

**Hays County Emergency Services District No. 5 (HCESD NO. 5)**  
**Kyle Fire Department Station 1 (Miller-Whitaker)**  
**210 W. Moore St. - Kyle, Texas 78640**  
**August 16, 2023 – 6:30 p.m.**  
**Public Hearing and Regular Meeting**

**Public Hearing Minutes**

1. Call to order, establish quorum.
  - ⇒ The public hearing meeting was called to order at 6:32 pm and quorum established with Commissioners Beth Smith, Paul Terry, Eric Holen, and Susan Meckel.
  - ⇒ Commissioner Sergio Bazaldua was absent for entirety of the meeting.
2. Discussion regarding budget and proposed tax rate for fiscal year October 1, 2023, to September 30, 2024.
  - ⇒ No discussion was held with no action taken.
3. Conduct a public hearing on the proposal to increase the ad-valorem property tax rate to exceed the no-new-revenue tax rate and the voter approval rate but not the de minimus rate for FY2023-2024. This proposal is to increase the total tax revenues from properties on the tax roll in the preceding tax year by 7.389 percent (percentage by which proposed tax rate exceeds the no-new-revenue maintenance and operations rate calculated under Chapter 26, Tax Code).
  - ⇒ A correction was made on the agenda from FY2032-2024 to FY2023-2024.
  - ⇒ No public comments were offered at this time.
4. Adjourn to Regular Meeting
  - ⇒ The public hearing was adjourned at 6:39 pm.

**Regular Meeting Minutes**

1. Call to order, establish quorum.
  - a) The regular meeting was called to order at 6:39 pm and quorum established with Commissioners Beth Smith, Paul Terry, Eric Holen, and Susan Meckel present.
  - b) Commissioner Sergio Bazaldua was absent for entirety of the meeting.
2. Accept public comments on agenda items or other topics related to HCESD No. 5.
  - a) No public comments were offered at this time.
3. Read and approve minutes from previous meetings of July 26, 2023 and August 2, 2023. (Meckel)
  - a) Motion was made by Paul Terry, seconded by Eric Holen to approve the minutes from the previous meetings of July 26, 2023, and August 2, 2023.
  - b) Motion passed (4-0).
4. Receive monthly report from the Treasurer (Holen) and consider:
  - a) Approval of payment of monthly bills and invoices; and
    - ⇒ Motion was made by Paul Terry, seconded by Beth Smith to approve payment of the monthly bills and invoices.
    - ⇒ Motion passed (4-0).
  - b) Approval of monthly financial report; and
    - ⇒ Motion was made by Beth Smith, seconded by Paul Terry to approve the monthly financial report.
    - ⇒ Motion passed (4-0).
  - c) Action regarding amendments to budget for FY2022-2023, if needed.
    - ⇒ No discussion was held, nor action taken.
5. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activities and membership.
  - a) Discussion was held with no action taken.
6. Discussion and possible action on national, state and local disaster declarations and orders, and matters relating to same. (Smith, Taylor)
  - a) Discussion was held with no action taken.
7. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations: (Meckel/Taylor/Terry)

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- a) Discussion was held with no action taken.
- 8.** Discussion and possible action on organization and structure of District operations, emergency services provision by District, and long- and short-term planning related to same, including reorganization of debt, ownership, and related matters of real and personal property of the District.
- a) Design and construction of District facilities, including but not limited to planning, budgeting, financing, engineering design professionals, and approve pay applications for construction. (Taylor)
- i) General construction contract for Station 24 with The Kohler Company. (Taylor)
- ⇒ Discussion was held, with no action taken.
- b) Options to establish a collateral fund at the request of Broadway Bank to secure loan until remaining \$1.5 million in Hays County ARPA funds are received upon completion of construction of Station 24. (Taylor)
- ⇒ Discussion was held, with no action taken.
- c) Updates from joint committee with HCESD No. 9 regarding HCESD No. 5 Station 24 construction and accommodations for HCESD No. 9. (Bazaldua, Holen, Taylor)
- ⇒ Discussion was held, with no action taken.
- d) Update on City of Kyle/Waterstone water availability study and development agreement. (Smith, Taylor)
- ⇒ Discussion was held, with no action taken.
- e) HCESD No. 5 fire substation land and facility acquisition planning. (Taylor)
- ⇒ Discussion was held, with no action taken.
- 9.** Discussion with possible action on employee training, hours, staffing, compensation, policies, operational and organizational structure, procedures, and matters relating to same.
- a) Hays County ESD No. 5 BOD and Kyle Fire Department policy development. (Smith)
1. SOP development and revisions committee updates (Taylor)
- ⇒ Discussion was held, with no action taken.
2. Lexipol policy updates (Taylor)
- ⇒ Discussion was held, with no action taken.
- b) Operational and organizational structure, staffing, compensation, and matters relating to same. (Smith)
- ⇒ No discussion was held, nor action taken.
- c) Results of the 2023 employee engagement survey. (Smith, Meckel)
- ⇒ Discussion was held, with no action taken.
- 10.** Discussion with possible action regarding budget for FY 2023-2024. (Taylor)
- ⇒ Motion was made by Eric Holen, seconded by Paul Terry to approve the budget for FY 2023-2024 for \$10,604,090.
- ⇒ Motion passed (4-0)
- 11.** Discussion and possible action regarding FY 2022-2023 tax rate, including:
- a) Take a record vote on the District's FY2023-2024 tax rate; and
- ⇒ Motion was made by Paul Terry, seconded by Beth Smith, which stated, "I move that the property tax rate be increased by the adoption of a tax rate of 0.0843 cents per one hundred dollars valuation, which is effectively a 7.32 percent increase in the rate."
- President Beth Smith called for a roll call vote:
- Eric Holen – aye
- Susan Meckel – Aye
- Paul Terry – Aye
- Beth Smith – Aye
- ⇒ Motion passed (4-0)

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- b) Adopt an Order Levying Taxes and authorize filing of Order with Hays County Tax Assessor/Collector; and
- ⇒ Motion was made by Eric Holen, seconded by Susan Meckel to adopt an Order Levying Taxes read by Eric Holen (see attached).
  - President Beth Smith called for a roll call vote;
  - Eric Holen – aye
  - Susan Meckel – Aye
  - Paul Terry – Aye
  - Beth Smith – Aye
  - ⇒ Motion passed (4-0).
- c) Authorize posting of statement regarding adopted tax rate to the home page of District website.
- ⇒ Motion was made by Paul Terry, seconded by Susan Meckel to authorize posting of statement regarding adopted tax rate to the home page of District website.
  - ⇒ Motion passed (4-0).
- 12.** Discussion with possible action to set workshops, hearings and/or meetings of HCESD No. 5.
- ⇒ The next regular board meeting will be held at 6:30 pm on September 27, 2023, at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX 78640.
- 13.** Adjourn.
- ⇒ The meeting was adjourned at 7:40 pm.

Respectfully submitted,

Susan Meckel, Secretary  
Hays County ESD No. 5