

**WOOD COUNTY EMERGENCY SERVICE DISTRICT #1  
NOTICE OF MEETING OF DIRECTORS TO BE HELD:  
MONDAY APRIL 21, 2025, AT 9:00 AM  
LOCATION:  
HOLLY LAKE VOLUNTEER FIRE DEPARTMENT  
126 PR 7869  
HOLLY LAKE RANCH, TEXAS 75765**

**Meeting Minutes - FINAL**

Call the Meeting to Order

**President Kristina Horn called the meeting to order at 9:26 AM. Other commissioners in attendance were Robin Edwards, Cynthia Treece and Chuck Bahr, Keith Mullinax, outgoing Treasurer, and Sharon Lindquist, incoming Treasurer.**

Certification by the President or Vice-President that the provisions of the Open Meetings Act, Section 551.001 Et. Seq. of the Texas Government Code has been complied with in connection with the public notice of this meeting and that a quorum is present.

**President Horn confirmed that all the provisions of the Open Meetings Act were met, and that a quorum was present.**

Invocation

**Commissioner Bahr gave the invocation.**

Pledge of Allegiance

**All in attendance participated.**

Recognition of guests

**No guests were present from the public.**

**Michael O'Connor and Donnie Reynolds from Christus attended as did HLVFD Chief Joe Taylor and Captain Cheryl Thomas.**

Receive public comment.

**None**

Review and consider approval of prior minutes.

**The Commissioners reviewed the March 2025 meeting minutes. Commissioner Edwards moved to accept the minutes without corrections, and Commissioner Lindquist seconded the motion. It was approved.**

Present, review, and consider approval of Treasurer's Report

**Commissioner Mullinax presented both the March 2025 and the April 2025 Treasurer's Reports. In March, the beginning balance was \$222,368.90, and, with the addition of \$68.23 in interest, the total became \$222,437.13. In April 2025, the beginning balance was \$222,437.13, and with the addition of \$118.61 in interest and deposits of \$147,962.90 (property tax proceeds), the total became \$370,518.64.**

**Deposits of \$76,201.94 were received by the Appraisal District in March 2025, and \$71,760.96 in deposits were received in April 2025, totaling \$147,962.90 deposited into ESD #1's bank account.**

**Commissioner Mullinax moved to accept both the March 2025 and the April 2025 Treasurer's Reports, and Commissioner Edwards seconded the motion.**

Present, review, and consider approval for Payment of Accounts due.

**In March, a quarterly payment to the Wood County Appraisal District was due, for a total of \$2,104.25. This was approved for payment at the March 2025 meeting. Commissioner Mullinax paid this bill. A GoDaddy invoice for two years of website management for \$287.76 was paid by Commissioner Treece. Both accounts due were approved for payment/reimbursement by the Commissioners. There were no accounts due in April 2025.**

**Commissioner Mullinax noticed an error in the March 2025 minutes—the Wood County Appraisal District payment totaled \$2,104.25 and not \$2,104.24. Commissioner Mullinax moved to accept the March minutes as corrected, and Commissioner Treece seconded the motion which was approved.**

ESD #1 Board to receive for review and consider approval for payment of sworn billing and any submitted requests of contractual amounts by Holly Lake Volunteer Fire Department (HLVFD).

**Captain Cheryl Thomas had previously submitted receipts for January 2025 for a total of \$24,886.97. She also had previously submitted receipts for February totaling \$46,897.81. The Commissioners previously reviewed these receipts at the February 2025 and March 2025 meetings and voted to approve these reimbursements at the March 2025 meeting.**

**Captain Thomas submitted additional sworn billings for March 2025 of \$6,657.62 and receipts for April 2025 of \$15,622.82. The Commissioners reviewed the receipts for these billings. They will be considered for payment at the May 2025 meeting.**

Activity Report including any training time from HLVFD and Christus EMS.

