

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – July 18, 2024**

Williamson County Emergency Services District #2 held a regular meeting on July 18, 2024 at Sam Bass Fire Department Station 2, 16248 Great Oaks Drive, Round Rock, Texas and on-line at <https://global.gotomeeting.com/join/645098693> and by phone at 1-571-317-3129 or 1-877-309-2073.

Commissioners in Attendance:

Commissioners present in person: Jordan Baltazor, President; Russell Strahan, Vice-President; Tim Hunsberger, Treasurer; Darryl Pool, Secretary; Thom Nanninga, Assistant Secretary/Treasurer.

Meeting called to order at 7:01pm by Commissioner Baltazor. A quorum was present.

Pledge of Allegiance led by Commissioner Nanninga.

Public Comment: No member of the public requested to speak.

Action items

ITEM 4: *Approve minutes of prior meeting(s).*

Motion to approve minutes of regular meeting held June 20, 2024 as presented.

Motion: Strahan Second: Nanninga [Unanimous]

ITEM 5: *Review bookkeeper's report from Municipal Accounts & Consulting and consent to: a) approval of payment of monthly bills and invoices, b) approval of monthly financial report.*

Municipal Accounts & Consulting representative Alexia Kolmodin presented the District's monthly financial statements, bills, and invoices for June 2024. She stated there was nothing out of the ordinary to report. Commissioner Baltazor once again requested invoices received after the last day of the previous month be included in the report if they are to be presented for approval during any meeting. Kolmodin agreed to have such invoices included in the future.

MAC is continuing to process payroll for board members. The proposed contract to have HR&P take over that task has been reviewed by the District's Legal Counsel. The proposal will be included on the agenda for discussion at the next regular meeting.

Motion to approve MAC reports as presented.

Motion: Baltazor Second: Hunsberger [Unanimous]

ITEM 6: *Review Sam Bass Fire Dept. bookkeeper's report from M.A.&C.*

Kolmodin presented SBFD's monthly financial statements, bills, and invoices for June 2024. She stated there was nothing out of the ordinary to report. Next month's agenda will include amending the District's 2024 budget to reflect its commitment to fund SBFD's squad unit in the amount of \$250,000.

ITEM 7: *Discuss and take action to the District's 2025 Budget.*

Commissioners discussed procedures for adopting a 2025 District budget, setting a 2024 property tax rate, and the dates by which Williamson County needs such actions to be taken. The District's new legal counsel, Ken Campbell, pointed out how some state legal requirements had recently changed. The Williamson County Central Appraisal District has not yet provided the District's Certification of 2024 Appraised Values.

SBFD Chief James Shofner said the status of vehicles in service and that have been ordered is good. He favors increasing SBFD's 2025 budget to focus on personnel needs. He and the staff are developing proposed figures for presentation to the board next month.

Commissioner Nanninga moved to amend the 2024 budget to include the \$250,000 for SBFD's squad unit. Kolmodin pointed out that other adjustments need to be made and that it would be best to do so all at the same time. It was also noted this agenda item does not call for action on the 2024 budget. Motion withdrawn.

Various dates were discussed for when to hold special meetings, a public hearing, and the next regular meeting. Dates will be formally set when discussing agenda item 12.

ITEM 8: *Discuss and take action regarding retention/replacement of District legal counsel.*

Campbell reported he had spoken to the District's former legal counsel on the phone in June to inform him the board had terminated his service. Campbell said he bills on a monthly basis for services he performs during the previous month.

ITEM 9: *Discuss and take action relative to 2023 Sales and Use Tax election. Pursuant to Texas Local Gov't Code 551.071 an executive session may be held to confer with District counsel.*

Commissioner Baltazor announced the board would meet in executive session to confer with District Legal Counsel regarding the District's 2023 sales and use tax election. The executive session began at 7:54pm. No action or votes were taken. The session ended at 8:41pm and the meeting was again opened to the public.

Commissioner Pool recommended the board pursue some action seeking the return of at least a portion of the public funds expended on the November sales and use tax election like sending a letter to the District's former legal counsel requesting the return of a certain amount of those funds. He said, however, such action should not be taken unless the entire board is in agreement. Commissioner Baltazor recommended not pursuing any action against the District's former legal counsel as such would likely lead to controversy as to who was responsible for different actions taken, that it would be a distraction from the work that needs to be done in pursuing a future election, and that the door should remain open in case the board might want to utilize that counsel's services in the future. No action taken.

ITEM 10: *Discuss and take action relative to Sales and Use Tax.*

Commissioners and Campbell discussed the pros and cons of calling another sales and use tax election in either November 2024 or May 2025. Campbell addressed the state law prohibition on ESD's calling another sales and use tax election less than one year after holding such an election. He said the District would be on solid legal ground if it chooses the November date. Chief Shofner said the firefighters he has talked to would support either a November or May election; they would just like a decision be made as to when.

A consensus was reached among Commissioners that, for a variety of reasons, a May election would be preferable to one this November. No action taken, but the matter will be addressed again in time to make proper preparations for a May election.

ITEM 11: *Receive monthly operations report from Sam Bass Fire Department.*

a) Receive monthly statistics report from Sam Bass Fire Department.

SBFD Captain Corby Bryan presented abbreviated SBFD incident report data and activities for June 2024 plus comparison to prior years. He had previously emailed Commissioners the full report. Though service calls were down slightly from May, SBFD responded to more calls than in any previous June.

Commissioner Baltazor requested expanding the information provided on auto aid calls. Captain Bryan agreed to research how to obtain such data and incorporate it into the monthly presentations.

b) Receive update on Community Outreach Program at Sam Bass Fire Department.

SBFD Assistant Chief Amber Jordan reported June events included some SBFD personnel visiting The Children's Learning Center preschool. Several unscheduled tours were conducted at Station 2.

c) Receive report & take action to station maintenance.

Commissioner Strahan reported VFIS inspected damage at Stations 2 and 3 without the contractor present. VFIS checks of about \$247,000 for Station 2 and just under \$200,000 for Station 3 have been received. Chief Shofner said roof repair at Station 1 needs to be done before doing interior repairs.

ITEM 12: *Discuss potential agenda items, location, time, and date(s) for future business meetings. (08/15/2024)*

A special meeting will be held July 26 beginning at noon to discuss and propose a 2025 budget and 2024 property tax rate. Another special meeting will be held August 8 beginning at 7:00pm for a public hearing on the District's proposed 2025 budget and 2024 tax rate and to adopt a 2025 budget and 2024 tax rate. Next regular meeting to be held August 22, 2024 beginning at 7:00pm. All meetings will be held at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 9:22pm.

Motion: Strahan Second: Hunsberger [Unanimous]

“I attest that all the above information is true and correct to the best of my knowledge.”

Submitted by Darryl Pool, Secretary, Williamson County ESD #2