Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St. - Kyle, Texas 78640
September 14, 2022 – 6:30 p.m.
Public Hearing and Regular Meeting

Public Hearing Agenda – 6:30 p.m.

1. Call to order, establish quorum.
⇒ Meeting was called to order at 6:28 p.m. and quorum was established with Commissioners Sergio Bazaldua, Eric Holen, Susan Meckel, Beth Smith, and Paul Terry present.

2. Discussion regarding budget and proposed tax rate for fiscal year October 1, 2022 to September 30, 2023.
⇒ Discussion held with no action taken.

3. Conduct a public hearing on the proposal to increase the ad-valorem property tax rate to exceed the no-new-revenue tax rate but not the voter approval rate for FY2022-2023. This proposal is to increase the total tax revenues from properties on the tax roll in the preceding tax year by 15.63 percent (percentage by which proposed tax rate exceeds the no-new-revenue maintenance and operations rate calculated under Chapter 26, Tax Code).
⇒ No public comments were offered at this time.

4. Adjourn to regular meeting.
⇒ The meeting was adjourned at 6:32.

Regular Meeting Agenda

1. Cal to order, establish quorum.
⇒ Meeting was called to order at 6:32 p.m. and quorum was established with Commissioners Sergio Bazaldua, Eric Holen, Susan Meckel, Beth Smith, and Paul Terry.

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 Regular Meeting of August 3, 2022. (Meckel)
⇒ Motion made by Eric Holen, seconded by Paul Terry to accept the minutes from the Regular Meeting of August 3, 2022 as presented.
⇒ Motion passed (5 – 0)

At this time Board President Beth Smith moved forward to agenda item # 9. a)

9. 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) Presentation by Dr. Sanchul Hwang with consideration and possible action on construction and improvements to overflow parking area at Station 21.
⇒ Discussion held with no action taken.

At this time Board President Beth Smith moved back to agenda item # 4

4. Receive monthly report from the Treasurer (Holen) and consider:
a) Approval of payment of monthly bills and invoices; and
⇒ Motion made by Paul Terry, seconded by Eric Holen to approve payment of monthly bills and invoices.
⇒ Motion passed (5 – 0)

b) Approval of monthly financial report; and
⇒ Motion made by Susan Meckel, seconded by Beth Smith, to approve the monthly financial report as presented.
⇒ Motion passed (5 – 0).

c) Approval to open TexPool financial account; and
⇒ Motion made by Beth Smith, seconded by Paul Terry to approve opening of TexPool financial account; Eric Holen offered an amendment to the motion accepted by Beth Smith to start the account with $100,000.00. Amended motion was seconded by Paul Terry.
⇒ Motion passed (5 – 0).

d) Action regarding amendments to budget for FY2021-2022, if needed.
⇒ Motion made by Paul Terry, seconded by Eric Holen to accept amendments to budget for FY2021-2022 as presented and dated 09/14/2022.
⇒ Motion passed (5 – 0).

5. 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.

6. Discussion and possible action to correct Tax Assessor-Collector application of incorrect tax rate for ad valorem tax revenue collections for FY2019-2020, with possible associated corrective options. (Taylor)
⇒ Motion by Beth Smith, seconded by Paul Terry for approximately $216.00 to be held for a period of 3 years, then distributed to the taxing entities; with an amendment by Susan Meckel, accepted by Beth Smith and seconded by Paul Terry to accept the proposed remediation action by the Hays Tax Assessor-Collector.
⇒ Motion passed (5 – 0).

7. Discussion and possible action on national, state, and local disaster declarations and orders, and matters relating to same. (Smith, Taylor)
⇒ Discussion held with no action taken.

8. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations:
⇒ No discussion held nor action taken.

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At this time the meeting continued back in agenda item order

9. 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.

b) Update and consideration of construction and related financial matters for fire substations.
⇒ Discussion held with no action taken.

c) Discussion and possible action regarding disposal of (1) Chevrolet Tahoe vehicle through Anton Auctions.
⇒ Motion by Susan Meckel, seconded by Eric Holen to authorize action to dispose of (1) 2009 Chevrolet Tahoe vehicle through Anton Auctions, Luling, TX.
⇒ Motion passed (5 – 0).

