

Caldwell County Emergency Services District #3

Board Meeting MINUTES

June 9, 2022 6:30PM

Board Meeting held at the Martindale Volunteer Fire Department located at:
111 Lockhart Street, Martindale, TX 78655

1. Call meeting to order at 6:30 pm
 - (a) Roll Call: Commissioners Present – Bill Hamilton, Mark Jungers, Robert Moreno, Josie Martinez, David Murdoch Also in Attendance: Laurel Schuelke, Bill Glaze, Chief Chris Germer
 - (b) Quorum present
2. Review and approve Minutes from the May 10, 2022 meeting - Motion made by Mark Jungers to accept minutes as written – David Murdoch 2nd – PASSED 5-0
3. **Reports**
 - (a) Call Report from MVFD – Report unavailable
 - (b) Financial Report presented by David Murdoch
 - (c) MVFD Tax Returns Status – Denise Bartlett of Bartlett Business Services has been contacted to start the tax returns for MVFD.
 - (d) Building update – Bill Hamilton reported that the USDA has sent several documents that need to be signed by the Board regarding: Lobbying, Debarment, Civil Rights, Access for Persons with Limited English, Federal Collections Policies, Certifications for Contractors, Grants and Loans, Drug Free Workplace and Equal Opportunity Agreement.

A line of credit checking account will be needed to pay construction expenses from that will then be reimbursed by the USDA after monthly submission and approval of the expenses.
4. **Discussion / Action Items**
 - (a) Amazon tax exempt business account- The idea of the ESD applying for a Sales Tax-Exempt Business account with Amazon for both ESD and MVFD purchases to be made on was discussed. No action was taken.
 - (b) Engineering expense for sewer line – An initial deposit of \$1,000 is needed by the City with the application. Frank Gomillion needs to have an engineer design the new sewer line prior to looking for bids to do the work. Bill Hamilton motioned to approve the application for the Sewer Tap and the payment of the \$1,000 deposit to the City, in addition to approving the Retainer of Ann Gallup as Engineer for the Sewer Line for a fee of \$3,500-\$5,000 – Mark Jungers 2nd – PASSED 5-0
 - (c) Review and approve expenses - David Murdoch motioned to approve payment of operating expenses, as well as a \$6,765 payment for the ESO Software needed by MVFD and a \$16,000 retainer to be paid to Architect Frank Gomillion, as well as checks of reimbursement from the Funding account to the ESD checking account of \$9,200 and a reimbursement from the Funding account to the MVFD held Funding account of \$2,729 for expenditures identified in the financial report – Mark Jungers 2nd – PASSED 5-0
5. Announcements: The Audit results and Financial Reports were submitted to CCCC on 5/30/22 by Bill Hamilton.
6. Set next meeting time and date – **Thursday 7-14-2022** – 6:30pm
7. Adjournment – Mark Jungers motioned to adjourn – Josie Martinez 2nd at 8:07