

Burnet County ESD #3 Meeting Minutes
Thursday, May 14, 2020, Starting at 2:00 PM
Granite Shoals Fire Department
8410 West RR 1431, Granite Shoals, TX

1. *Call to Order:* The meeting was called to order at 2:02 p.m. by President Steve Tatom.
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 four commissioners were present and thus a quorum existed to conduct District business. Present were Mr. Jerry Schappe, Mr. Bucky Brady, and Ms. Joanne Hanifan. Absent was Ms. Terri Enloe.
5. *Recognition of Guests:* Mr. Tatom recognized the presence of 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 made.
7. *Discussion with Pct. 1 County Commissioner Jim Luther:* County Commissioner Luther was unable to attend.
8. *Discussion and/or action on the Monthly Contract Report:*
 - a. *Chief Austin Stanphill, Granite Shoals Fire Department*
 - i. *Monthly Reports for March and April:* See reports. There was limited out of office training due to Covid-19. They trained on the new Forced Entry Door which they recently purchased. The Door is available for other fire and police departments to train on. The Door is adjustable to reflex different types of doors. They have 5 new volunteer firefighters, 2 with significant training, New Volunteer not on the roster, waiting until the basic training is completed. Mr. Tatom asked if the Chief was satisfied with the situation during the Covid-19 crisis. Chief Stanphill replied that they were following the protocols for responding during the pandemic. Only one person will make initial contact prior to others entering the house. The ambulance crew responds initially to the house, the fire department first responders help as needed. They all use convex suits that can be decontaminated. The department purchased a new drone that can fly higher, has a longer battery life and has a camera with a zoom lens. One firefighter returned to duty from an off-duty injury. The City Hall remains closed. Many Granite Shoals residents are busy cleaning up yards and so increased burn permit work. Chief Stanphill noted that the County no longer has a grant for the environmental officer. (The officer is now in regular rotation).
9. *Reading and Acceptance of the Minutes of the February meeting:* Ms. Hanifan noted that the files are now up to date and that there is a binder with all the meeting minutes from 2012 onward available for review. She requested that the extended monthly fire reports be brought back so that they can be filed. The minutes from the February meeting were read and Mr. Brady moved and Mr. Schappe seconded that they be accepted as read. Motion passed.
10. *Reading and Acceptance of Treasurer's Report:*

- a. *See Monthly Reports for March and April for Account Status:* Mr. Brady went over the April as the March report was not significantly different from the April report. The CDs had been opened and were laddered to renew one each quarter.
 - b. *Pending Bills:* We received a bill from Mr. Ken Campbell for \$460.65.
 - c. *Reimbursements/ Banking Matters/ Other Money Related Items:* BCAD sent the preliminary assessed value for the District of \$340,958,384. Mr. Brady noted that the value was about \$18,000,00 above last year's value. Mr. Schappe moved and Ms. Hanifan seconded that the treasurer's report be accepted as presented. Motion carried.
11. *Discussion and/or action on Budget for Fiscal Year 2020*
- a. *Additions or changes in the budget*
 - i. *WEB site: New Requirements from SB2-* Mr. Tatom talked with Ms. Tami Griffin regarding developing our web site. Ms. Hanifan handed over the material she had regarding the web site. Ms. Hanifan asked for a clear statement of what we will be paying for if we hire Ms. Griffin to build and maintain our web site. Mr. Schappe moved and Mr. Brady seconded the motion to allow Mr. Tatom to work with Ms. Griffin on the development of our website, with an initial fee of \$300 per year for building and maintaining the web site, with the option of moving our site to Go Daddy. The motion carried.
 - ii. *New Computer for Secretary:* Ms. Hanifan requested that the District purchase a new computer for the secretary. The current computer was purchased in 2012, is slow, operates on OS7 and is heavy. Ms. Hanifan had a quote for \$1249.21 plus labor from a local vendor and had looked at the cost of 13" laptops that varied from \$600 to \$2000. Mr. Brady moved and Mr. Schappe seconded the motion to approve the purchase of a new computer, Microsoft software and to have the current data transferred with total cost not to exceed \$1600. Motion carried.
12. *Discussion and/or action on Budget for Fiscal Year 2021:* Mr. Brady went over a proposed FY2021 budget based upon the FY 2020. Various line items were discussed and adjustments suggested. Mr. Brady will update the budget and stated that we are waiting for additional guidance from BCAD.
13. *Discussion and/or action on the Existing Contracts:*
- a. *City of Granite Shoals for time period FY 2019 to FY 2023-* Mr. Tatom reported that Mr. Campbell had amended the contract and send it to the City for review and comment. In the interim the City had already modified the contract and requested ESD signatures. Mr. Tatom send the City's version to Mr. Campbell for review and comment.
 - b. *Tabor & Burnett-* Nothing to address
14. *Discussion and/or action on communications from Legal Counsel:* See above.
15. *Discussion and/or action regarding ESD concerns on LCRA and Lake LBJ:* Nothing to discuss. It was noted that there was a lot of weekend traffic on the lake.
16. *Discussion and/or action on training for Commissioners:* Nothing to discuss.
17. *Discussion and/or action on public interaction by Commissioners:* None to report.
18. *Discussion and/or action on incoming mail:* Ms. Hanifan went over the mail received during the past two months.
- a. BCAD
 - i. Tax Collections 3/1 to 3/15 of \$865.93
 - ii. Tax Collections 3/16 to 3/31 of \$1,427.34
 - iii. Tax Collections 4/1 to 4/15 of \$483.58
 - iv. Tax Collections 4/16 to 4/30 of 400.92

- v. Monthly Report 10/1/2019 to 2/29/2020
 - vi. Year to Date Recap 10/20/19 to 3/31/20
 - vii. Freeze Adjusted Taxable Value = \$340,958,384
 - b. Banks
 - i. BancorpSouth: Statement ending 3/31/2020. Balance of \$196,138.40
 - ii. BancorpSouth: Statement ending 4/30/2020. Balance of \$151,029.39
 - iii. Security State Bank & Trust:
 - 1. Statement ending 3/31/2020. Balance of \$110,469.01
 - 2. Statement ending 3/31/2020. Balance of \$10,760.50
 - 3. Statement ending 4/30/2020. Balance of \$10,760.50
 - 4. Letter stating account number 1209758 is dormant.
 - c. Department of Commerce- Annual Survey Request
 - d. Bills: Mr. Ken Campbell for \$0.65
 - e. Bills: Mr. Ken Campbell for \$460.64, dated April 15, 2020
 - f. VFIS: Notice of Nonrenewal on Insurance from carrier effective 8/8/202 and explanation letter regarding change in insurers from American Alternative Insurance Corp. to National Union Fire Insurance Comp.
19. *Internal Items and Establish tasks for next meeting:*
- a. Mr. Tatom will work on the web site
 - b. Mr. Brady will continue preparing the FY 2021 budget
 - c. Ms. Hanifan will purchase a new computer.
20. *Discussion and/or action on establishing tie, date and location of next meeting:*
- a. The next meeting will be on June 11, 2020 starting at 2:00 p.m.
21. *Close meeting:* Mr. Tatom adjourned the meeting at 3:16 p.m.

Joanne Hanifan, Secretary ESD #3