Held August 3, 2023
Meeting Minutes**

Original

1. Call meeting to order:

President Ron Spangenberg called the meeting to order at 5:15pm.

2. Roll call and verify quorum:

Commissioners present: Mr. Ron Spangenberg, Mr. Joe Pendleton, Mr. Chuck Ware, Mr. Larry Coker, and Mr. Travis Brown. Also present: Fire Chief Carroll Czichos, Executive Assistant Angel Robinson, and Administrative Assistant Sydney Johnson. A quorum was present.

3. Public comment: No Public sign-in.

4. Public comment on agenda items: No Public comments.

5. Consider taking action regarding 2023-24 budget:

President Spangenberg presented the proposed budget and discussion occurred on anticipated increases in budgeted items, such as Health Insurance, Workers Compensation Insurance, Tire Replacement, and Legal Fees. Commissioners discussed the possible need to increase the tax rate to effectively serve the growing community. No action taken at this time.

6. Discuss and consider taking action regarding 2023 tax rate; including:

a) Establishing proposed tax rate;

The Board reviewed a 2023 Tax Rate Calculation Memorandum received from The Carlton Law Firm. The No-New Revenue Rate is \$0.047440/\$100 of property value; the Voter-Approval Rate is \$0.049100/\$100; and De Minimis Rate is \$0.058270/\$100. If the District's tax rate exceeds \$0.051230/\$100, the District is subject to a rollback election. Mr. Ware made a Motion to set a proposed tax rate of \$0.05800/\$100. Seconded by Mr. Pendleton.

b) Taking record vote and scheduling public hearing;

Mr. Larry Coker voted Yea; Mr. Travis Brown voted Yea; Mr. Joe Pendleton voted Yea; Mr. Chuck Ware voted Yea; President Ron Spangenberg abstained from voting. The Motion passed. A Public Hearing will be scheduled for August 15, 2023, at 5:00 pm, at 111 Green Acres Drive in Wimberley, Texas.

c) Authorizing expense and publication of "Notice of Public Hearing on Tax Increase" in the Newspaper; and

d) Acknowledge and approve posting of "Notice about 2023 Tax Rates" and "Notice of Public Hearing on Tax Increase" to home page of District website.

Mr. Ware made a Motion to approve Items b, c, and d of Item 6. Mr. Brown seconded the Motion. All in favor. The Motion passed unanimously.

7. Discuss and consider reimbursement of Sales and use Tax to State Comptroller, as reported by HdL Companies; take any related action:

Amy Flanigan of HdL Companies reached out to notify us of a deallocation identified in the District's sales tax allocation. A taxpaying business' building and parking lot is split by the boundary line of HCESD4 and another taxing jurisdiction, which has caused the taxpayer to inadvertently report their sales tax to the incorrect jurisdiction – HCESD4. Ms. Flanigan stated that the Comptroller's Office will offset the total deallocation amount, in this case \$11,578.00, and

notify the District of repayment options by letter. The District has not received any notice from the Comptroller's Office thus far. No action to be taken at this time.

8. Discuss and consider purchase of additional equipment; take any related action:

No action taken.

9. Discuss and consider selling decommissioned apparatus; take any related action:

The Commissioners and Fire Chiefs discussed selling the old Engine 41. The Board will reach out to Carlton Law to identify the proper method to sell the apparatus, Surplus v. Salvage, and the need to adopt a Resolution to do so. No action taken at this time.

10. Discuss and consider proposal from five Trumpet Advisors for an ISO PPC Estimate review and recommendation study; take any related action:

Asst. Chief Robbins presented a proposal from Five Trumpet Advisors at the July 25, 2023, Board Meeting and would like the Board's authorization to move forward. Mr. Brown made a Motion to engage Five Trumpet Advisors to perform an ISO PPE Estimation and Recommendation Study, not to exceed \$3,500. Seconded by Mr. Ware. All in favor. The Motion passed unanimously.

11. Discuss and consider long range strategic plan development for apparatus, property acquisition, fire station construction, personnel, and associated pro forma financial statements; take any related action:

President Spangenberg stated he would like to consider hiring a company or advisor to assist with creating a long-range strategic plan. Mr. Brown stated that currently the Commissioners and Executive Staff are doing the bulk of the research for this project, in addition to their normal duties, leading to very long days and increased potential for burnout. He wants to ensure that Executive Staff receive fair compensation. The other commissioners were supportive of his statement. Mr. Ware would like out-reach to the public when the report is compiled. The cost is roughly \$30,000 or \$40,000. The Board supports this idea overall, but more research is needed. President Spangenberg asked the Commissioners to bring their own research to the next meeting for discussion. President Spangenberg reported that Assistant Chief Robbins met with Dr. Bonewald, Superintendent of WISD, today to discuss future station planning. As he was not present, Mrs. Robinson read a list of action items Robbins created which includes: identifying any property or building constraints under a long-term lease; establishing a timeline for the project; having WISD and HCESD4 legal consultants meet via conference call to discuss a Memorandum of Understanding and implementation of a lease agreement; contacting TXDOT to determine if they have preestablished exits along RR12, or if new infrastructure will be needed; and reaching out to Hays County Road Development about the upcoming RR12 / Skyline intersection development. The next meeting with WISD is scheduled for August 10th. Chief Czichos presented a draft Mission Statement for the Land Development Committee (aka Design Team) which states the members established thus far: Chief Czichos, Assistant Chief Robbins, Mr. Pendleton, and Mr. Brown. The Committee will also have 4 Firefighters, and an Administrative Staff member. President Spangenberg asked that Chief Czichos create a file folder for the Land Development Committee which will hold all related correspondence, meeting summaries, and plans. No action taken.

12. Discuss and consider review and updates to District's policies and procedures involving WFR's Standard Operating Procedures, Employee Handbook, Job Descriptions and hiring processes; take any related action:

Mr. Ware presented revised job descriptions for the Executive Assistant, Administrative Assistant I, and Part-Time Administrative Assistant positions. He asked the other Commissioners to review

and make notations for changes. He would like to discuss revisions at a future meeting. After finalizing, Mr. Ware will begin a review of the Fire Chief and Assistant Chief job descriptions. No action taken at this time.

13. Discuss future agenda items, time, date, and place for next meeting:

There will be a Public Hearing on Tax Increase and a Meeting to Adopt Tax Rate to be held on August 15, 2023, at 5:00 pm. The next regularly scheduled Board Meeting will be held August 29, 2023, at 8:30 am. All meetings are held at 111 Green Acres Drive in Wimberley, TX.

14. Adjourn. The meeting was adjourned at 6:25pm.

Respectfully,

A handwritten signature in cursive script that reads "Chuck Ware". The signature is written in black ink and is positioned above a horizontal line.

Chuck Ware, Treasurer and Secretary HCESD4