Hays County Emergency Services District No. 5
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St. - Kyle, Texas 78640
July 26, 2017 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
   - Called to order at 6:30 p.m. and quorum established with Commissioners Beth Smith, Susan Meckel, Eric Holen, and Paul Terry present. Commissioner John Rodriguez, Jr. was absent for the entirety of the meeting.
2. Accept public comments on agenda items or other topics related to HCESD No. 5.
   - Presentation on sales tax collection for HCESD No. 5 by Paula Barr with Sales Tax Assurance.
3. Read and approve minutes of previous meeting of June 21, 2017. (Meckel)
   - Motion by Paul Terry, seconded by Eric Holen, to approve minutes as presented. Motion passed (4 – 0 – 1 absent).
4. Treasurer's report. (Holen)
   - Presented by Commissioner Holen with discussion and no action.
5. Discuss and consider acceptance of investment report for 2d Quarter 2017. (Holen)
   - Motion by Susan Meckel to accept the investment report as presented. Seconded by Beth Smith. Motion passed (4 – 0 – 1 absent).
6. Kyle Fire Department Chief's Report. (Taylor)
   - Presented by Chief Taylor with discussion and no action.
7. Discussion and possible action to establish an expense allowance and reimbursement policy for HCESD No. 5 Commissioners for the purpose of conducting business of the District. (Holen)
   - Motion by Paul Terry to adopt policy on Expense Reimbursement. Eric Holen amended the motion to include clarification with legal counsel whether resolutions are recommended on future policy adoptions. Paul Terry accepted the amendment. Motion seconded by Eric Holen. Motion passed (4 – 0 – 1)
8. Discussion with possible action Resolution Adopting Investment Policy. (Meckel)
   - Motion by Eric Holen, seconded by Beth Smith, to adopt the Resolution Investment Policy as presented. Motion passed (4 – 0 – 1 absent).
9. Discussion and possible action to establish an electronic communication policy for HCESD No. 5. (Meckel)
   - Request by Commissioner Meckel to table item.
10. Discussion with possible action on creation and adoption of an official HCESD No. 5 seal, and policy for use of same. (Meckel)

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- Discussion with direction to return seal and order new seal to reflect changes to the proof provided by Carlton Law as discussed at the June 21, 2017 meeting of the HCESD No. 5.

11. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations. (Meckel/Taylor/Terry)

- No discussion held or action taken.

12. Discussion on estimated tax rolls and preliminary budget for FY 2017-2018. (Taylor)

- Discussion held with no action taken.

13. Discussion and possible action on creating an investment with TexPool. (Taylor)

- Request by Commissioner Holen to table item for next meeting.

14. 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.

- No discussion held or action taken.

15. Discussion with possible action on employee and volunteer training, hours, staffing policies, and procedures.

- Discussion held with no action taken.

16. Discussion with possible action to set workshops and/or meetings of HCESD No. 5.

- Discussion held to setup workshops and meetings as follows:
  - August 9th at 6:30 p.m. at Station No. 1 – Budget workshop with Special Meeting to Propose Tax Rate following
  - August 23rd at 6:00 p.m. at Station No. 1 – Public Hearing with Regular Meeting following
  - August 30th at 6:30 p.m. at Station No. 1 – Public Hearing
  - September 13th at 6:30 p.m. at Station No. 1 – Regular Meeting with Vote to Adopt
- Motion by Beth Smith, seconded by Paul Terry, to accept dates, times, and locations of workshops and meetings as discussed. Motion passed (4 – 0 – 1 absent).

17. Adjourn.

- Adjourned at 8:38 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,

Secretary HCESD No. 5

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