

COMAL COUNTY
EMERGENCY SERVICES DISTRICT #5
BOARD OF COMMISSIONERS

Board Meeting Minutes, September 14, 2016

A Regular meeting of the ESD #5 Board was held at the Johnson Ranch Community Room, 30475 Johnson Way, Bulverde, Texas 78163 on Wednesday, the 14th day of September, 2016.

Discussion/Action Items

1. Call meeting to order;

Having been duly posted, the meeting was called to order at 4:00 p.m. by Mr. David Bullock (President, ESD #5) with all Commissioners present (Barr, Bullock, Ingerick, Rarick and Wilcox).

Workshop Agenda

1. **Citizen Comment:** No citizen comments were offered.

Discussion/Action Items (cont.)

2. ACTION AGENDA ITEM: Discuss and consider Consent Agenda.

- a. Mr. Bullock asked for any corrections or additions to the August 17th, 2016 regular meeting minutes. None were noted.
- b. Mr. Wilcox made a motion that the August 17th, 2016 minutes be approved as presented.
- c. Mr. Rarick seconded the motion. The motion passed by unanimous consent.
- d. Mr. Bullock asked for any corrections or additions to the September 1st, 2016 special meeting minutes. None were noted.

- e. Mr. Rarick made a motion that the September 1st, 2016 special meeting minutes be approved as presented.
- f. Mr. Wilcox seconded the motion. The motion passed by unanimous consent.
- g. Mr. Bullock asked for any corrections or additions to the September 7th, 2016 special meeting minutes. None were noted.
- h. Mr. Wilcox made a motion that the September 7th, 2016 special meeting minutes be approved as presented.
- i. Mr. Rarick seconded the motion. The motion passed by unanimous consent.
- j. Mr. Bullock referenced monthly bills and invoices as follows:
 - i. A reimbursement requests totaling \$859.80 representing expenses associated with publishing the Public Notice for Proposed Tax Revenue Increase in the New Braunfels Herald-Zeitung newspaper and costs associated with responding to a Freedom of Information Act request.
 - ii. A reimbursement request in the amount of \$23.00 for costs associated with responding to a Freedom of Information Act request.
 - iii. An invoice from The Carlton Law Firm in the amount of \$302.50 for consultation regarding a Freedom of Information Act request.
 - iv. Invoices from Witmer Public Safety Group totaling \$192.15 for equipment to be housed on the new brush truck which was previously approved by the Board.
 - v. An invoice from Mike Pietsch, P.E. Consulting Services, Inc. in the amount of \$19,500.00 representing a progress payment for the ISO study previously approved by the Board. Mr. Bullock noted draft reports from the initial phase of the ISO study had recently been received and would be distributed for review. Mr. Ingerick suggested the invoice be approved subject to acceptance of the reports.
- k. Mr. Wilcox made a motion that five invoices summarized by Mr. Bullock be approved for payment with the stipulation that the P.E. Consulting Services, Inc. payment be held pending review and acceptance of the ISO report by Mr. Bullock.
- l. Mr. Barr seconded the motion. The motion passed by unanimous consent.

3. Discuss, review and consider monthly financial reports.

- a. The End of Month (EOM) Profit and Loss Budget Performance as of August 31st, 2016 (Atch 1) reflects a net loss for the month of August, 2016 of \$62,704.18 versus a budgeted net loss of \$71,895.01. On a year-to-date basis, net income through August 31st, 2016 is \$609,294.65 versus a budgeted net income of \$512,708.35. This positive variance was primarily due to Ad Valorem tax revenue exceeding budget, an unbudgeted grant receipt for equipment purchases and other operating expenses being less than budgeted.
- b. The EOM Balance Sheet as of August 31, 2016 (Atch 2) reflects Total Assets of \$3,105,033.48 with Fixed Assets (with depreciation) totaling \$431,823.62. Total Liabilities are noted at \$1,626,967.78. Total Equity on hand is \$1,478,065.70.
- c. The Statement of Cash Flows (Atch 3) through August 31, 2016 reflects total cash on hand of \$1,383,182.91, an increase of \$618,924.36 for the period.
- d. The Transaction List (Atch 4) for August was referenced with Mr. Ingerick noting there were no unusual transactions in the month.

