

Burnet County ESD #3 Meeting Minutes
Thursday, December 10, 2020, Starting at 2:00 PM
Granite Shoals Fire Department
8410 West RR 1431, Granite Shoals, TX

1. *Call to Order:* President Steve Tatom called the meeting to order at 2:05 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 announced that as there were four ESD commissioners present a quorum existed to conduct District business. Present were Ms. Terri Enloe, Mr. Bucky Brady, and Ms. Joanne Hanifan. Absent was Mr. Jerry Schappe.
5. *Recognition of Guests:* Mr. Tatom acknowledged the guests present. They were Ms. Elaine Leach of Lookout Mountain, Pct. 3 County Commissioner Jim Luther 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 made.
7. *Discussion with Pct. 1 County Commissioner Jim Luther:* Comm. Luther updated us on County activities. There is a new County ESD website. A link can be added to our website to the County website. The IT department can help if needed. The March recycle-reuse date has been cancelled due to COVID 19 concerns. It would have taken place at the recycle facility off of HWY 193. There is a proposed development on Lookout Mountain for 252 lots. No final plat has yet been filed. The density will be higher at the top with the view sites, and lesser down slope. The lower lots would be 10 to 20 acres. The Wirtz Dam bridge project is ongoing. Very early in the engineering phase with construction several years in the future. The County Environmental Officer, Paul Kowlick, is working out well. There is a lot of illegal dumping along the roads. Contact him if you have any issues. Road work is continuing longer this year, most of it done in-house. There are plans for work along CR 123 and CR 121. Comm. Luther noted that a lot of people are moving into the area, into east Burnet, Liberty Hills, and Bertram. There is a lot of activity on lakeside homes. Ms. Leach noted that there four new builds going up in the Lookout Mountain area. Comm. Luther noted that septic permit requests were up 15%. There was a general discussion of growth-related issues. Comm. Luther is working with TXDOT on adding blinking lights added at intersections. He noted that transitioning a blinking light to a red light is relatively easy. He encouraged attendees to contact TXDOT about their concerns on any particular intersection on the State highways.
 - a. *Discussion and/or action on the Monthly Contract Report:* Chief Austin Stanphill, Granite Shoals Fire Department went over the monthly report.
 - i. *Monthly Report for November:* See report. Chief Stanphill is considering adding the average number of hours spent on the scene to the monthly statistics. Staffing is working out well. Fireman David Short did a lot of work repairing 5221 which saved the Department money. The Department cancelled the Christmas Party due to COVID 19 concerns. Chief Stanphill noted that there was an uptick in the number of CPR and COVID19 related calls. He noted that they treat all calls as if the subject may have o COVID 19. The recent purchase of breathing apparatus with canisters has made it easier to do so. Chief Stanphill recapped the boat rescue effort that occurred December 9. Granite Shoals Police and Fire, Sunrise VFD and LCRA all participated in the attempt. Recovery of the body occurred the next day. Mr. Tatom announced that shortly after the last meeting on November 12 he had tested positive of COVID19. He and his wife are fine now.
8. *Reading and Acceptance of the Minutes of the November 12 meeting:* The minutes were read. Ms. Enloe moved and Mr. Brady seconded the motion to accept the minutes as read. Motion carried.
9. *Reading and Acceptance of Treasurer's Report:*
 - a. *See Monthly Reports for Account Status:* See report. Mr. Brady went over the monthly report. Mr. Brady announced that he had found the sources of the discrepancy between his records and QuickBooks. They included missed interest entry and a refund check from BCAD.
 - b. *Pending Bills:* BCAD submitted the annual billing statement of \$840.31 per quarter. Mr. Brady requested to be authorized to pay the bill quarterly without further requests. Mr. Tatom moved

that Mr. Brady be authorized to pay the BCAD quarterly bill as it came due and Ms. Enloe seconded the motion. Motion carried. Mr. Brady noted that one of our CDs was coming up for renewal on December 18. Mr. Brady and Mr. Tatom will visit the bank soon after to renew the CD. A bill was received from Mr. Ken Campbell for \$1600 and Ms. Hanifan reported that a bill was received from Ms. Griffin but she had not printed it out. Ms. Hanifan moved and Ms. Enloe seconded the motion to pay Mr. Campbell. Ms. Enloe moved and Ms. Hanifan seconded the motion to pay Ms. Griffin up to \$500.00. Both motions carried.

