**Hays County Emergency Services District No. 5**
**Kyle Fire Department Station 1 (Miller-Whitaker) 210 W. Moore St. - Kyle, Texas 78640**
**November 13, 2014 – 6:30 p.m.**
**Meeting to Canvass Sales and Use Tax Special Election of November 4, 2014**
**and Special Meeting**
**Minutes**

**1.** The meeting was called to order at 6:34 p.m. and quorum established with commissioners Mike Fulton, Eric Holen, Beth Smith and Paul Terry present. Commissioner Susan Meckel arrived at 6:35 p.m. Commissioner Smith left at 6:59 p.m.

**2.** No public comments on agenda items or other topics related to HCESD No. 5 were offered.

**3.** Election returns for the November 4, 2014 Sales and Use Tax Special Election were canvassed with a reading of the record of proceedings by Clay Huckaby, with Statement signed by President Smith and Secretary Meckel. Motion was made by Paul Terry, seconded by Mike Fulton to approve the canvassing documents and Record of Proceedings. Motion passed (5-0).

**4.** Discussion was held with no action taken on matters related to Sales and Use Tax Collection election of November 4, 2014.

**5.** Discussion was held with no action taken on MOU or other appropriate agreement with City of Kyle on funding opportunities, including but not limited to collection of Sales and Tax Use.

**6.** Updates and Recommendations were heard from the Long-term Structural and Operational Committee with discussion and no action taken. The truck committee will provide additional information on purchase/replacement of truck(s) at the next regular meeting of the HCESD No. 5 for consideration and possible action.

**7.** Discussion was held with no action taken on vehicle repairs/replacement schedule.

**8.** Discussion was held with no action taken on Station #1 damaged floor replacement.

**9.** Discussion was held with no further action required for management of bank accounts including opening new accounts, closing existing accounts, transferring accounts to other financial institutions, and closing non operations (NonOp) account ending in x2944.

**10.** Discussion was held with action taken on implementing a capitalization policy to define current and future capital assets that will be included in annual financial statements. Motion was made by Mike Fulton, seconded by Eric Holen to adopt the capitalization policy as drafted. (Motion passed 4 – 0 -1 absent) Commissioner Holen will finalize the draft for signatures.

**11.** Discussion was held with action taken on contracting to conduct the annual audit of the District's fiscal accounts and records for the fiscal year ending Sep 30, 2014. Motion was made by Paul Terry, seconded by Mike Fulton, to engage Jansen and Gregorcyzk to perform the audit of the ESD for FY 2014. Motion passed (4 – 0 – 1 absent) Commissioner Holen will sign the engagement letter for the audit to proceed.

**12.** Discussion was held on approval of revisions to Personnel Manual. Motion was made by Mike Fulton, seconded by Paul Terry, to table the item until the December 4, 2014 meeting of the HCESD No. 5. Motion passed (4 – 0 – 1 absent)

**13.** The meeting was adjourned at 7:22 p.m.

Respectfully submitted,
Susan Meckel, Secretary
Hays County ESD No. 5

FINAL