

BOARD OF COMMISSIONERS MEETING
MINUTES
MARCH 19, 2024

1. Hank Dembosky called the meeting to order at 6pm.
2. Skip Smith led the Board in prayer.
3. Skip Smith led the Board in the pledges of allegiance.
4. Guests (6) in attendance are noted on the attached Sign-In Sheet.
5. Commissioners in attendance: President, Hank Dembosky; Vice President, Skip Smith; Treasurer, Colleen Majoue; Assistant Treasurer, Claren Kotrla; Secretary, Judy Bryant.
6. Pecan Prairie Solar Project update was provided by Project Manager Carolyn Hiebert of ConnectGEN. ESD will be invited to the preconstruction meeting. Project construction is expected to begin July 1, 2024, with a completion date in April 2026. Approximately 500 workers will be onsite during construction and 4-5 workers will remain for day-to-day operations after construction completion.
7. (a) Majoue reported that nine checks needed to be written during the meeting. Check 1431 for \$519 to Carlton Law Firm for legal services, invoices 10256 and 10257. Check 1432 for \$1,356.60 to reimburse CPA Caryn Thompson for two years of ESD Quickbooks subscription. Check 1433 for \$2,530.20 to Leon County Tax Assessor Robin Shafer for 2023 parcel fees. Check 1434 for \$2,529.60 to Leon County Tax Assessor Robin Shafer for 2022 parcel fees. Check 1435 for \$331.00 to Texas Mutual Insurance Company for workers comp policy from March 23, 2024 to March 23, 2025. The following three checks were for SAFE-D Conference attendance: Check 1436 for \$668.27 to Oscar (Skip) Smith, Check 1437 for \$516.72 to Colleen Majoue and Check 1438 to Judy Bryant for \$570.98. **Check 1439 for \$72,500 to HTL VFD/EMS for Contract quarterly payment.** Check 1497 for \$4,039.00 to Leon County Appraisal District for 2nd Quarter 2024 payment and Quarter 2023 past due payments. Majoue also reported that Check 1482, previously issued to the County Clerk for posting fees, was returned and needed to be voided. All checks and the voidance of Check 1482 were approved unanimously after a motion by Kotrla and second by Smith.
(b) Specific January and February 2024 monthly financial reports were not available for the meeting, however a comprehensive Profit & Loss Statement (10/01/23 – 3/19/24) was.
(c) The Certificate of Deposit was renewed March 18, 2024, at 4.15%. The renewal was approved unanimously after a motion by Smith and second by Kotrla.
(d) Sales tax revenue for March was \$3,163.48.
(e) Adjustments to FY 23/24 budget, including the QuickBooks subscription and Tax Assessor Collector fees was tabled until the April 2024 meeting.
8. (a) The latest quote for the ambulance, including graphics, was \$215,000, with a June 2024 anticipated delivery. Down payment for ambulance expected to be \$24,731 with monthly payments between \$3,800 and \$3,900.

(b) The HTL VFD/EMS Financial and Activity Reports (attached) were presented by Jim Hawthorne and Sherri Guerra. The HTL VFD/EMS monthly performance measures reported are noted in the activity report. The reports were unanimously approved with a motion by Kotrla and second by Bryant.

- EMS Calls: 26
- Average Response Time: 09:36
- Average Out-of-Chute Time: 00:02:02
- Fire Training Hours: 20
- Volunteer Response Hours: 40

9. (a) The Texas Comptroller Annual Financial Information Report has been filed. Bryant to obtain copy from Majoue for our files.
(b) Dembosky met with the Leon County Appraiser on March 11. Dembosky announced that a Houston land developer bought Normangee Lake.
(c) Additional sales tax revenue is possible through the solar farm, Hilltop Lakes restaurant contract and future convenience store.
(d) Smith advised the CERT trailer and members will be present at the Hilltop Lakes Eggstravaganza on March 23, 2024. CERT has seven new members.
10. Smith to review Treasurer's Bond to determine if it's necessary to have it or if it is covered under VFIS.
11. All required signatures have been completed at Prosperity Bank. Signatures are also needed at Normangee State Bank for the Certificate of Deposit. A motion passed unanimously for Dembosky and Majoue to be authorized signatories for the District Account at Normangee State Bank after a motion by Majoue and a second by Bryant.
12. Approval to renew the Workers Compensation insurance policy, if needed, passed unanimously after a motion by Smith and second by Kotrla. Smith to review and report.
13. The February minutes were unanimously approved with a motion by Majoue and second by Smith.
14. Kotrla, Bryant and Majoue will review ESD files and determine (1) documents that can be destroyed based on regulatory retention requirements and (2) whether there is a historical benefit to retaining any of them.
15. Dembosky, Smith, Majoue and Bryant attended the SAFE-D Conference February 22-24, 2024. Dembosky and Smith each earned 12 credit hours, and Majoue and Bryant earned 11 credit hours. Bryant will be responsible for tracking training. Each attendee will need to submit a copy of the training certificate for the official files.
16. HTL VFD will hold two fundraisers in April: (1) April 20 – Golf Tournament.
(2) April 27 - Dessert Auction & BBQ Dinner & BBQ Cookoff & Music at the campground.
17. No public comments.
18. Next meeting is Tuesday, April 16, 2024, at 6pm.
19. At 8:30pm, Kotrla made a motion to adjourn, with a second by Majoue.