Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
June 24, 2020 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum:
- ⇒ The Regular Meeting was called to order at 6:32 p.m. and a quorum established via telephone conference call with Commissioners Beth Smith, Eric Holen, John Rodriguez, and Susan Meckel in attendance.
- ⇒ Commissioner Paul Terry was absent for the 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 of previous Regular Meeting May 27, 2020:
- ⇒ Motion by Beth Smith to approve minutes of previous Regular Meeting May 27, 2020, as submitted.
- ⇒ Motion seconded by John Rodriguez.
- ⇒ President Beth Smith called for a roll call vote:
  - Eric Holen – Aye
  - John Rodriguez – Aye
  - Susan Meckel – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (4-0).

At this time, Board President Beth Smith moved forward to Agenda Item No. 5

5. Discussion with possible action on Hays County TAC ad valorem tax protest process for ESDs.
- ⇒ Discussion held with no action taken.

At this time, Board President Beth Smith moved forward to Agenda Item No. 7

7. Discussion of preliminary budget FY 2020-2021.
- ⇒ Presentation by Paula Barr with HDL Companies on Sales and Use Tax collections and forecasting.

At this time, Board President Beth Smith paused Agenda Item No. 7 and returned to Agenda Item No. 4

4. Discussion and possible action on adjustments to ad valorem tax revenue of approximately $340,000.00 due to Tax Assessor-Collector Office assessment of incorrect tax rate for HCESD No. 5, with possible associated amendments to 2019-2020 budget or other corrective options.
- ⇒ Presentation given by Jennifer O'Kane and Mark Kennedy from the Tax Assessor-Collector's Office.
- ⇒ Motion made by Susan Meckel that, upon request of the Tax Assessor-Collector, the District is adopting an order for the Tax Assessor-Collector to correct the tax rolls to the tax rate that was adopted by the District.
- ⇒ Motion seconded by Eric Holen.
- ⇒ President Beth Smith called for a roll call vote:
  - Eric Holen – Aye
  - John Rodriguez – Aye
  - Susan Meckel – Aye
  - Beth Smith – Aye

FINAL

⇒ Motion passed (4-0).

At this time, Board President Beth Smith moved to Agenda Item No. 6 and posted Agenda item order

6. Discussion and possible actions on legislative revisions to ad valorem tax rate and budget adoption process and calendar setting requirements.
⇒ Discussion held with no action taken.

7. Discussion of preliminary budget FY 2020-2021.
⇒ Presentation given by Chief Taylor.

8. Receive monthly report from the Treasurer (Holen) and consider:

a) Approval of payment of monthly bills and invoices; and
⇒ Motion by Beth Smith to approve payment of monthly bills and invoices.
⇒ Motion seconded by John Rodriguez.
⇒ President Beth Smith called for a roll call vote:
- Eric Holen – Aye
- Susan Meckel – Aye
- John Rodriguez – Aye
- Beth Smith – Aye

⇒ Motion passed (4-0).

b) Approval of monthly financial report; and
⇒ Motion by Beth Smith to approve monthly financial report.
⇒ Motion seconded by John Rodriguez.
⇒ President Beth Smith called for a roll call vote:
- John Rodriguez – Aye
- Susan Meckel – Aye
- Eric Holen – Aye
- Beth Smith – Aye

⇒ Motion passed (4-0).

c) Approval of quarterly investment reports for Q1, 2 2020; and
⇒ Motion by Susan Meckel to approve the Quarterly investment report as presented.
⇒ Motion seconded by Beth Smith.
⇒ President Beth Smith called for a roll call vote:
- Beth Smith – Aye
- Susan Meckel – Aye
- Eric Holen – Aye
- John Rodriquez – Aye

⇒ Motion passed (4-0).

d) Action regarding amendments to budget for FY 2019-2020, if needed.
⇒ No discussion held nor action taken.

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

FINAL

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10. Discussion and possible action on national, state, and local disaster declaration and response to COVID-19 outbreak, and matters relating to same.
- ⇒ No discussion held nor action taken.

11. Discussion and possible action on amendments to budget for FY 2019-2020 due to COVID-19 Pandemic.
- ⇒ Discussion held with no action taken.

12. Discussion and possible action on annual ESD policy review statement.
- ⇒ Motion by Beth Smith to affirm the policy review.
- ⇒ Motion seconded by Eric Holen.
- ⇒ President Beth Smith called for a roll call vote:
  - John Rodriguez – Aye
  - Eric Holen – Aye
  - Susan Meckel – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (4-0).

13. Updated and recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations.
- ⇒ No discussion held nor action taken.

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.

a) Discussion and possible action on land acquisition, construction, and related financial matters for new fire substation.
- ⇒ No discussion held nor action taken.

b) Discussion and possible action on rental agreement contract and potential future uses for the Michaelis Building.
- ⇒ Discussion held and no action taken.

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

a) Administrative leave for Driver/Operator Cox.
- ⇒ No discussion held nor action taken.

16. Discussion with possible action to set workshops and/or meetings of HCESD No. 5.
- ⇒ Motion by Beth Smith to schedule the following Regular Meetings of the HCESD No. 5 to be Wednesday's, July 29, 2020, August 5, 2020, and August 19, 2020 at 6:30 p.m. to be in line with the tax rate adoption calendar with location to be determined per COVID-19 pandemic restrictions.
- ⇒ Motion seconded by Susan Meckel.
- ⇒ President Beth Smith called for a roll call vote:
  - Eric Holen – Aye
  - John Rodriguez – Aye
  - Susan Meckel – Aye
  - Beth Smith – Aye

FINAL

⇒ Motion passed (4-0).

17. Adjourn.

⇒ Regular Meeting adjourned at 7:47 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

FINAL