4. ACTION AGENDA ITEM: Discuss and approve 2016 ad valorem tax rate (roll call vote required).

- a. Mr. Bullock referenced the previously published Notice of Public Hearing on Tax increase and made a motion to approve for 2016 a tax rate consisting of a maintenance and operations component of \$0.091643 per \$100.00 valuation and an interest and sinking fund component of \$0.008357 per \$100.00 valuation for a total tax rate of \$0.10 per \$100.00 valuation.
- b. Mr. Wilcox seconded the motion. The motion passed by roll call voted recorded as follows:
 - a. Yes: Mr. Barr, Mr. Bullock, Mr. Ingerick, Mr. Rarick, Mr. Wilcox.
 - b. No: None
 - c. Absent: None

5. ACTION AGENDA ITEM: Discuss and approve appointment of ESD #5 representative to the board of Bulverde Spring Branch Emergency Services to be effective upon the resignation of Mr. Wilcox.

- a. Mr. Bullock noted that Mr. Wilcox will be resigning effective October 1st, 2016 and proposed that he (Mr. Bullock) be nominated to replace Mr. Wilcox on the Board of Directors of Bulverde Spring Branch Emergency Services as a representative of ESD # 5.

- b. Mr. Ingerick seconded the motion. The motion passed by unanimous consent.

6. INFORMATION ITEM: Discuss reports from ESD Council representatives.

- a. Mr. Ingerick commented on an initiative to combine the seven-year cash forecast of each ESD and the Service Provider to present a combined forecast for all emergency services operations. It is expected this will facilitate planning for potential new stations, personnel and equipment needs.
- b. Mr. Bullock noted that an updated list of equipment provided by ESD 5 to the Service Provider for use in Emergency Service response is being prepared.
- c. Mr. Bullock noted the Service Provider achieved a fractile rating of greater than 90% last month.

7. INFORMATION ITEM: Discuss reports from ESD #5 representatives on the Not-For-Profit Board.

- a. No items were discussed.

8. INFORMATION ITEM: Discuss any items to be brought to the attention of the Not-For-Profit Board.

- a. Mr. Ingerick suggested that the daily report of Emergency Services activity include an indication of the equipment rolled on each call.

9. EXECUTIVE SESSION:

- a. At 4:41 p.m. Mr. Bullock called for the Board to enter Executive session to discuss the following matters:
 - i. Search for alternative legal counsel and communications from legal counsel.
 - ii. Potential real estate acquisitions.

At 5:23 p.m. Mr. Bullock closed the Executive Session and called for the Board to return to Open Session.

10. ACTION AGENDA ITEM: Discuss and approve any decisions needing to be made from Executive Session discussion.

- a. No actions were taken.

11. Discuss agenda, time and dates for next meeting(s) and adjourn.

- a. A regular meeting will be held Wednesday, October 19th, 2016 at 5:00 p.m. at the Johnson Ranch Community Room.
- b. A regular meeting will be held Wednesday, November 16th, 2016 at 5:00 p.m. at the Johnson Ranch Community Room.
- c. A regular meeting will be held Wednesday, December 14th, 2016 at 5:00 p.m. at the Johnson Ranch Community Room.

Mr. Bullock called for adjournment of ESD #5 meeting at 5:26 p.m.

4 Attachments

1. *Profit & Loss Budget Performance, August, 2016*
2. *Balance Sheet as of August 31, 2016*
3. *Statement of Cash Flows, August, 2016*
4. *Transaction List, August, 2016*

Minutes prepared by Mr. Mike Rarick, Secretary.

Board Acceptance: _____, Secretary
(Date) (Signature) October 2, 2016