



# Williamson County Emergency Services District No. 4 Liberty Hill Fire Department

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Minutes of Regular Meeting held on Monday, June 19, 2023

## **Call to Order (Item 1)**

The meeting was called to order by President Dan Clark at 6:30 p.m. Board members present were Commissioner Carrie Van Meeteren, Commissioner Kim Sanders, and Commissioner Chuck Walker. Commissioner Jason Shaw was absent. Also in attendance were Chief Anthony Lincoln and Ms. Alma Jellison.

## **Pledges (Item 2)**

Pledges were led by Commissioner Walker.

## **Citizen Comment (Item 3)**

None.

## **Review and approve meeting minutes for May 22, 2023 (Item 4)**

Commissioner Walker moved for approval. Commissioner Sanders seconded the motion, and it was approved 4-0.

## **Hear treasurer's report and take appropriate action for the updated report for the 2022/2023 budget year (Item 5)**

Report given by Chief Lincoln. No action taken.

## **Discussion and authorize to approve and accept the statement and oath of office for appointed commissioner. Williamson County Commissioners Court appointed Carrie Van Meeteren as Board Commissioner. (Item 6)**

Commissioner Sanders motioned to approve and accept the statement and oath of office for appointed commissioner Carrie Van Meeteren. Commissioner Walker seconded the motion, and it was approved 4-0.



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## **Discuss and possible action filling the Board Officer vacancy for the position of Secretary. (Item 7)**

Commissioner Sanders moved to approve and accept Carrie Van Meeteren to serve as the position of Secretary for WCESD No. 4. Commissioner Walker seconded the motion, and it was approved 4-0.

## **Discussion and possible action authorizing the update of Entity Authorization Resolution and associated signature cards for all accounts with Frontier Bank of Texas. (Item 8)**

Commissioner Sanders moved to update the Entity Authorization Resolution and associated signature cards for all accounts with Frontier Bank of Texas with the seated board of commissioners and the elected officer positions as of the adjournment of the June 19, 2023, meeting as referenced in the meeting minutes. Commissioner Walker seconded the motion, and it was approved 4-0.

Dan Clark – President  
Jason Shaw – Vice President  
Chuck Walker – Treasurer  
Kim Sanders – Assistant Treasurer  
Removal of James Crabtree – Secretary  
Add Carrie Van Meeteren – Secretary

## **Presentation, Discussion, and possible action on the acceptance of the 2021/2022 Annual Audit completed by Donald Allman Certified Public Accountants and authorization to file with Williamson County. (Item 9)**

Review of extension letter submitted to Williamson County Commissioners Court. Discussion of additional procedure to submit of the 2021/2022 Annual Audit completed by Donald Allman Certified Public Accountants and authorization to file with Williamson County.

## **Discussion and possible action on identifying 2023/2024 Budget Priorities. (Item 10)**

Discussion by Commissioner Clark to add a budget line item for Land Acquisition etc. and associated costs to go with. Update website and purchase Ipads for Commissioners to utilize during meetings and training to reduce paper. No action taken.



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## **Discussion and consider adoption of the Tax and Budget planning calendar for the 2023/2024 process, and take any related action, to include scheduling a budget meeting/workshop and website status, accessibility and posting requirements. (Item 11)**

Commissioner Sanders moved to have our Budget Planning Calendar dates set at June 19 for budget planning, August 7, 2023, for budget presentation and proposed tax rate adoption, and August 28, 2023, for Public hearing and adoption date that must be at least five days from previous date (prefer 14 and have as regular August meeting.). Commissioner Walker seconded the motion, and it was approved 4-0.

## **Discussion and possible action authorizing the City of Liberty Hill to negotiate a sales tax sharing agreement with a future development on behalf of WCESD No. 4 (Item 12)**

Commissioner Sanders moved to approve a sales tax agreement with the City of Liberty Hill for the Henrietta development. WCESD No. 4 will rebate 50% of the collected sales tax to the City of Liberty Hill while WCESD No. 4 retains 50% of the 1.75 cents sales tax rate collected by WCESD No. 4. Commissioner Walker seconded the motion, and it was approved 4-0.

## **Discussion and possible action on purchasing of property, status of design, architectural and engineering work, architectural and engineering consultants, and construction of Fire Stations #3 and #4, and any future fire station sites and associated funding (Item 13)**

No action was taken.

## **Monthly Fire Chief's report (Item 14)**

A report of response times, types of calls, and training was given by Chief Lincoln. No action taken.

## **Announcements (Item 15)**

The next regular meeting will be held at 6:30 p.m. on Monday, July 24, 2023.

## **Adjourn (Item 16)**

Commissioner Walker moved to adjourn the meeting. Commissioner Sanders seconded the motion, and it was approved 4-0. The meeting adjourned at 7:06 p.m.



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Respectfully Submitted:

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Carrie Van Meeteren, Secretary

Approved:

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Dan Clark, President