

# Walker County ESD # 3 – Board of Commissioners

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## Minutes for Regular Session February 13, 2025 at ~~5:00~~ p.m. 6:30

### 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.  
Bob Stoudt led the meeting with prayer.

#### 2. ROLL CALL

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

#### 3. PRESENTATIONS BOARD/CITIZENS COMMENT

*None.*

#### 4. Approve minutes of the January 9, 2025 regular meeting;

*Commissioner McCaffety presented information.*

**MOTION:** Made by Commissioner Bilberry to APPROVE Minutes.

**SECOND:** Made by Commissioner Campbell.

**VOTE:** Motion carried.

#### 5. Review layout concepts submitted by Architect candidates, rank candidates, accept Statement of Qualifications for architectural services and authorize negotiation of contract with same for feasibility/site development/station design for District's future station;

Commissioner McCaffety presented information.

*Commissioner McCaffety presented information.*

**MOTION:** Made by Commissioner Campbell to approve rank as follows: BRW (370) & Martinez (356) and to accept Statement of Qualifications for architectural services and authorize negotiation of contract with BRW.

**SECOND:** Made by Commissioner Avritt.

**VOTE:** Motion carried.

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**6. Review and approve audit report for Fiscal Year Ended ("FYE") September 30, 2024 and authorize necessary filings of same;**

*Commissioner McCaffety presented information.*

**MOTION:** Made by Commissioner Avritt to APPROVE Audit Report as presented.

**SECOND:** Made by Commissioner Bilberry.

**VOTE:** Motion carried.

**7. ELECTION AGENDA:**

- a. Update on May 3, 2025 Sales and Use Tax Election matters and take necessary action on same;

*Regina presented information to the Board.*

**MOTION:** Made by Commissioner Campbell to APPROVE to put on Website and set Open House to be April 10, 2025 at 5:00 p.m.

**SECOND:** Made by Commissioner Bilberry.

**VOTE:** Motion carried.

**8. Bookkeeper's Report, including:**

- a. authorizes payment of bills/invoices, including authorize annual assessment payment to Walker County Appraisal District; and

*Eric Johnston presented information.*

- b. review investment report;

*Eric Johnston presented information.*

**MOTION:** Made by Commissioner Bilberry to APPROVE as presented.

**SECOND:** Made by Commissioner Avritt.

**VOTE:** Motion carried.

**9. Finance Committee Report, including consider capital items to be financed with tax-exempt debt;**

*Commissioner Bilberry presented information.*

**MOTION:** Made by Commissioner Campbell to APPROVE Finance Committee Report.

**SECOND:** Made by Commissioner Avritt.

**VOTE:** Motion carried.

**10. Tax Assessor-Collector's Report, including adopt Order Concerning Exemptions from Taxation for 2025 Tax Year;**

*Commissioner McCaffety presented information.*

**MOTION:** Made by Commissioner Avritt to APPROVE Tax Assessor Report.

**ACTION:** Commissioner Avritt RESCINDED his MOTION.

*There was discussion with Regina via phone.*

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**MOTION:** Made by Commissioner Avritt to APPROVE Finance Committee Report and adopt Order Concerning Exemptions from Taxation for 2025 Tax Year.  
**SECOND:** Made by Commissioner Campbell.  
**VOTE:** Motion carried.

### **11. Webmaster's Report;**

*Bob Stoudt presented information.*

**MOTION:** Made by Commissioner Campbell to APPROVE Webmaster's Report.  
**SECOND:** Made by Commissioner Avritt.  
**VOTE:** Motion carried.

### **12. Review potential available grants and authorize application for same, as necessary;**

*Tracy Stoudt presented information.*

**MOTION:** Made by Commissioner Campbell to APPROVE Webmaster's Report.  
**SECOND:** Made by Commissioner Bilberry.  
**VOTE:** Motion carried.

### **13. CPVFD Fire Chief's Report, including:**

a) Fire operations;

*ACTION: No report from Dispatch at this time.*

b) Consider requests for acquisition of capital item(s) or amendments to previously-approved requests and take any necessary action on same;

*ACTION: Update given.*

c) Review and approve Texas Emergency Services Retirement System program and take any necessary actions on same;

*ACTION: Update given.*

*There was discussion with the Board. Regina suggested they approve item 13(c) subject to ESD receiving the finalized copy.*

**MOTION:** Made by Commissioner McCaffety to APPROVE 13(b) for the Board to approve up to \$ 90,000.00, for ESD 3 to purchase the bid on the Pumper Truck at auction, after the determination that it is a single source procurement.

*There was discussion with the Board on the particulars regarding the auction process and statute.*

**MOTION:** Made by Commissioner Campbell to consider acquisition of the 2002 Pierce Truck, with a single source procurement, in an amount not to exceed \$ 90,000.00.  
**SECOND:** Made by Commissioner Bilberry.  
**VOTE:** Motion carried.

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**MOTION:** Made by Commissioner Campbell to APPROVE Fire Chief's Report item 13(a) and TABLE item 13(c).  
**SECOND:** Made by Commissioner Avritt.  
**VOTE:** Motion carried.

14. Review Amended and Restated Fire Protection and Emergency Services Agreement with CPVFD and take any necessary actions on same;  
*Commissioner McCaffety and Regina presented information.*

**ACTION:** TABLE

15. Review Second Amended and Restated Lease Agreement for Vehicle Apparatus, Equipment and Stations with CPVFD and potential transfer of various titles for CPVFD vehicles and equipment to the District, and take any necessary actions on same;  
*Commissioner McCaffety presented information.*

**MOTION:** Made by Commissioner Avritt to APPROVE Agreement subject to additions to be included.  
**SECOND:** Made by Commissioner Bilberry.  
**VOTE:** Motion carried.

16. Consider Building Committee appointments;  
*Commissioner McCaffety presented information.*

**MOTION:** Made by Commissioner Bilberry to APPROVE the following as the Committee: Assistant Chief, John French, Commissioner McCaffety, Commissioner Campbell, Ray Goodrum and Will Wheeler.  
**SECOND:** Made by Commissioner Avritt.  
**VOTE:** Motion carried.

17. Review and amend District Purchasing Policy, as necessary  
*Commissioner McCaffety presented information.*

**MOTION:** Made by Commissioner Campbell to APPROVE the Purchasing Policy.  
**SECOND:** Made by Commissioner Avritt.  
**VOTE:** Motion carried.

18. Review and adopt Resolution Adopting Amended Covered Applications Prohibition Policy;  
*Commissioner McCaffety presented information.*

**MOTION:** Made by Commissioner Avritt to APPROVE the Resolution.  
**SECOND:** Made by Commissioner Campbell.  
**VOTE:** Motion carried.

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**19. Attorney's Report:**

*Regina presented information stating there was nothing to report.*

**MOTION:** Made by Commissioner Campbell to APPROVE Attorney's Report.

**SECOND:** Made by Commissioner Avritt.

**VOTE:** Motion carried.

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

**ACTION:** None

**21. Adjournment:**

*The next meeting is scheduled for March 13, 2025 2025 at 6:30 p.m.*

**ACTION:** Commissioner McCaffety adjourned meeting at 8:06 p.m.

*Billy Avritt*  
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Secretary, Commissioner Billy Don Avritt

Minutes Approved on: 3-13-25