- c. Reimbursements/ Banking Matters/ Other Money Related Items: Ms. Enloe moved and Ms. Hanifan seconded the motion that the treasurer's report be accepted. The motion carried.

10. Discussion and/or action on Budget for Fiscal Year 2021:

- a. *Adjustments needed from additional funds authorized on Sept 3:* Mr. Tatom requested an updated budget from Mr. Brady for the next meeting. The budget should include the changes agreed upon in September to the contract, adjustments from missed entries, and anything else that needed to be included to bring us up to date.
- b. *Status and Update on web site development:* Ms. Hanifan reported on the status of the website. While not completely finished, it is up and available for review and comment. Ms. Hanifan went over the choices for telephone service, either an answering service or a separate ESD phone. The choice was to pursue an answering service as it would be the least intrusive for any commissioner.

11. Discussion and/or action on the Existing Contracts:

- a. *City of Granite Shoals for time period FY 2019 to FY 2023:* There was mis-communication between Mr. Campbell and the City of Granite Shoals lawyer and the contract modifications were not done yet. Mr. Campbell undertook to do the amendment to the contract. There was discussion on the various amounts we had paid to date (\$40,750.00 in October, \$6,250.00 in November) and what we would pay in January (\$50,000.00). An additional \$3,000.00 was paid due to changes in the amounts the County was providing under mutual aid. Mr. Tatom wanted a motion to accept the proposed changes to the contract with the new numbers. Mr. Tatom moved and Mr. Brady seconded the motion and the motion carried. Mr. Looney, Granite Shoals City Manager, requested a statement of acceptance for the next City Council meeting to be held on Tuesday. Any questions regarding the amounts will be addressed between Mr. Looney and Mr. Tatom.
- b. *Tabor & Burnett:* Mr. Brady has submitted all the needed paperwork for the audit and everything seem to be proceeding all right.

12. Discussion and/or action on communications from Legal Counsel: Mr. Tatom discussed contract issue with Mr. Campbell. See 11.a

13. Discussion and/or action regarding ESD concerns on LCRA and Lake LBJ: Nothing to report.

14. Discussion and/or action on training for Commissioners: The SAFE-D annual conference scheduled for Fort Worth in the Spring has been cancelled due to COVID-19.

15. Discussion and/or action on public interaction by Commissioners: Nothing to report.

16. Discussion and/or action on incoming mail: Ms. Hanifan reviewed the mail.

- a. BCAD
 - i. Tax Collections Activity 11/1 to 11/15 of \$11,688.14 and \$0.64
 - ii. Tax Collections Activity 11/16 to 11/30 of \$9,449.58 and \$16.75
 - iii. Quarterly Payment Schedule of \$840.31 per quarter starting 1/1/2021
- b. Security State Bank & Trust
 - i. Monthly Statement ending 11/30/2020 Balance = \$10,760.50
 - ii. CD Pre-renewal Notice, Renew on 12/18/2020
- c. Tabor & Burnett, P.C. – Christmas Card
- d. Burn Anderson Jury & Brenner, L.L.P. – Copy of Statement to Tabor & Burnett for audit purposes
- e. Ms. Tami Griffin – Signed Engagement Letter
- f. Bills
 - i. Ms. Tabor – Progress billing for audit of \$1,600.00
 - ii. Mr. Campbell – Consult with Mr. Tatom
 - iii. Ms. Griffin – November Invoice

17. Internal Items and Establish tasks for next meeting:

- a. Officers need to be elected at January Meeting.
- b. Budget adjustments need to be made by Mr. Brady.
- c. Mr. Brady and Mr. Tatom need to renew the CD.
- d. Chief Stanphill was asked to prepare a badge for Ms. Enloe.
- e. Ms. Hanifan will send a note to Mr. Schappe requesting that he contact Commissioner Luther about his intention to resign from the Board.

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

- a. The next meeting will be on January 14, 2021 starting at 2:00 p.m.

19. Close meeting: Mr. Tatom adjourned the meeting at 3:14 p.m.

Joanne Hanifan, Secretary ESD #3