Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
July 29, 2020 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum:
- ⇒ The Regular Meeting was called to order at 6:33 p.m. and a quorum established via telephone conference call with Commissioners Beth Smith, Eric Holen, John Susan Meckel, and Paul Terry in attendance.
- ⇒ Commissioner John Rodriguez, Jr. joined the meeting at 6:36 p.m.

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 June 24, 2020:
- ⇒ Motion by Paul Terry, seconded by Eric Holen, to approve the June 24, 2020 minutes as submitted.
- ⇒ President Beth Smith called for a roll call vote:
  - Eric Holen – Aye
  - Paul Terry – Aye
  - Susan Meckel – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (4-0).

4. Discussion with possible action on contract with HdL Companies for Sales and Use Tax forecasting and collection services.
- ⇒ Motion by Beth Smith, seconded by Paul Terry, to open Agenda Item No. 4 for discussion.
- ⇒ President Beth Smith called for a roll call vote:
  - Eric Holen – Aye
  - Paul Terry – Aye
  - Susan Meckel – Aye
  - John Rodriguez, Jr. - Aye
  - Beth Smith – Aye
- ⇒ Motion passed (5-0).
- ⇒ Discussion held with motion by Eric Holen, seconded by Susan Meckel, to table the item for Chief Taylor to clarify contract terms with HdL.
- ⇒ President Beth Smith called for a roll call vote:
  - Eric Holen – Aye
  - Paul Terry – Aye
  - Susan Meckel – Aye
  - John Rodriguez, Jr. – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (5-0)

5. Receive monthly report from the Treasurer (Holen) and consider:
- a) Approval of payment of monthly bills and invoices; and
  - ⇒ Motion by Beth Smith, seconded by John Rodriguez, Jr., to approve payment of monthly bills and invoices.
  - ⇒ President Beth Smith called for a roll call vote:
    - Eric Holen – Aye
    - Paul Terry - Aye

- John Rodriguez, Jr. – Aye
- Susan Meckel – Aye
- Beth Smith – Aye

⇒ Motion passed (5-0).

b) Approval of monthly financial report; and

⇒ Motion by Paul Terry, seconded by Beth Smith, to approve monthly financial report.

⇒ President Beth Smith called for a roll call vote:

- Susan Meckel – Aye
- Eric Holen – Aye
- John Rodriguez, Jr. – Aye
- Paul Terry - Aye
- Beth Smith – Aye

⇒ Motion passed (5-0).

c) Approval of quarterly investment report; and

⇒ Motion by Susan Meckel, seconded by Paul Terry, to approve the Quarterly investment report as presented.

⇒ President Beth Smith called for a roll call vote:

- Eric Holen – Aye
- John Rodriguez, Jr. - Aye
- Susan Meckel – Aye
- Paul Terry – Aye
- Beth Smith – Aye

⇒ Motion passed (5-0).

d) Action regarding amendments to budget for FY 2019-2020, if needed.

⇒ No discussion held nor action taken.

6. 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.

7. Discussion and possible action on national, state, and local disaster declaration and response to COVID-19 outbreak, and matters relating to same.

- Discussion held with no action taken.

8. Discussion and possible action on amendments to budget for FY 2019-2020 due to COVID-19 Pandemic.

⇒ No discussion held nor action taken.

9. Discussion and possible action to correct Tax Assessor-Collector application of incorrect tax for ad valorem tax revenue of approximately $340,000.00, with possible associated amendments to 2019-2020 budget or other corrective actions.

⇒ Discussion held with no action taken.

10. Presentation and discussion of preliminary budget FY 2020-2021.

⇒ Discussion held with no action taken.

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11. Discussion and possible action to propose ad valorem tax rate for Fiscal Year 2020-2021 and set Truth in Taxation required public hearings and tax rate adoption calendar for the proposed tax rate, with roll call vote on the proposed tax rate.

⇒ Motion by Beth Smith, seconded by Paul Terry, to table this agenda item to the next meeting of the HCESD No. 5 Board.

⇒ President Smith called for a roll call vote:

- Susan Meckel – Aye
- John Rodriguez, Jr. – Aye
- Eric Holen – Aye
- Paul Terry – Aye
- Beth Smith – Aye

⇒ Motion passed (5-0).

12. Updated and recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations.

⇒ No discussion held nor action taken.

13. 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.

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

Authorized by the Texas Open Meetings Act and in accordance with Section 551.074 of the Texas Government Code, the HCESD No. 5 Board of Commissioners entered into Executive Session at 7:45 p.m. for the purpose of discussing personnel matters.

At 8:07 p.m, the HCESD No. 5 Board of Commissioners closed the Executive Session and returned to posted Agenda item order.

⇒ President Smith called for a roll call of attendance upon returning from Executive Session

- Susan Meckel – Here
- Eric Holen – Here
- John Rodriguez, Jr. – Here
- Paul Terry – Here
- Beth Smith - Here

a) Annual Review of performance and compensation of Fire Chief Kyle Taylor.

⇒ No discussion held nor action taken.

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

⇒ A Special Meeting will be held on August 5, 2020, and a Public Hearing on the proposed tax rate and Regular Meeting with a vote to adopt the tax rate will be held

on 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.

16. Adjourn.

- Regular Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5