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

a) Discussion, and possible action on HCESD No. 5 employee satisfaction survey results.
1. SOP development and revisions committee updates
⇒ Discussion held with no action taken.

b) Discussion and possible action on Hays County ESD No. 5 policy development regarding employee matters including but not limited to professional and respectful workplace conduct, employee performance reviews, hiring and promotions processes, discipline and appeals processes and matters relating to same.
⇒ Discussion held with no action taken.

c) Discussion and possible action on operational and organizational structure, staffing, compensation, and matters relating to same.
1. Administrative staffing updates and recommendations.
⇒ Discussion held and item was kept open for Board to retire to Executive Session to consider items 10. c) through 10. e)

At this time President Beth Smith moved forward to item 11

11. Discussion with possible action regarding budget for FY 2022-2023.
⇒ Motion by Eric Holen, seconded by Beth Smith, to approve the budget for FY 2022-2023 with budgeted income of $7,603,500.00 and expenses of $7,603,252.00.
⇒ Motion passed (5 – 0).

12. Discussion and possible action regarding FY 2022-2023 tax rate, including:

a) Take a record vote on the District's 2022 tax rate; and
⇒ Motion made by Eric Holen, seconded by Susan Meckel to approve an ad-valorem tax rate of 0.0895 cents per one hundred dollars valuation which is above the no-new-revenue rate but does not exceed the voter-approval-rate and which is effectively a 15.63% increase in the tax rate.
⇒ President Beth Smith called for a roll call vote;
⇒ Paul Terry – aye
⇒ Sergio Bazaldua – aye
⇒ Beth Smith – aye
⇒ Susan Meckel – aye
⇒ Eric Holen – aye
⇒ Motion passed (5 – 0).

b) Adopt an Order Levying Taxes and authorize filing of Order with Hays County Tax Assessor/Collector; and
⇒ Order was read aloud by Eric Holen and motion made by Susan Meckel, seconded by Eric Holen, to adopt the Order Levying Taxes and authorize filing of Order with Hays County Tax Assessor/Collector.
⇒ President Beth Smith called for a roll call vote;
Eric Holen – aye
Sergio Bazaldua
Beth Smith – aye
Susan Meckel – aye
Paul Terry – aye
⇒ Motion passed (5 – 0).

c) Authorize posting of statement regarding adopted tax rate to the home page of District website.
⇒ Motion to authorize posting of statement regarding adopted tax rate to home page of District website by Eric Holen, seconded by Susan Meckel.
⇒ Motion passed (5 – 0)

Authorized by the Texas Open Meetings Act and in accordance with Section 551.072 of the Texas Government Code, The HCESD No. 5 Board of Commissioners entered into Executive Session at 8:35 p.m. for the purpose of discussing personnel matters for agenda items 10. c) through 10. e). No action was taken during Executive Session.

At 9:01 p.m., the HCESD No. 5 Board of Commissioners closed the Executive Session returned to Agenda item 10 c) though 10. e) order in open meeting.

10. c) Discussion and possible action on operational and organizational structure, staffing, compensation, and matters relating to same.
⇒ Discussion held with no action taken.

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d) Discussion and possible action on request for Chief Taylor to serve as the Central Branch Coordinator for TIFMAS.
   ⇒ Motion by Eric Holen, seconded by Susan Meckel, to approve Chief Taylor serving as the Central Branch Coordinator for TIFMAS as needed.
   ⇒ Motion passed (5 – 0)

e) Discussion and possible action on temporary freeze on personnel changes, including but not limited to hiring, promotions, terminations, transfers, and other possible employment status activity and matters relating to same; and agenda item 10. c) Discussion and possible action on operational and organizational structure, staffing, compensation, and matters relating to same. 1. Administrative staffing updates and recommendations.
   ⇒ Motion by Susan Meckel, seconded by Eric Holen to post position for a Benefits and Policy administrator.
   ⇒ Motion passed (5 – 0).
   ⇒ Motion by Eric Holen, seconded by Susan Meckel to amend the organizational chart to add a Benefits and Policy Coordinator.
   ⇒ Motion passed (5 – 0)

13. Discussion with possible action to set workshops, hearings and/or meetings of HCESD No. 5.
   ⇒ The next regular board meeting is scheduled for 6:30 p.m. on October 26, 2022 at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX. 78640.

14. Adjourn.

The meeting was adjourned at 9:04 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel, Secretary

HCESD No. 5

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