

Burnet County ESD #3 Meeting Minutes
Thursday, August 13, 2020, Starting at 2:00 PM

1. *Call to Order:* President Steve Tatom called the meeting to order at 2:02 p.m.
2. *Pledge of Allegiance to the flag of the United States of America*
3. *Pledge of Allegiance to the Texas State Flag: "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."* The pledges to the flags were recited.
4. *Statement regarding the presence of a Quorum of Commissioners:* Mr. Tatom noted that there were four commissioners present therefore a quorum existed to conduct District business. Present were Ms. Terri Enloe, Mr. Bucky Brady, and Ms. Joanne Hanifan. Mr. Jerry Schappe was absent and is presently in the hospital.
5. *Recognition of Guests:* Mr. Tatom recognized our guests, Pct. 1 County Commissioner Jim Luther, Granite Shoals Mayor Pro Temp Jim Davant, City Manager Jeff Looney, and City Financial Manager Russel Marin and Chief Austin Stanphill of the Granite Shoals Fire Department.
6. *Ask for Citizen's comment and input. No action, including discussion or deliberation, will be undertaken at this time:* No comments were offered.
7. *Discussion with Pct. 1 County Commissioner Jim Luther:* Comm. Luther summarized the budget situation for mutual aid to VFDs. The budget will include money for radios and support. This is the last year for any mutual aid funds for VFD support. The County was able to set aside additional funds for VFDs for training and to help in case of a major incidents. The County was looking to set a budget for FY 21 without raising taxes. There was a lot of road work on going but it is slower than normal due to COVID-19 related staffing issues. There was an up-tick the number of COVID-19 cases in the County put most of those were at the women's prison.
8. *Discussion and/or action on the Monthly Contract Report:*
 - a. *Chief Austin Stanphill, Granite Shoals Fire Department*
 - i. *Monthly Report for June and July:* Chief Stanphill went over the last two months of reports as the July ESD meeting had been cancelled.
 1. June: See Report. They have been doing on line training but it lacks the real-life training that is important. The Department has not used all of its training budget as most the classes, especially off-site courses, have been cancelled due to COVID-19.
 2. July: See Report. Chief Stanphill noted that the burn ban had been enacted. He discussed the issue of overlapping calls, that is when firefighters have to respond to another call when they are already on a call. They have to wait until someone else arrives and/or due an evaluation of the situation before they can respond to the other call. Training was done in house training. They installed large fans in all the bays. Chief Stanphill is working on a grant with other departments for replacing radios. The grant could be approved for up to \$500,000 and only requires a \$5000 match
9. *Reading and Acceptance of the Minutes of the June meeting:* The minutes from the June meeting were read. Ms. Enloe moved and Mr. Brady seconded that the minutes be approved as read. Motion passed.
10. *Reading and Acceptance of Treasurer's Report:*
 - a. See Monthly Reports for Account Status: Mr. Brady and Mr. Tatom need to renew a CD that matures in September. The renewal period will be for one year.

Ms. Enloe moved and Ms. Hanifan seconded the motion that Mr. Brady and Mr. Tatom be given the authority to renew any of the District's CDs in any financial institution where the District maintains funds when the CD matures between this meeting and the end of the year. The motion passed.

- b. *Pending Bills:* Outstanding bills were SAFED for \$275, our annual membership; VIFS for \$2318, our liability insurance and Mr. Ken Campbell for \$280. Ms. Enloe moved and Ms. Hanifan seconded the motion to pay these bills. Motion carried.
- c. *Reimbursements/ Banking Matters/ Other Money Related Items:* None

11. *Discussion and/or action on Budget for Fiscal Year 2020 (Brady)*

a. *Additions or changes to the annual in the budget*

- i. *WEB site:* The proposal from Tami Griffin for preparing and maintaining our web site was discussed. It was agreed to engage her services for one year, from now until the end of FY 21 at an estimated cost of up to \$1000 for the web site plus annual fees of up to \$550 to maintain the site. The agreement would be renewable annually at our discretion. Ms. Hanifan will be the primary conduit for submitting information and interacting with Ms. Griffin.

12. *Discussion and/or action on Budget for Fiscal Year 2021: (Tatom, Brady)*

- a. The Fiscal Year 21 budget was adopted at the June meeting. There was some discussion regarding various issues. It was noted that the ESD did not need a public hearing before adopting a budget.

13. *Discussion regarding Establishing a Tax Rate for FY 2021:* Mr. Brady discussed the various values that were possible as a tax rate based upon the information provided by BCAD. Those values ranged from a No-New-Revenue tax rate of .059/\$100 up to and including the Voter- Approved tax rate of .06018/\$100. After discussing various options, Mr. Tatom asked Mr. Brady for his recommendation and Mr. Brady recommended the Voter-Approved rate. Mr. Brady moved and Ms. Enloe seconded that the District publish the required public notice using the rate of .06018/\$100 and set the public hearing for August 27 or September 3 depending upon meeting room availability. Mr. Tatom volunteered to get the rate and hearing notice published and arranging for meeting place.