**HLVFD:**

**Structure fire – 3**

**Car fire - 1**

**Grass fire – 7**

**Landing zone - 0**

**Medical calls – 53**

**Motor vehicle collisions - 2**

**Public assists – 10**

**NP - 0**

**Total – 76**

**February training hours – 264.5-man hours**

**Chief Taylor stated that 669 calls were received in 2024, the highest number on record since the inception of HLVFD. The second highest number of calls was in 2019, with 606 total calls.**

**Christus:**

**35 calls with 34 transports with four life emergencies. The average response time was 14.0 minutes.**

**Christus Regional Manager Donnie Reynolds stated that there are now measles cases in east Texas. He will send Captain Taylor photos and descriptions of measles symptoms.**

Old Business:

1. Report on filing of Special Purpose District Report with State Comptroller due April 1, 2025.  
**President Horn stated that she filed this report by April 1, 2025.**
2. Update by Commissioner Treece on status of strategic plan for HLVFD.  
**Commissioner Treece stated that she had a productive meeting about her Request for Proposal (RFP) with Holly Lake resident and former Holly Lake Ranch Homeowners Association board member, Tom Hunse. She and Tom developed a “short list” of Holly Lake residents who may be good candidates to serve as part of the community group to help the HLVFD develop the strategic plan. Tom also had some excellent suggestions for additions to the RFP.**  
  
**Commissioner Treece asked Commissioner Bahr to give an update on his plans to contact three fire chiefs about our strategic plan. He will contact them this month about sending us their strategic plans (for those that have one) and possibly meeting with the ESD #1 board members.**  
  
**Commissioner Treece stated that she will continue to refine the RFP and will send it to several of her consultant friends for their review, as well as to Mr. Hunse, for additional input.**
3. Any other old business.  
**There was no other old business to discuss.**

New Business:

1. Discuss and take any necessary action for FY 2024 Audit report due to be filed with Wood County Commissioners' Court by June 1, 2025.  
**This report will require that information from the ESD #1 Board Treasurer be provided to the ESD #1 board's CPA firm, McNeely & McNeely. President Horn stated that due to the tax revenue that ESD #1 will receive, we will need to do a more extensive report than what we have previously completed. New Treasurer Sharon Lindquist and former Treasurer Keith Mullinax will ensure that the information gets to the CPA firm.**  
  
**Commissioner Mullinax took a moment to tell President how much he appreciates her work with him over the last six years. This will be his last ESD #1 board meeting.**
2. Discuss and take any necessary action to update signatures and account agreements for Wood County ESD #1 account at City National Bank.  
**President Horn will speak with the bank to determine what they need to update the signatures. She stated that she believes it will be a new board roster, a resolution, and minutes from the February 2025 meeting when Commissioner Lindquist was nominated for Treasurer.**  
  
**Treasurer Lindquist stated that she will inquire about money market accounts and certificates of deposit rates for investment of ESD #1 funds when she visits with CNB.**

3. Wood County ESD #1 board to receive for review and discussion 1) an annual financial report, including a profit and loss statement and balance sheet, and 2) an annual activity report for HLVFD. **Captain Thomas presented the financial report in two ways, one January 1, 2024, through December 31, 2024, and a second report January 1, 2024, through March 31, 2025. Captain Taylor did the same for the 2024 activity reports. These were presented to President Horn and reviewed by the commissioners.**
4. Discuss any planned public events involving Wood County ESD #1, HLVFD or Christus EMS. **Chief Taylor reported that the HLVFD golf tournament on April 15 was successful. HLVFD will continue to host Saturday night bingo, host a hazardous materials control training on April 25 and 26, assist with the Hawkins Independent School District cardboard boat races on May 2 and host a pancake breakfast on July 5.**  
  
**Christus representative Donnie Reynolds reported that they will also be present during the cardboard boat races on May 2.**
5. Any other new business.  
**There was no other new business.**

Close Meeting

**Commissioner Bahr moved to adjourn the meeting, and Commissioner Edwards seconded the motion, which was approved.**

By Cynthia Treece

Prepared by Cynthia Treece, Secretary, April 30, 2025