

**Burnet County ESD #3 Meeting Minutes**  
**Thursday, March 11, 2021, 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 2:04 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 three commissioners present and thus a quorum existed to conduct District business. Present were Mr. Tatom, Mr. Bucky Brady and Ms. Joanne Hanifan. Ms. Terri Enloe was absent. The fifth commissioner position is vacant. Ms. Enloe arrived at 2:18 p.m.
5. *Recognition of Guests:* There were no guests other than Chief Austin Stanphill. There was general discussion regarding the value of Mr. Jim Davant's attendance. Mr. Tatom expressed the hope that another council person would be willing to attend in his place. Ms. Hanifan asked to whom she should send the Business Meeting notices in the future and it was determined that they should be sent to Mr. Looney, City Manager.
6. *Ask for Citizen's comment and input. No action, including discussion or deliberation, will be undertaken at this time:* None
7. *Discussion with Pct. 1 County Commissioner Jim Luther:* Commissioner Luther did not attend.
8. *Discussion and/or action on the Monthly Contract Report:*
  - a. *Chief Austin Stanphill, Granite Shoals Fire Department*
    - i. *Monthly Report for January 2021 and February 2021:* Chief Stanphill went over the monthly reports. See reports. There was a chimney fire in Highland Haven and Chief Stanphill noted the importance of having a professional clean out the chimney flue on a regular basis. With the cold weather there were other chimney fires throughout Burnet County. Chief Stanphill noted that given the fewer days, February was a very busy month. There were numerous calls during the freeze. The department took every precaution, all calls were code 1, no code 3 response. Chief Stanphill also reviewed the quarterly expense report noting that some categories they had over spent due to the freeze. Other categories were large ticket items that would be purchased later in the year. He noted that many of the City Departments had overspent due to the freeze. The FD had loaned a 4-wheel drive vehicle to the Water Department as they had none. The Police Department had a similar problem. Chief Stanphill then went over the FY 2020 annual report. Mr. Brady asked on the status of the warning lights for the entrance and the Chief responded that the next step required a letter from Mr. Looney to TXDOT.
9. *Reading and Acceptance of the Minutes of the January 14, 2021 meeting:* The minutes were read. Ms. Enloe moved and Mr. Brady seconded the motion that the minutes be accepted as read. Motion passed.
10. *Reading and Acceptance of Treasurer's Report: (Brady)*
  - a. *See Monthly Reports for Account Status:* Mr. Brady went over the reports. It was noted that there was an approximately \$20,000 difference between the two months due to tax collection payments.
  - b. *Pending Bills:* Mr. Brady contacted Highland Lakes Newspaper and changed the contact information. Mr. Schappe had been getting a bill for \$64.00 for the proposed tax rate notices of 8/21/20 and 9/25/20 notices. Mr. Campbell sent a bill for \$460.00 for doing the contract revision plus other minor charges for a total of \$489.00. BCAD sent a reminder that the quarterly payment for \$840.31 for tax collection activities was due April 1, 2021. Ms. Tami Griffin sent us bills totaling \$125.00 for her work on the web site for the last two months. There was discussion on the exact amount of the quarterly payment to the City of Granite Shoals. It was determined that it is \$59,875.00 (\$239,000 annually or \$59,875 quarterly). Ms. Enloe moved that the bills to Highland Lakes, Mr. Campbell and Ms. Griffin be paid. Ms. Hanifan seconded the motion. The motion carried. The bill payments to BCAD and the City of Granite Shoals had been previously approved for the year.

