

Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station 1 (Miller-Whitaker) - 210 W. Moore St. - Kyle, Texas 78640
July 26, 2023 – 6:30 p.m.
Regular Meeting

Minutes

1. Call to order, establish quorum.
 - ⇒ Meeting was called to order at 6:36 pm and quorum established with Commissioners Beth Smith, Susan Meckel, and Sergio Bazaldua present.
 - ⇒ Commissioners Eric Holen and Paul Terry were absent for entirety of the meeting.
2. Accept public comments on agenda items or other topics related to HCESD No. 5.
 - ⇒ No public comments were offered at this time.
3. Read and approve minutes from previous meetings of May 11, 2023, June 8, 2023, and June 28, 2023. (Meckel)
 - ⇒ Motion was made by Beth Smith, seconded by Susan Meckel to approve the minutes from the previous meeting of June 28, 2023, with the minutes of May 11, 2023, and June 8, 2023, having been approved at the previous meeting of June 28, 2023.
 - ⇒ Motion passed (3-0).
4. Receive monthly report from the Treasurer (Holen) and consider:
 - a) Approval of payment of monthly bills and invoices; and
 - ⇒ Motion was made by Beth Smith, seconded by Sergio Bazaldua to approve the payment of the monthly bills and invoices.
 - ⇒ Motion passed (3-0).

At this time President Smith moved to Agenda Item 5.

5. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activities, and membership.
 - ⇒ Discussion was held with no action taken.

At this time President Smith moved to Agenda Items 4(b).

4. e) Quarterly investment report
 - ⇒ Motion was made by Susan Meckel, seconded by Beth Smith to accept the quarterly investment report, as presented.
 - ⇒ Motion passed (3-0).

At this time President Smith moved to Agenda Item 4(d).

4. d) Action to update signatory and permissions information on banking and investment accounts, if needed; and
 - ⇒ Discussion with signatory and permissions information on banking investment accounts updated as an administrative matter with no formal action required.

At this time President Smith moved to Agenda Item 4(c).

4. c) Action regarding amendments to budget for FY2022-2023, if needed; and
 - ⇒ No discussion held, nor action taken.

At this time President Smith moved to Agenda Item 4(b).

4. b) Approval of monthly financial report; and
 - ⇒ Motion was made by Susan Meckel, seconded by Beth Smith to accept the monthly financial report, as presented.
 - ⇒ Motion passed (3-0)

At this time President Smith moved to Agenda Item 7.

7. Presentation with discussion of preliminary HCESD No. 5 budget for FY 2023-2024. (Taylor)
 - ⇒ Discuss was held, with no action taken.

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President Smith left the quorum at 7:24 and returned at 7:27. No business was discussed nor action taken during this time.

The quorum was re-established at 7:27 p.m. with Commissioners Beth Smith, Susan Meckel and Sergio Bazaldua present.

At this time President Smith moved to Agenda Item 6.

6. Updates and recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations: (Meckel/Taylor/Terry)
- a) Revisit recommendations from committee meeting of March 7, 2023, regarding planning for future stations. (Smith)
 - ⇒ Motion was made by Beth Smith, seconded by Susan Meckel to adopt the recommendations from the committee meeting of March 7, 2023, regarding planning for future stations. (See attached recommendations.)
 - ⇒ Motion passed (3-0).

At this time President Smith resumed the agenda item order.

8. Discussion and possible action to set budget and ad-valorem tax rate adoption calendar for FY 2023-2024. (Smith)
- ⇒ Motion was made by Susan Meckel, seconded by Beth Smith to set the budget and ad-valorem tax rate adoption calendar for FY 2023-2024 with a special meeting to propose the ad-valorem tax rate to be held at 6:30 p.m. on August 2, 2023; and a public hearing on the proposed tax rate to be held on August 16 at 6:30 p.m. which will adjourn into a special meeting to adopt the budget and tax rate at Kyle Fire Department Station 21 at 210 W. Moore St. in Kyle Texas 78640.
 - ⇒ Motion passed (3-0).
9. Presentation, review, discussion, and possible action on organization 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)
 - ⇒ No discussion was held, nor action taken.
 - i. General construction contract for Station 24 with The Kohler Company. (Taylor)
 - ⇒ Motion was made by Sergio Bazaldua, seconded by Beth Smith to approve the contract with the Kohler Company for Station 24.
 - ⇒ Motion passed (3-0).
 - b) 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.
 - c) Update on City of Kyle/Waterstone water availability study and development agreement. (Smith, Taylor)
 - ⇒ Discussion was held, with no action taken.
 - d) HCESD No. 5 fire substation land and facility acquisition planning. (Taylor)
 - ⇒ Discussion was held, with no action taken.
10. Discussion with possible action on employee training, hours, staffing, policies, and procedures.
- a) Hays County ESD No. 5 BOD and Kyle Fire Department policy development. (Smith)
 - i. SOP development and revisions committee updates (Taylor)
 - ⇒ Discussion was held, with no action taken.
 - ii. 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 held, nor action taken.
 - c) Results of the 2023 employee engagement survey. (Smith, Meckel)
 - ⇒ Discussion was held, with no action taken.

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11. Discussion with possible action to set workshops, hearings and/or meetings of HCESD No. 5.
- ⇒ The next special board meeting to propose the ad valorem tax rate for FY 2023-2024 will be held at 6:30 pm on August 2, 2023, at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX 78640.
 - ⇒ A Public Hearing on the Proposed Tax Rate will be held on August 16, 2023 at 6:30 p.m. at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX 78640, followed by a special meeting of the ESD board to adopt the budget and tax rate and consider regular monthly business.
12. Adjourn.
- ⇒ The meeting was adjourned at 8:13 pm.

Respectfully submitted,

Susan Meckel, Secretary
Hays County ESD No. 5

FINAL