

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 9**  
**Minutes of a Regular Meeting of the Board of Commissioners**  
**Tuesday, November 26, 2024, 6:30 p.m.**  
**1301 S. Capital of Texas Hwy., Building B, Suite 123**  
**West Lake Hills, Texas 78746**

1. Call to Order. 6:30pm
2. Roll Call and Certification of Quorum.

Commissioners Present:	Officers Present:	Others Present:
Virgil Flathouse (VF)	Chief David Wilson	Office Mgr. Kelly Ling
Steve Hudson (SH)	Chief Wayne Morris	Eng. Scott Elkins
Debbie Kasper (DK)		Ray Holliday (BRW)
Kirt Keister (KK)		Peri Sutton (BRW)
Steve Wilson (SW)		Lisa Andel (BRW)
3. Review and Approve Minutes for the October 22, 2024, Regular Meeting. - A motion was made to approve the minutes from the October 22, 2024 Meeting. (M-SH, 2nd-DK, V-unanimous)
4. Citizens' Communication – There were no citizens present.
5. Presentations
  - a. Report from the Firefighters' Union – Eng. Scott Elkins reported that the Union has elected a new VP.
  - b. Report on Ground Lease for Fire Station 903 – Chief Wilson reported on the Lease changes. No action required.
6. The Board will consider and possibly take action on the following Items:
  - a. Discussion and Possible Action on Contract Cost Increases for Fire Station 903 Engineering, Design, and Specification. – BRW Architects presented the proposed contract cost increases. A motion was made to approve the contract cost increases. (M-SH, 2nd-DK, V-unanimous)
  - b. Discussion and Possible Action on a Construction Method for Fire Station 903 – BRW Architects presented the four possible construction methods. A motion was made to approve the Competitive Sealed Proposal. (M-SH, 2nd-SW, V-unanimous)
  - c. Discussion and Possible Action on Establishing a Station 903 Commissioner Committee and Defining Intended Roles. - Chief Wilson reported on the staff design committee that has been formed and asked that two Commissioners be added to the committee. A motion was made to add two Commissioners (VF and SH) to the committee to work with the staff. (M-SW, 2nd-KK, V-unanimous)
  - d. Discussion and Possible Action on Closing Interest and Sinking Banking Accounts with Frost Bank and TexPool. – Chief Wilson reported on the two sinking fund accounts that were used to collect property taxes associated with the debt, which is now paid off. A motion was made to close the Frost Bank and TexPool sinking fund accounts and move the funds to the General Fund by transferring the funds to their respective main accounts at the two institutions. (M-SH, 2nd-DK, V-unanimous)
  - e. Discussion and Possible Action on Updates to the District's Policy Manual. – Chief Wilson presented updates to the Policy Manual. A motion was made to approve the changes to Sections 3.14 and 9.3 of the Policy Manual. (M-SH, 2nd-SW, V-unanimous)
  - f. Invoices Over \$2,000 – Office Manager Kelly Ling presented the invoices. A motion was made to approve the Invoices over \$2,000 (M-SH, 2nd-SW, V-unanimous)
7. Executive Session (No public discussion on these items) There was no Executive Session held.

8. Fire Chief's Report – Chief Wilson reported on District Activities and the Financial Reports.
9. Set Date and Time of future ESD No. 9 Meetings. December 17, 2024 at 6:30pm
10. Adjournment. 7:50pm

Steve Hudson

Steve Hudson, Secretary