

**WOOD COUNTY EMERGENCY SERVICE DISTRICT #1**  
**NOTICE OF MEETING OF DIRECTORS TO BE HELD:**  
**MONDAY June 16, 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 9:24 a.m. Other commissioners in attendance were Chuck Bahr, Sharon Lindquist and Cynthia Treece. Commissioner Edwards was not present.**

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 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 May 19, 2025 meeting minutes and the minutes from the special meeting held on May 26, 2025. Commissioner Lindquist noted discreetly to Commissioner Treece that her last name was misspelled in several places in the May 19, 2025 minutes. This error was also made in the minutes for the May 26, 2025 special meeting.**

**A second error in the minutes for the May 26, 2025 special meeting was the misspelling of the name of the CPA contract candidate, Dimov. Commissioner Treece moved to accept both sets of the minutes with all corrections as noted, and Commissioner Lindquist seconded the motion. It was approved with an abstention from Commissioner Bahr, who was not present at the May 26, 2025 special meeting.**

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

**Commissioner Lindquist presented the treasurer's report. The beginning balance on May 31, 2025 was \$304,311.98.**

Deposits made included \$4,604.93 from the Wood County Appraisal District and \$101.12 in interest. Disbursement of \$23,827.42 were made, and there was a petty cash balance of \$60.00, resulting in an ending balance of \$285,250.61. There were no outstanding checks. Revenues for FY2025 to date total \$283,743.92 and disbursements total \$165,924.30.

Commissioner Treece moved to approve the treasurer's report, and Commissioner Bahr seconded the motion, which was approved.

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

Accounts due included a sworn billing of \$6,387.90 from HLVFD and \$6,000.00 to Mike Ward, ESD #1's new CPA. Total due was \$12,387.90.

Commissioner Lindquist asked how the ESD #1 audit report gets submitted to the county commissioners, and President Horn explained that the audit should come to her, and she will add a cover letter and submit it to the commissioners.

The commissioners spent a few minutes discussing a short list of questions posed by Mr. Ward. Appropriate answers were developed for Commissioner Lindquist to share with him.

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 Thomas had previously submitted the \$6,387.90 set of invoices for April 8 – May 20, 2025 at the May meeting. The commissioners each reviewed these invoices.

President Horn requested new copies of invoices where the watermark that the invoice had been paid was blocking out invoice information. Captain Thomas made new copies of these invoices for the file.

Captain Thomas also submitted a total of \$11,017.26 invoices from May 6 – June 18, 2025. These will be considered for payment at the July 21, 2025 meeting.

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

**HLVFD:**

Structure fire – 2

Grass fire – 0

Landing zone - 1

Medical calls – 50

Motor vehicle collisions - 2

Public assists – 4

Total – 59

February training hours – 160-man hours

**Christus:**

Donnie Reynolds, Regional Manager for Christus EMS, was not present at the meeting. President Horn noted that he often sends the activity report for the month via email to the ESD #1 board members.

Old Business:

1. Update discuss, and take any necessary action for FY 2024 audit report due to be filed with Wood County Commissioners Court.  
**The commissioners each signed a letter to be submitted to Mr. Mike Ward, agreeing to retain him as Wood County ESD #1's CPA. Commissioner Lindquist will deliver the signed copy to Mr. Ward.**
2. Update on 2025 Preliminary Values notice sent out by the Wood County Appraisal District and anticipated date that Wood County Appraisal District will make a Certified Appraisal Roll available to Wood County ESD #1.  
**President Horn shared that that final official value will be available by the Wood County ESD #1 board's July 21, 2025 meeting.**
3. Any other old business.  
**Commissioner Treece stated that she will continue to work on the Request for Proposal to hire a consultant to assist HLVFD to write a strategic plan. Her hope is that the RFP can be finalized by the July 21, 2025 meeting of the ESD #1 board meeting.**

New Business:

1. Discuss and consider approval of Resolution to appoint and authorize Wood County Tax Assessor-Collector Angie Luman to calculate the no-new-revenue tax rate and the voter-approval tax rate for Wood County ESD #1.  
**Commissioner Bahr moved to appoint Ms. Luman to make this calculation for ESD #1, and Commissioner Lindquist seconded the motion, which was approved.**  
  
**Each of the commissioners present signed a resolution to authorize Ms. Luman to make this calculation for Wood County ESD #1.**
2. Discuss and consider renewal of public officials' liability insurance policy through Texas Association of Counties Risk Assessment Tool.  
**President Horn stated that the liability policy through TAC will automatically renew, and there is no action required.**
3. Report by President and discussion regarding current contract for paramedic ambulance services.  
**President Horn stated that this agreement has been in effect in 2010, yet she has not seen it.**  
  
**She will meet with Christus Regional Manager Donnie Reynolds to discuss it, as it will need to be submitted as part of our audit report.**  
  
**None of the other ESD #1 board members has viewed this contract, as all were recruited to the ESD #1 board after it was signed. Captain Taylor stated that he would like to see it.**
4. Discuss and received input from HLFVD in regard to budget and financial needs or HLVFD.  
**Captain Taylor gave a verbal list of financial needs for FY 2026, among those were the need to re-surface the HLVFD parking lot and to renovate the retaining wall along Autumn Trail.**

Commissioner Treece requested that Captain Taylor present a list of anticipated expenses for FY 2026, as he did for FY 2025 at this time last year. He readily agreed to bring this to the July 21, 2025 meeting.

5. Discuss any upcoming or planned public events involving Wood County ESD #1, HLVFD or Christus EMS.

**Christus representative Michael O'Connor stated that they have no planned events in July.**

**Chief Taylor stated that HLVFD has a hazardous material training on June 28 and 29, will oversee safety for the 4<sup>th</sup> of July Fireworks show, will host a waffle breakfast on July 5, and will conduct bingo every Saturday night.**

**Chief Taylor also stated that the Texas Election Commission has asked if they may reserve HLVFD for the three weeks prior to the November 5, 2024 election, presumable for early voting.**

**Due to the fact that no one can gather in or use the HLVFD hall while the voting machines are in place, the commissioners agreed that they are not in favor of granting this request.**

6. Any other new business.

**There was no other new business.**

Close Meeting

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

By \_\_\_\_\_ *Cynthia Treece* \_\_\_\_\_

Prepared by Cynthia Treece, Secretary, July 16, 2025