

Walker County ESD # 3 – Board of Commissioners

Minutes for Regular Session December 8, 2023 at 6:30 p.m.

GENERAL ITEMS

Prayer was led by Commissioner McCaffety.
Pledge of Allegiance and Texas Pledge were performed.

1. CALL TO ORDER

Walker County ESD #3 Board of Commissioners was called to order by President, Robert McCaffety at 6:31 p.m., at the Crabbs Prairie Volunteer Fire Station 41.

2. ROLL CALL

Commissioner, Rob McCaffety	President	Present
Commissioner, Huey Campbell	Vice President	Present
Commissioner, Billy Don Avritt	Secretary	Present
Commissioner, Mike Bilberry	Treasurer	Absent
Commissioner, Floyd Garner	Assistant Treasurer	Absent/Present

3. PRESENTATIONS BOARD/CITIZENS COMMENT

None.

4. APPROVAL OF MINUTES

Approve minutes of the November 10, 2023 regular meeting;
Commissioner McCaffety presented information.

MOTION: Made by Commissioner McCaffety to approve Minutes as presented.
SECOND: Made by Commissioner Campbell.
VOTE: Motion carried unanimously.

Commissioner Garner joined the meeting.

5. Bookkeeper's Report, including:

- a. Authorize payment of bills/invoices;
Commissioner McCaffety went over each receipt presented by the CPVFD.
- b. Review investment report and authorize investment of District funds, as necessary;
Eric Johnston presented information.

MOTION: Made by Commissioner Campbell to accept Bookkeepers report.
SECOND: Made by Commissioner Garner.
VOTE: Motion carried unanimously.

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6. **Tax Assessor-Collector's Report;**

Commissioner McCaffety presented information. There was some discussion regarding Appraisal District budget with County Judge Christian.

MOTION: Made by Commissioner Avritt to accept the Tax Assessor's report.
SECOND: Made by Commissioner Garner.
VOTE: Motion carried unanimously.

7. **Webmaster's Report:**

Bob Stoudt presented information. There was a discussion with the Board regarding Network Solutions and the direction the Board needed to pursue.

MOTION: Made by Commissioner Garner to accept the Webmaster's report.
SECOND: Made by Commissioner Campbell.
VOTE: Motion carried unanimously.

8. **CPVFD Fire Chief's Report, including:**

Chief Justin Baack and Assistant Chief John French presented information.

a) Fire operations;

ACTION: *There was an overview as the Department is pending reports from Dispatch.*

b) Consider potential conveyance of brush truck to the District from CPVFD and related documentation;

ACTION: *There was discussion on getting with Walker County for necessary paperwork to facilitate this transaction.*

c) Status of build of new fire truck;

ACTION: *Pending. Members to Ohio to see facilities and work on specs for the new truck.*

d) Status of procurement of District capital items through America Rescue Plan Act funding;

ACTION: *Pending. Up to a 6 week delivery time.*

e) Consider repairs to CPVFD pumper truck and take any necessary actions on same;

ACTION: *Crosby Fire Department donated to CPVFD. Texas Fire Apparatus list on things to be addressed and fixed as presented to the Board.*

MOTION: Made by Commissioner McCaffety to approve item (e) not to exceed \$ 15,000.00 in repair cost.
SECOND: Made by Commissioner Campbell.
VOTE: Motion carried unanimously.

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MOTION: Made by Commissioner Garner to approve item's (a, b, c, d) as discussed.
SECOND: Made by Commissioner Avritt.
VOTE: Motion carried unanimously.

9. Appoint strategic planning committee for District's strategic plan preparation;
Commissioner McCaffety presented information.

ACTION: PASS at this time.

10. Status of preparation of Access Easement for District's real property, including proposal for survey services, and take any actions on same;
Commissioner McCaffety presented information. Alvin martin is ready to prepare.

MOTION: Made by Commissioner Campbell to approve preparation of Access Easement for District's real property.
SECOND: Made by Commissioner Garner.
VOTE: Motion carried unanimously.

11. Consider improvements to or to serve the District's real property and take any necessary actions on same;
Commissioner McCaffety presented information.

ACTION: PASS at this time.

12. Attorney's Report, including review and approve 2024 annual agenda;
Regina presented information.

MOTION: Made by Commissioner Garner to approve 2024 annual agenda.
SECOND: Made by Commissioner Avritt.
VOTE: Motion carried unanimously.

13. Authorize publication of Notice of District Administration Office Address;
Commissioner McCaffety and Regina presented information.

ACTION: Voted on with items 14 and 15.

14. Authorize filing of financial and tax-related information with Texas Comptroller pursuant to Local Government Code, §203.062 and §403.0241 for the Special Purpose District Information Database;
Commissioner McCaffety and Regina presented information.

ACTION: Voted on with items 13 and 15.

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15. Authorize filing of Annual Report with the Texas Department of Emergency Management (SAFE-D);

Commissioner McCaffety and Regina presented information.

ACTION: Voted on with items 13 and 14.

MOTION: Made by Commissioner Avritt to approve items 13, 14 and 15 as presented.

SECOND: Made by Commissioner Garner.

VOTE: Motion carried unanimously.

16. Executive Session pursuant to Chapter 551, Texas Government Code, (Open Meetings Act) to discuss matters, as may be necessary;

ACTION: None at this time.

17. **Adjournment.**

The next meeting is scheduled for January 12, 2023 at 6:30 p.m.

ACTION: Commissioner McCaffety adjourned meeting at 7:28 p.m.


Secretary, Commissioner Billy Don Avritt

Minutes Approved on: 1-12-24