14. *Discussion and/or action on the Existing Contracts: (Brady, Tatom)*

- a. *City of Granite Shoals for time period FY 2019 to FY 2023:* Mr. Looney and Chief Stanphill presented a proposal from the City for the District to help fund additional personnel to permit the Fire Department to have 3 persons on staff 24/7. The third position would be staffed by paid part-time firefighters. Chief Stanphill noted that new part time firefighter would really enhance firefighting capabilities. He further stated that the growth in the service area is a primary cause for the need. Chief Stanphill also stated that during the day while he was on duty the added position would result in 4 persons responding to calls. This would help issues created with overflow calls. Of the total estimated costs of \$142,000 annually, the City is requesting that the District pay \$47,500 or approximately a third of the costs. Mr. Tatom stated that the District is very satisfied with the service provided by the Fire Department but he questioned the amount being requested. Mr. Tatom noted that the District has been working with the figure of 30% of the overall budget for M&O. He stated that the 30% was partially derived from the number of calls that occur within the District. Mr. Brady raised the question about the funding from the City of Highland Haven. Mr. Davant asked if the District could make some statement regarding their intention to help fund this proposal. Mr. Tatom suggested a motion that the

District adjust their Fiscal Year 21 budget to increase the contract funding to support the proposal by \$42,000 contingent on the City adopting the proposal in their budget and hiring the proposed part time firefighters. Mr. Brady seconded the motion. Motion carried. Mr. Brady noted that we would have to modify our already approved budget and that the funds for this increase would have to come out of our reserve funds.

- b. *Tabor & Burnett: Ms. Tabor submitted a commitment letter to be signed to engage Tabor & Burnett for the Fiscal Year 20 audit. Ms. Enloe moved and Ms. Hanifan seconded a motion to have the letter signed and returned to Ms. Tabor.*

15. *Discussion and/or action on communications from Legal Counsel:* None to report.

16. *Discussion and/or action regarding ESD concerns on LCRA and Lake LBJ:* None to report.

17. *Discussion and/or action on training for Commissioners:* Nothing to report.

18. *Discussion and/or action on public interaction by Commissioners:* None to report.

19. *Discussion and/or action on incoming mail:* Ms. Hanifan indicated that the mail was listed on the agenda and that was turned over to Mr. Brady.

- a. BCAD

- i. June

- 1. Tax Collections 5/1 to 5/30 of \$3210.00
 - 2. Tax Collections 6/1 to 6/15 of \$1,623.96 and \$18.51
 - 3. Tax Collections 6/16 to 6/30 of \$833.16
 - 4. Year to Date Recap dated 6/17/2020
 - 5. Third Quarterly Payment of \$1703.22 will be due July 1, 2020

- ii. July

- 1. Tax Collections 7/01 to 7/15 of \$2,181.27 and \$18.51
 - 2. Tax Collections 7/16 to 7/31 of \$833.16
 - 3. Tax Collections 7/16 to 7/31 of \$2457.12 and 18.51
 - 4. Tax Collections 7/16 to 7/31 of \$1435.10 and \$23.48
 - 5. Letter announcing Public Hearing for proposed 2021 Budget
 - 6. Adopted Budget for 2021
 - 7. Adopted Reappraisal Plan for 2021-2022

- b. Burns Anderson Jury & Brenner, L.L.P.: Bill dated June 16, 202 from Mr. Ken Campbell for \$320.00

- c. Banks

- i. BancorpSouth:

- 1. Statement ending 6/30/2020. Balance of \$105,876.23
 - 2. Statement ending 7/31/2020. Balance of \$108712.67

- ii. Security State Bank & Trust:

- 1. Statement ending 6/30/2020. Balance of \$10,760.50
 - 2. Statement ending 7/31/2020. Balance of \$10,760.50
 - 3. Certificate of Deposit Renewal Letter, CD matured on 6/18/2020; Maturity Balance of \$40,070.72, New maturity date on 9/18/2020 with interest rate of 01500%

- iii. BBVA: Time Deposit Maturity Notice; Balance at maturity \$62,670.25

- d. VFIS of Texas

- i. Invoice for \$2318.00
 - ii. Summary of Coverages
 - iii. CD with full policy

- e. Tabor & Burnett, PC

- i. Engagement Letter, requires signature

20. Internal Items and Establish tasks for next meeting:

- a. The rate setting meeting will be a one item meeting on August 27 if possible.
- b. Contract payments for the entire Fiscal Year 21 need to be authorized.
- c. Ms. Hanifan will work with Ms. Griffin on the web site.

21. Discussion and/or action on establishing time, date and location of next meeting:

- a. The next meeting will be on September 10, 2020 starting at 2:00 p.m. at fire station

22. Close meeting: Mr. Tatom adjourned the meeting at 4:37 p.m.

Joanne Hanifan, Secretary ESD #3