

## **BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO.2**

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### **Business Meeting Minutes November 14<sup>th</sup>, 2022**

#### **Location: Brazos County District 2 Station #1**

1. **Call meeting to order.** The meeting was called to order at 6:30P.M. by Dan Wilkerson.

Attendance:

#### Elected Officers:

Dan Wilkerson – President - Present  
Michael Hering – Vice President - Present  
Joe Matejka, Assistant Treasurer - Present  
Lloyd Scasta – Treasurer - Present  
Larry West – Secretary - Present

Also present was Kelli Carlton of The Carlton Law Firm, P.L.L.C., via videoconference.

2. **Public comment on items not on the agenda.** No public comments were heard as no visitors were present.
3. **Public comment on agenda items.** No comments on agenda items were heard as no visitors were present.
4. **Receive the monthly report from the treasurer and consider a. approval of payment of monthly bills and invoices: and b. approval of monthly financial report:** No bank statements were available at the meeting, balances will be reported and updated at the December meeting. Four invoices were discussed and considered: 1. Kelly Burt Dozer \$415.94, Direct Financial Solution \$150.00, Carlton Law Firm \$1,635.50, and Lawyers Title \$250.00. Mr. Hering made a motion to pay the submitted invoices, Mr. Matejka seconded. The motion passed 5-0. Mr. Wilkerson submitted an invoice for reimbursement for the vehicle tags he had picked up at the tax office. Mr. Scasta made a motion to reimburse Mr. Wilkerson \$22.00, Mr. Hering seconded. The motion passed 4-0, Mr. Wilkerson abstained from the vote.
5. **Report of Service Providers in District territory.** Mr. Boyd gave the update from the

Volunteer Fire Department. In this update he updated both call volume and call type. He explained that the fire department had been awarded the Daniel Stark grant for the purchase of extrication tools. He also took this opportunity to you thank the ESD for purchasing the material and filling the pothole up in front of station 1. Unit 241 is currently out of service while waiting on new tires. A handout with the payroll report and response times was distributed to the participants at the meeting. Inventory questions concerning radios and their additions to the inventory list were also discussed in this portion of the meeting. Mr. Boyd said he would update the inventory.

6. **Approve November payment to service providers.** A November payment request was presented by the fire department in the amount of \$26,841.24. Upon further discussion and review of the October service provider bank balance no payment was issued for the month of November.
7. **Receive monthly commissioner activity reports on district related activities since the last board meeting.** Mr. Hering gave an update that the order had been placed on the Ford F550 with Chastang Ford in Houston, Texas. The estimated time of arrival is currently unavailable. Mr. Hering also explained that a meeting with TXDoT is still being set up as they will need the engineering and design in order to have a repair blueprint to discuss with the contractor.
8. **Discuss and consider approval of minutes from the October 2022 meeting.** The ESD met three separate times in October. Mr. Hering made a motion to accept the meeting minutes from October 5th, Mr. Scasta seconded. The motion passed 5-0. Mr. West made a motion to accept the meeting minutes from October 10th, Mr. Matejka seconded the motion. The motion passed 5-0. Mr. Scasta made a motion to accept the meeting minutes from October 24th, Mr. Hering seconded the motion. The motion passed 5-0.
9. **Discussion and consider any amendments to the 2022 budget and or 2023 budget and cash flows for the year.** There was no discussion at this time.
10. **Discuss and consider approval of resolution declaring certain property listed in exhibit A to the resolution as surplus and authorizing the sale of this surplus property.** Mr. Hering made a motion to pass the resolution of the Brazos County Emergency Services District #2 authorizing the sale of surplus property, Mr. Matejka seconded the motion. The motion passed 5-0.
11. **Discuss and consider approval of an agreement with Lawyers Title to complete title work on station 1 and station 2 and prepare title transfers to the ESD as applicable.** Mr. Scasta was able to pick up the report from Lawyers Title concerning deed and ownership information related to the two listed above properties. These documents will be sent to the Carlton Law Firm for review. There was no further discussion or action at this time on this agenda item.
12. **Discuss and consider approval of an agreement with Thompson, Derrig, and Craig for an audit of the FY 2021-2022 Service Provider Financials.** Mr. Wilkerson explained

that the auditor had sent over documents for signatures from both the ESD Board and the Volunteer Fire Department to release and provide any financial information request from fiscal year 2021-2022. Mr. Wilkerson also explained that the estimated cost of this audit was to be between \$7,500 and \$9,500. Mr. Hering made a motion to approve the agreement between the board/fire department and the firm performing the audit, Mr. Scasta seconded the motion. The motion passed 5-0.

13. **Discussion of commissioners West and Hering's reappointment.** The group discussed the upcoming appointments of Michael Hering and Larry West to another two years as an Emergency Services District Commissioner. Both gentlemen agreed to continue to serve, and Mr. Wilkerson stated that we will get this in writing to the county judge to be presented to the county court.

Mr. Wilkerson called agenda items 14, 15 and 16. The Board then went into Executive Session at 7:18pm for the purpose of receiving legal advice on these items. Mr. Wilkerson declared the meeting back in open session at 7:44 PM. No action was taken during the executive session.

14. **Discuss the possible purchase or conveyance of property in Brazos County ESD 2 service territory for future site of Station 4.** No action was taken at this time.
15. **Discuss a District policy concerning maintenance, use and care of Brazos County ESD No. 2 equipment and property.** No action was taken at this time.
16. **Discuss and consider approval of the tax levy amount presented by the Brazos County tax assessor.** The board discussed approval of the certified 2022 tax levy as supplied by the Brazos County Tax Assessor-Collector, in accordance with Sec 26.09(e) of the Tax Code. The certified tax levy considers property protest adjustments, exemptions, and other items that occurred after the estimated tax levy was distributed. After discussion, a motion was made by Mr. Hering to approve the tax levy amount of \$218,668, Mr. West seconded the motion. The motion passed 5-0.

Mr. West made a motion to adjourn meeting at 7:46, Mr. Matejka seconded. The motion passed 5-0 in favor.

Mr. Wilkerson adjourned the meeting at 7:46 p.m.

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Larry West, Secretary