MEDINA COUNTY EMERGENCY SERVICE DISTRICT 1
PO BOX 1037
CASTROVILLE, TEXAS 78009

MEETING MINUTES
WEDNESDAY, May 13, 2026 7:00 PM
Meeting Location: Medina County Precinct 2 Bldg. Courtroom, 8366 FM 471 S, Castroville, TX 78009

I. OPEN MEETING:

1. CALL TO ORDER and ROLL CALL:
President Marvin Dziuk called the meeting to order at 7:04 pm and established a quorum with commissioners Jenny Ferren, Gary Foster, Leroy Haby, and Tom Page. Also present were Fire Chief Clinton Cooke, Assistant Chief Sarah Windsor, Accounts Payable Associate Cynthia Stanukinos, EMS Chief Vaughn Miller, and special guest Dusty Rough, Auditor of Coleman Horton & Co. of Uvalde, Texas.

1 - A. PLEDGE OF ALLEGIANCE TO UNITED STATES AND TEXAS FLAGS:
President Dziuk requested all in attendance to rise, face the United States and Texas flags and pledge their allegiance to each. President Dziuk thanked all for their participation.

1 - B. INVOCATION:
President Dziuk called upon Fire Chief Cooke to do the invocation. Chief Cooke gave the invocation; asking for guidance, safety and protection.

1 - C. INTRODUCTION OF ANY SPECIAL GUEST(S)/RECOGNITIONS:
President Dziuk introduced Dusty Routh, Auditor, of Coleman Horton & Co. of Uvalde, Texas. He would be giving the presentation of the Audit report later in the meeting.

2. CITIZEN COMMENTS:
None.

3. ADMINISTRATION – DISCUSSION AND RESOLUTIONS/ACTIONS ON THE FOLLOWING:

3 - A. REVIEW AND APPROVE MINUTES OF APRIL MEETING:
Commissioner Page moved to approve the April meeting minutes as presented in the monthly meeting folder. Commissioner Ferren seconded his motion. The motion passed 4-0.

At this point, President Dziuk moved up item 3-D on the agenda, to allow the auditor to present the audit report, field any questions, and still be able to travel back to Uvalde before it got too late. See discussion under 3-D below.

3 - B. FINANCIAL REPORTS, BUDGET VS. ACTUAL, AND APPROVAL FOR PAYING BILLS AND APPROPRIATE TRANSFERS:
Chief Cooke presented the details of the April financial report which covered October 1, 2025, through April 2026. (See Financial Summary & Financial Reports for details) Chief Cooke also discussed recent transactions and bank fund balances in each account. Chief Cooke also discussed potentially waiting until later in the year to perform budget amendments, due to the purchase and delivery of the new engine/fire truck. He further discussed scheduling a meeting with the financial committee to review everything before budget amendments get presented. Discussion continued with the Board asking for clarification on several items coded to fire administration within the current monthly financial report. They also did a quick review and asked for a status update on this year's capital budgetary items. The Board also addressed the carryover for budgetary documentation, because the auditor had discussed it during his audit presentation. Following the discussion, Commissioner Ferren moved to approve the financial report as presented, authorized the paying of the bills and appropriate transfers. The motion was seconded by Commissioner Page. The motion was approved with a 4-0 vote.

Annual Audit and Encumbered Balances:
Following the audit presentation and the financial reports, Chief Cooke provided the board with a synopsis report covering the 2024-2025 audit and end of year budget for FY 2024-2025. (See document for details). While there were a few final draft edits to the audit report that affected Chief Cooke's document, which was prepared using the first draft audit report, the audit opinion was the highest available opinion for an audit and reflected that our district has received the highest possible opinion with no known concerns expressed during the process, for years. Chief Cooke appreciated staff's time diligently working through this process. His document included a chart reflecting fund balance history, including encumbered carryover

or open PO's that carried over from the prior years, reserve funds or un-encumbered ending year funds and percentages that reflected a strong financial position. He reviewed the document with the board, and the option to reduce the reserves for this year to 42%, utilizing an additional 850K for other budgetary needs in this year's budget. Commissioner Ferren pointed out that the yearend projection was supposed to finish out the year with 900k available in reserves, but the district finished at 1.1 available in reserves. Commissioner Haby discussed that he was reading the summary document provided by the Fire Chief and tried to tie it back to audit reports and had some questions. Discussion followed between Commissioner Haby and Chief Cooke regarding fund balance vs. cash balance. There was also discussion on trending EMS billing. In summary the discussion and overview of the audit report showed that the district's cash reserves increased, but the board wanted to study the numbers a little more before making any further decisions on spending.

3 - C. SALES TAX REPORT (YTD):
The 2025-2026 May deposit had dropped prior to the meeting and was documented on the sales tax report, $318,910.68, bringing the total 'net' deposits for the year to $1,599,748.56. This was 50.79% of the MCESD#1's 'gross' budget total $3,150,000. The Commissioners also discussed future sales tax trends for the remainder of the 2025-2026 fiscal year. The report was accepted by the board and there was no action necessary.

