

# Walker County ESD # 3 – Board of Commissioners

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## Minutes for Regular Session August 11, 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	Absent
Commissioner, Mike Bilberry	Treasurer	Present
Commissioner, Floyd Garner	Assistant Treasurer	Present

#### 3. PRESENTATIONS BOARD/CITIZENS COMMENT

**ACTION:** None at this time

#### 4. APPROVAL OF MINUTES

Approve minutes of the July 14, 2023 regular meeting;  
*Commissioner McCaffety presented information.*

**MOTION:** Made by Commissioner Bilberry to approve Minutes from July 14, 2023.

**SECOND:** Made by Commissioner Campbell.

**VOTE:** Motion carried unanimously.

#### 5. Confirm engagement of auditor for preparation of Fiscal Year Ending ("FYE") September 30, 2023 audit report;

*Commissioner McCaffety presented information.*

**MOTION:** Made by Commissioner Garner to approve engagement of auditor for preparation of Fiscal Year Ending ("FYE") September 30, 2023 audit report.

**SECOND:** Made by Commissioner Bilberry.

**VOTE:** Motion carried unanimously.

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6. Bookkeeper's Report, including:  
*Eric Johnston presented information.*

a. authorize payment of bills/invoices;  
*Eric Johnston presented information.*

*Commissioner McCaffety went over each receipt presented by the CPVFD. Commissioner McCaffety pulled the lights for the new truck stating the truck belonged to the Fire Department and he did not agree that the ESD should pay for any accessories. Chief Baack stated that all the trucks belong to the Fire Department and the ESD pays for accessories and maintenance on all the other apparatuses that the department uses to serve the public.*

b. authorize investment of District funds;  
*Eric Johnston presented information.*

*There was discussion about amending the Motion made at the last meeting regarding the investment funds from \$450,000.00 to \$500,000.00*

c. amend FYE September 30, 2023 Budget, if necessary;

*Commissioner McCaffety stated they needed to Table this to the next meeting.*

d. review proposed FYE September 30, 2024 Budget;

*Commissioner McCaffety appointed Commissioner Bilberry, Campbell and Eric Johnston to work on the Budget Committee.*

*Commissioner McCaffety asked for a Motion to accept the Bookkeepers report to include items a, b, c and d. Regina stated they would not be doing anything with c nor d other than appointing a committee.*

*Commissioner McCaffety stated he tabled item c and appointed the committee for d.*

**MOTION:**        **Made by Commissioner Garner to approve Bookkeeper's Report including items a, b, c being tabled and d the committee being appointed.**  
**SECOND:**       **Made by Commissioner Bilberry.**  
**VOTE:**           **Motion carried unanimously.**

7. Adopt Resolution Adopting Capitalization and Depreciation Schedule;  
*Commissioner McCaffety presented information.*

**MOTION:**        **Made by Commissioner Campbell to approve to Adopt Resolution Adopting Capitalization and Depreciation Schedule.**  
**SECOND:**       **Made by Commissioner Garner.**  
**VOTE:**           **Motion carried unanimously.**

8. Tax Assessor-Collector's Report;  
*Commissioner McCaffety presented information.*

**ACTION:**        **TABLED due to not have the print out.**

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9. Review 2023 Tax Rate setting process and proposed tax rate, authorize publication of proposed tax rate and set public hearing date, if necessary;  
*Commissioner McCaffety presented information.*

**ACTION:**           **TABLED.**

10. CPVFD Fire Chief's Report, including:  
*Chief Justin Baack presented information.*

a. fire operations;

**ACTION:** *There was an overview of calls for service.*

b. status of build of new fire truck;

**ACTION:** *There was an update of no new news.*

c. status of procurement of District capital items through America Rescue Plan Act funding;

**ACTION:** *There was an update on the ARP funding.*

d. review and approve Asset Lease Agreement with CPVFD;

**ACTION:** *There was discussion regarding this and what was currently in the contract.*

**MOTION:**           **Made by Commissioner Garner to approve CPVFD Fire Chief's Report.**

**SECOND:**           **Made by Commissioner Campbell.**

**VOTE:**               **Motion carried unanimously.**

11. Consider proposals for fencing the District's real property;  
*Commissioner McCaffety presented information and stated there is no update.  
Address is 4430 State Hwy 30.*

**ACTION:**           ***There was discussion and was TABLED for the second time.  
There was more discussion with the Board.***

**MOTION:**           **Made by Commissioner Bilberry to accept paying for the fence in the  
amount of \$750.00**

**SECOND:**           **Made by Commissioner Garner.**

**VOTE:**               **Motion carried unanimously.**

12. Authorize obtaining bids for road construction at the District's property;  
*Commissioner McCaffety presented information.*

**ACTION:**           ***There was discussion on the proposals. This was TABLED for the second time.***

13. Webmaster's Report;  
*Bob Stoudt gave an update.*

**ACTION:**           **Webmasters Report received.**

**MOTION:**           **Made by Commissioner Garner to accept Webmasters Report.**

**SECOND:**           **Made by Commissioner Campbell.**

**VOTE:**               **Motion carried unanimously.**

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14. Attorney's Report, including:

- a. adopt Resolution Adopting Amended Fees of Office and Reimbursement Policy; and  
*Regina presented information.*

**MOTION:** Made by Commissioner Garner to accept Resolution Adopting Amended Fees of Office and Reimbursement Policy

**SECOND:** Made by Commissioner Campbell.

**VOTE:** Motion carried unanimously.

- b. review Memorandum on 88th Texas Legislative Session;  
*Regina presented information regarding the parts that pertain to the ESD and the Fire Department.*

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

**ACTION:** None at this time.

16. Adjournment.

*The next meeting is scheduled for September 8, 2023 at 6:30 p.m.*

**ACTION:** Commissioner McCaffety adjourned meeting at 7:50 p.m.

  
Secretary, Commissioner Billy Don Avritt

Minutes Approved on: 9-8-23

