

COMAL COUNTY
EMERGENCY SERVICES DISTRICT #5
BOARD OF COMMISSIONERS
Board Meeting Minutes, December 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 December, 2016.

Discussion/Action Items

1. Call meeting to order;

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

Workshop Agenda

1. Citizen Comment: No citizen comments were offered.

Mr. Bullock, introduced and welcomed Mr. Robert Evans, a new ESD 5 Commissioner to be appointed effective January, 2017.

Discussion/Action Items (cont.)

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

- a. Mr. Bullock asked for any corrections or additions to the November 16th, 2016 regular meeting minutes. None were noted.
- b. Mr. Rarick made a motion that the November 16th, 2016 minutes be approved as presented.
- c. Mr. Hamilton seconded the motion. The motion passed by unanimous consent.
- d. Mr. Bullock presented invoices for November as follows:

- i. An invoice from Carlton Law Firm in the amount of \$775.00 regarding threatened litigation;
 - ii. An invoice from CNA Surety in the amount of \$415.50 regarding a surety bond for the ESD 5 Treasurer and board members;
 - iii. An invoice from Comal Appraisal District in the amount of \$12,942.90 or \$3,234.72 quarterly regarding the fee for processing and distributing tax receipts.
- e. Mr. Bullock made a motion that the invoices noted above be approved for payment with the Comal Appraisal District invoice to be paid in full prior to December 31st, 2016.
- f. Mr. Rarick 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 November 30, 2016, (Atch 1) reflects a net loss for the month of November, 2016 of \$60,518.23, versus a budgeted net loss of \$63,787.08. The negative variance is a result of lower Ad Valorem tax receipts and a timing difference in the payment of interest expense. On a year-to-date basis, net income through November 30, 2016 is \$364,682.36 versus a budgeted net income of \$287,824.04. 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 November 30, 2016, (Atch 2) reflects Total Assets of \$2,793,077.78 with Fixed Assets (with depreciation) totaling \$602,691.90. Total Liabilities are noted at \$1,559,624.37. Total Equity on hand is \$1,233,453.41.
- c. The Statement of Cash Flows (Atch 3) through November 30, 2016 reflects total cash on hand of \$893,358.93, an increase of \$129,100.38 for the period.
- d. The Transaction List (Atch 4) for November was referenced with Mr. Ingerick noting there were no unusual transactions in the month.

4. ACTION AGENDA ITEM: Discuss and consider change in banking relationship.

- a. Mr. Ingerick discussed concerns regarding the current banking relationship and suggested we investigate using a different bank.

- b. Mr. Rarick made a motion that Mr. Ingerick be requested to obtain deposit rate and account fee information from a minimum of three banking institutions for consideration.
 - c. Mr. Barr seconded the motion. The passed by unanimous consent.
- 5. ACTION AGENDA ITEM: Discuss and consider approval of proposed Cougar Bend lease / purchase agreement for submission to BSB ES.**
 - a. Mr. Bullock moved this item be tabled for discussion in executive session later in the meeting.
- 6. INFORMATION ITEM: Discuss reports from ESD Council representatives.**
 - a. Mr. Ingerick discussed the current status of the seven-year combined cash flow forecast noting that based on current assumptions regarding growth of tax receipts, new station locations and equipment purchases the projected cash balances fall to unacceptable low levels. Further refinement is needed.
 - b. Mr. Bullock commented on recent changes in the planned city of San Antonio annexation plans that appear for the time being to remove the prior planned encroachment into Comal County along Rt. 281.
- 7. INFORMATION ITEM: Discuss reports from ESD 5 representatives on the Not-For-Profit Board.**
 - a. Mr. Rarick discussed the recently approved pay-step program for emergency services personnel and the recently approved additional stipend for paramedics. It is hoped that these changes help in the retention of personnel.
- 8. INFORMATION ITEM: Discuss any items to be brought to the attention of the Not-For-Profit Board.**
 - a. No items were noted.
- 9. EXECUTIVE SESSION:**
 - a. At 5:52 p.m. Mr. Bullock moved that the Board enter into executive session to discuss the proposed Cougar Bend lease / purchase agreement as well as the status of the potential land donation and estimated infrastructure costs.

10. ACTION AGENDA ITEM: Discuss and approve any decisions to be made from the executive session.

- a. At 6:11 p.m. Mr. Bullock called for an end to the executive session.
- b. There were no matters discussed in the executive session that require Board approval.

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

- a. The next meeting of ESD #5 will be held Wednesday, January 18, 2017 beginning at 5:30 p.m., to be held at the Johnson Ranch Emergency Services Station.

Mr. Bullock called for adjournment of ESD #5 meeting at 6:20 p.m.

4 Attachments

- 1. Profit & Loss Budget Performance, November, 2016
- 2. Balance Sheet as of November 30, 2016
- 3. Statement of Cash Flows, November, 2016
- 4. Transaction List, November, 2016

Minutes prepared by Mr. Mike Rarick, Secretary.

Board Acceptance: _____, Secretary
(Date) (Signature) January 8, 2017