

**COMAL COUNTY**  
**EMERGENCY SERVICES DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**Board Meeting Minutes for Nov. 16th, 2017**

A Regular meeting of the ESD #1 Board was held at the Emergency Services Building at 353 Rodeo Drive, Spring Branch, Texas 78070 on Thursday the 16<sup>th</sup> day of November 2017.

**Discussion/Action Items:**

**1. Call meeting to order:** Having been duly posted, the meeting was called to order at 4:00 PM by President Bill Gonser. Commissioners Harrell Hicks, Mark Schmalz, and Rhonda Zunker were present and a quorum was declared.

Guests in attendance: Mr. Mark Southwell – Chief/ BSBES, Ms. Jo Zuercher – BSBES, Mr. Bret Barnett/BSBES Board President, Mr. Mike Rarick/BSBES Board

**Workshop Agenda**

**Public Comment:** In accordance with the Texas Attorney General’s opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners. Citizens’ Comments are limited to 3 minutes per citizen.

**Discussion/Action items (continued)**

**2. Approve the Oct 16th, 2017 Regular Meeting minutes:** A motion was made and seconded to approve the minutes as presented. Motion carried.

**3. Review, consider, and accept monthly financial reports - Commissioner Zunker:** The financial report (attachment 1-a) shows an operating account balance of \$1,532,585.55 with no outstanding bills resulting in an available balance of \$1,532,585.55. Attachment 1-b is the Operating Account History for 2017 YTD. Attachment 1-c is the ESD #1 Property Tax

Remittances from Comal County and Interest Earned YTD. Attachment 1-d is the Broadway Bank Monthly Statement for October. Attachment 1-e is the Aug. 2017 Monthly Tax Collection Report from the Comal County Tax Assessor-Collector.

A motion was made and seconded to accept the financial reports as presented. Motion carried.

**4. Consider and approve bills/invoices to be paid - Commissioner Zunker:** Commissioner Zunker reported that there are no outstanding bills.

**5. Committee and Council Reports** – Commissioner Gonser attended a meeting of the Comal County Council that included representatives from all the ISDs. Topics included efforts to enhance to the 911 communications system and the expected increase in population growth as additional water supplies are piped in to Comal County from the north.

Chief Southwell presented the Oct. 2017 monthly and YTD call summary (attachment 2). He also gave a status of efforts to obtain reimbursement for costs incurred during the hurricane Harvey recovery activities that were supported by BSBES personnel and assets.

**6) Discuss the Service Providers spin-off of non-emergency services activities to a newly formed 501c3 organization.** Bret Barnett and Mike Rarick from the BSBES Board of Directors summarized the efforts to create a new Non-Profit company to provide the non-emergency services such as training and MIH. A resolution was presented that if approved would document ESD1's agreement to transfer a limited set of hardware to the new Non-Profit as listed in Exhibit A of the resolution (attachment 3). After discussion a motion to approve the resolution was made and seconded. The motion passed unanimously.

There was additional discussion about the process and associated financial transactions required to stand up the new Non-Profit on Jan 1, 2018. One potential impact to ESD1 is the need to make the monthly payment to the new Non-Profit at the first of the month vs at the end of the month due to reduced reserves being held at BSBES. Final year-end financial analysis will determine if this is necessary.

Chief Southwell presented a proposal for an across the board pay increase to help keep BSBES competitive in the market for hiring new recruits as well as retaining experienced personnel. Mr. Barnett then presented a BSBES 2018 Budget Update (attachment 4) which summarizes the cost of the pay increase as well as several other areas of increase that totaled \$150,498. ESD1's prorated share would be \$68,581. No action was taken but this topic will be discussed at the ESD1 December meeting as part of the standard 2018 budget review process.

**7) Discuss New Auditor:** Commissioner Gonser presented the results of efforts to find an alternate auditor for this year’s required audit. A proposal from Ken Ward of Rick C. Reed & Company, PLLC was reviewed and discussed (attachment 5). A motion was made and seconded to accept the proposal as presented. Motion passed unanimously.

**8. Discuss agenda, time and date for next meeting:** The next regular meeting of ESD1 is scheduled for Wednesday Dec. 13<sup>th</sup> at 4:00 PM in BSBES Building at Rodeo Dr.

**12. Adjourn:** A motion to adjourn was made, seconded, and approved. Meeting was adjourned at 5:30 PM.

Mark Schmalz – Comal County ESD1 Secretary

Board Acceptance \_\_\_\_\_ 2017 \_\_\_\_\_, Mark Schmalz

(Date)

(Signature)

**Attachments:**

*1-a: ESD1 Financial Report for Nov. 2017*

*1-b: ESD1 YTD Operating Account History*

*1-c: ESD1 Property Tax Remittances from Comal County and interest earned YTD*

*1-d: Broadway Bank Monthly Statement Oct.2017*

*1-e: Comal County Report of Month Tax Collection for Oct 2017*

*2: BSBES Operations Summary Report*

*3: Resolution for Comal County Emergency Services District No. 1*

*4: BSBES 2018 Budget Review/Update*

*5: Audit Engagement Letter from Rick C. Reed and Co., PLLC*