- c. *Reimbursements/ Banking Matters/ Other Money Related Items:* We received a request from BCAD regarding District annexation or de-annexation information which Mr. Brady will address. BCAD notified all that the excess funds will be put in the Land and Building reserve fund. Mr. Brady needs to order checks for all the accounts as routing numbers have changed. He also noted that he would be submitting a reimbursement of \$129 for the anti-virus software on his computer.
    - i. *Monthly Bills/ Credit Card:* Mr. Brady would submit an application with BancorpSouth for a business credit card. He will contact Ms. Tabor regarding questions on the information requested. Mr. Tatom will work up a policy addressing how we pay our bills during those months where, for whatever reason, there is no meeting. This has happened several times in the last two years.
11. *Discussion and/or action on Budget for Fiscal Year 2021:*
- a. *Approval of revised budget:* This was done in January when we authorized the budget amendment. Ms. Enloe moved and Ms. Hanifan seconded the use of reserve funds to cover the increase in the contract costs and so to balance the budget. Motion passed.
  - b. *Answering Service:* Ms. Hanifan will resolve some issues regarding exactly how the service transmits messages and will probably sign up with Hastings, a local Austin company.
12. *Discussion and/or action on the Existing Contracts:* Nothing to report
- a. *City of Granite Shoals for time period FY 2019 to FY 2023*
  - b. *Tabor & Burnett*
13. *Discussion and/or action on communications from Legal Counsel:* Noting to report.
14. *Discussion and/or action regarding ESD concerns on LCRA and Lake LBJ:* It was noted that there are zebra mussels in Lake LBJ. There was a discussion on a possible source being the barges used in the bridge reconstruction but the consensus was that the mussels were already in the lake prior to the bridge collapse. It was noted that LCRA had established a one-year moratorium on permits for dredging for sand until the LCRA staff could develop appropriate rules and regulations.
15. *Discussion and/or action on training for Commissioners:* Mr. Tatom noted that each of us needs to keep on top of our training needs to meet our bi-annual requirements.
16. *Discussion and/or action on public interaction by Commissioners:* We are waiting on action by County Commissioner Luther on our fifth commissioner.
17. *Discussion and/or action on incoming mail:* Ms. Hanifan noted that the list was for two months' worth of mail and so it is more than usual.
- a. BCAD
    - i. Notice of 2021 Budget Amendment
    - ii. Annexation/De-annexation Request
    - iii. Tax Collections for 1-1 to 1-15 of \$34,216.49 + \$4.84
    - iv. Tax Collections for 1-16 to 1-24 of \$10,449.97
    - v. Tax Collections for 1-25 to 1-31 of \$18,101.44 + \$0.24
    - vi. Tax Collections for 2-1 to 2-15 of \$24,549.22
    - vii. Tax Collections for 2-16 to 2-18 of \$5,557.53
    - viii. Quarterly Payment of \$840.31 is due before April 1, 2021
  - b. Bank Statements
    - i. Security State Bank & Trust
      - 1. Statement for 1/31/2021 Balance of \$10,760.5
      - 2. Statement of Interest Earned for 2020 \$1,146.60
      - 3. Statement for 2/28/2021 Balance of \$10,760.50
      - 4. Renewal Notice for CD renewal, matures on 3/18/2021
    - ii. BancorpSouth
      - 1. Statement for 12/31/2020 Balance of \$119,199.56
      - 2. Statement for 1/31/2021 Balance of \$136,176.57
      - 3. Updated Terms and Conditions for Accounts
  - c. Bills
    - i. Ken Campbell for \$461.10
    - ii. Tami Griffin for \$75.00 for January
    - iii. Tami Griffin for \$25.00 for February
    - iv. Reminder regarding rate change for PO BOX and due.

d. VIFS Quarterly newsletter

*18. Internal Items and Establish tasks for next meeting:*

- a. Mr. Brady and Mr. Tatom will deal with the CD renewal.
- b. Mr. Brady will handle acquiring a credit card for the district.
- c. Mr. Brady has corrected the contact information at the Highland News.
- d. Ms. Hanifan will set up the answering service
- e. The recognition of Mr. Schappe's service will be done in April.
- f. Ms. Hanifan will develop a policy for the use of the credit card. Mr. Tatom will develop a policy for paying our bills when there is not meeting to authorize payment.
- g. Mr. Brady will check with Ms. Tabor on information on the credit card, how many cards and other suggestions.
- h. Chief Stanphill will begin working on the budget for FY 2022.
- i. Ms. Hanifan will send the business notices, meeting minutes and other material to Mr. Looney.
- j. Mr. Tatom will meet with Mayor Skinner to discuss the ESD and the relationship with the City.

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

- a. The next meeting will be on April 8, 2021 starting at 2:00 p.m.

*20. Close meeting:* Mr. Tatom adjourned the meeting at 3:34 p.m.