

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 4
MEETING MINUTES
August 13, 2018

The regular monthly meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held Monday, the 13th day of August 2018, beginning at 5:30 p.m., at the Bremer Training Center, 9850 FM 311, Spring Branch, Texas 78070.

Call meeting to order;

Mr. Graf called the meeting to order at 5:35 PM and declared a quorum with the following board members present. Paul Graf: President, Robert Bruce: Secretary, Ms. Deena Clausen: Treasurer, and Bret Barnett: Assistant Treasurer. Josh Dean: Vice President joined the meeting at 6:15 pm. Also, Chief Southwell was in attendance.

WORKSHOP AGENDA

1. Citizen comments (limited to 3 minutes and any comment made on subjects not included on the published agenda will not be discussed or action taken by the board);

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 agenda will only be heard by the Board of Commissioners. No formal action, discussion, nor comment will be made by the Board of Commissioners;

No comments were made.

DISCUSSION/ACTION ITEMS

1. Discuss and consider the following:
 - a. June 18, 2018 Regular Meeting minutes;
 - b. June 22, 2018 Special Meeting minutes;
 - c. July 19, 2018 Regular Meeting Minutes
 - d. Monthly Financial Reports;
 - e. Monthly bills and invoices;

Deena Clausen moved and Bret Barnett seconded a motion to approve the June 18, June 22 and July 19 meeting minutes. Motion passed unanimously.

Bret Barnett moved and Robert Bruce seconded with unanimous approval a motion to accept the Financial Reports and approved payment of the following invoices:

Cathy Talcot, Tax Collector - \$213.02, Paul Graf - \$818.84 (for NB HZ postings), AG/CM - \$290.00, Pooley Tackaberry \$19,678.21, BRW - \$63,600.00, BRW - \$14,275.00, Comal Appraisal - \$3163.10, and Carlton Law Firm - \$407.50.

2. BSBES Chief's report regarding emergency operation, response time, call volume, training, management activities and personnel;

Chief Southwell gave the report.

3. Discuss and consider any items related to Bremer Training Center;

Bret Barnett moved and Robert Bruce seconded to spend up to \$3500 for air conditioning repair for the Bremer building. Motion passed unanimously.

4. Discuss and consider the new station on 311 (Station 4), including updates on the architectural design and items involving the bidding process;

Bret Barnett made a motion seconded by Deena Clausen to give Ryan Rosborough of AG/CM the authority to negotiate for materials testing service with Terricon, Alfa, Rock and ESC, with anticipated expenditures in the range of \$15k - \$20K, to be approved at a later date by the ESD 4 commissioners. Motion carried unanimously.

Motion made by Bret Barnett and seconded by Deena Clausen to authorize up to \$10,000 for the purpose of relocating the temporary station 4 mobile home to the 5 acres owned by ESD 4 near the permanent Station 4. Motion passed unanimously.

5. Discuss and consider any items related to the budget and to bank accounts;

Deena Clausen moved and Bret Barnett seconded a motion to move \$250,000 from the Frost to the Blanco Bank account for bill paying purposes.

6. Discuss and consider the 2018 ESD 4 budget;

Ms. Clausen presented the proposed budget. Motion was made by Josh Dean and seconded by Bret Barnett to approve the 2019 ESD 4 Budget. Roll call vote was taken and all five commissioners indicated an affirmative vote for the motion.

7. Discuss and consider the payment to BSBES for 2019;

The calculation of the monthly payment for ESD 4 to the BSBES for 2019 based on the agreed to formula between ESD 1, 4, and 5 is \$131,386.67 (\$5.2 mil x

30.32% / 12 mo.). Deena Clausen moved and Josh Dean seconded to approve a rounded up monthly amount of \$131,400 as payment to the BSBES. Motion approved unanimously.

8. Discuss and consider taking action regarding the 2018 tax rate, including:
 - a. Establishing proposed tax rate;
 - b. Taking record vote and scheduling two public hearings, and
 - c. Authorizing publication of “Notice of Public Hearing on Tax Increase” in the New Braunfels Herald Zeitung

Motion was made by Deena Clausen to propose a tax rate of 6.5 cents per \$100 valuation, to schedule the two public hearings on August 27 and September 4, 2018, and to authorize publication of proper notices in New Braunfels Herald-Zeitung newspaper.

A record vote was taken on the motion:

- Mr. Graf-yes
- Mr. Dean-yes
- Mr. Bruce-yes
- Ms. Clausen-yes
- Mr. Barnett-yes

9. Update, discuss and consider BSBES activities, financials, and other related items, including the potential sale of the Rodeo Drive facility;

No action taken.

10. Discuss and consider any apparatus and proposed capital items, including acceptance of the latest Capital Acquisition plan;

No action taken.

11. Discuss and consider the financial forecast for ESD 4;

No action taken.

12. Update, discuss and consider any items related to any legal issues, including the potential combining of ESD 4 and 5;

Board went into Executive Session at 8:00 pm to discuss law suit cases. Board came out of Executive Session at 8:05 pm with no action taken.

13. Discuss dates and times for potential Public Hearing meetings on the tax rate; August 27 and September 4, 2018 at 5:30 pm;
14. Discuss date and time for meeting to adopt the tax rate at regular September meeting on Sept. 10, 2018; Meeting to be held at 5:30 pm.
15. Adjourn; Meeting adjourned at 8:07 pm.

The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). If the Board decides to enter executive session regarding any item on this agenda, the Presiding Officer will announce that an executive session will be held and will identify the item to be discussed and the provision from the Open Meetings Act that authorizes the closed or executive session. Action, if any, will be taken in open session.



Paul Graf, President
Comal County ESD No. 4