3 - D. REVIEW AND APPROVE AUDIT REPORT FOR FY 2024-2025:
Auditor, Dusty Routh, gave the presentation to the board and answered any questions the board had regarding the audit report for FY 2024-2025. He noted that the district had a clean audit with no discrepancies. The final budget vs. actual for the fiscal year 2024-2025 was on page 34 of the audit report, and he went over this information in detail with the board. He asked the district to make one minor change to its budgetary documentation, and this was to include the projected carryover amount for open POs and pending capital expenditures on an individual line item as part of the overall budget documentation that gets adopted by the board. He also discussed the option for closing the 'debt fund' bank account and moving prior year debt funds to another account so long as they were spent on debt. The Medina County Tax Office was collecting delinquent payments from prior year's taxpayers on loans that the district had already paid off and were closed on the district's books. Chief Cooke informed the board that he would be submitting the 2024-2025 FY audit report to the Medina County Commissioners at court on Monday, May 18th. Commissioner Ferren moved to accept the report as presented. Commissioner Haby seconded her motion. The motion was approved 4-0. Auditor Dusty Routh departed the meeting following his presentation.

3 - E. REVIEW AND ADOPT DISTRICT'S ANNUAL REPORT FOR FY 2024-2025:
Chief Cooke handed out professional printed copies of the district's annual report for 2024-2025 to the board. President Dziuk preferred to take no action on the report until the he had time to read the printed version. No action was taken.

3 - F. Discussion and possible action on Policy #044 – Reserve Fund Balance Policy:
Chief Cooke explained why the board should have this policy and use it as a defendable resource for target goals of reserve funds. The policy was based on research nationwide. Discussion followed by commissioners on verbiage within the policy. Commissioner Haby stated he wasn't comfortable making a recommendation on this item tonight and would prefer to look into it further and perhaps find different gauges. Discussion on changing this to a guideline instead of a policy. The Board took no action on this item at the meeting, stating they would continue to take it under review and suggested reviews to involve the finance committee.

4. FIRE CHIEF'S REPORTS – DISCUSSIONS AND ACTIONS ON THE FOLLOWING:

4 - A. Fire Chief's report – project updates:
Chief Cooke gave the Fire Chief's report for the prior month of April, see report for details.

4 - B. Station #14 – PROJECT UPDATE(S):
Chief Cooke gave an update on Architectural services. Everyone was sent the proposal from Dockery with the flat fee for design and construction oversight. There was a theoretical floor plan with some potential changes after the meeting with the county this past week. The temporary building was complete. Discussion followed if board wanted to move forward with Dockery or open up RFQ. Chief Cooke made a recommendation to continue with Dockery. Commissioner Page wanted an engineer available to check project issues or concerns. Motion was made by Commissioner Page to remain with Dockery and not open the architecture process for RFQ. Commissioner Foster seconded his motion. Motion passed 4-0.

4 - C. Station #10 – Annex Remodel Project – Construction Project Updates & YTD Project Costs:
The Station #10 Annex project was completed. Classrooms are up and operational. Certificate of Occupancy has been received. This would be the last update on this project. No action was required

5. NEW OR UPCOMING DISTRICT DEVELOPMENT(S) - DISCUSSION AND ACTIONS ON THE FOLLOWING:
Chief Cooke continued to urge commissions to drive the district to view continued growth everywhere within the district. There was no action required by the board.

6. OLD BUSINESS – DISCUSSION AND ACTIONS ON THE FOLLOWING:
None

II. <u>EXECUTIVE SESSION – CLOSED MEETING</u>:
The MCESD#1 Board of Commissioners will meet in closed executive session as authorized by Tex. Gov't. Code Chapter 551 under one or more of the following sections Texas Government Code: *Section 551.072 Real Estate.*

A. Discussion and possible action regarding Real Estate matters

Commissioner Page made the motion to meet in a closed executive session under 551.072 Real Estate. Commissioner Ferren seconded his motion. The motion was approved with a 4-0 vote. The MCESD1 Board of Commissioners and Fire Chief Cooke went into executive session at 8:39pm.

Commissioner Page moved to adjourn the executive session. Commissioner Foster seconded his motion; the motion was approved with a 4-0 vote. President Dziuk adjourned the executive session at 9:08pm.

III. <u>RECONVENE IN OPEN SESSION</u>:
1. OPEN MEETIN: CALLL TO ORDER and ROLL CALL:
President Marvin Dziuk called the meeting back to order at 9:09pm and established a quorum with Board commissioners Jenny Ferren, Gary Foster, Leroy Haby, and Tom Page. Also present were Fire Chief Clinton Cooke, Assistant Chief Sarah Windsor, Accounts Payable Associate Cynthia Stanukinos, and EMS Chief Vaughn Miller.

2. Discussion and Possible actions following executive session on executive session item A :
Commissioner Page moved to proceed as deliberated to move forward with Real Estate matters as discussed in executive session. Commissioner Foster seconded his motion. The motion was approved with a 4-0 vote.

3. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS
3 - A. MONTHLY MEETING:
The board tentatively scheduled the next board meeting of the MCESD#1 for Wednesday, June 10th, at 7:00pm at the Medina County Pct. 2 Bldg. Courtroom. The date and time will be confirmed when the agenda is posted.

4. ADJOURN
Commissioner Page moved to adjourn the meeting. Commissioner Ferren seconded his motion. The motion passed 4-0. President Dziuk closed the meeting at 9:10 pm.

RESPECTFULLY SUBMITTED,

GARY FOSTER, SECRETARY

MCESD1 PRESIDENT

MARVIN DZIUK, PRESIDENT