

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 4
MEETING MINUTES
September 10, 2018**

The regular monthly meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held Monday, the 10th day of September 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 5:30 PM and declared a quorum with the following board members present. Paul Graf: President, Josh Dean: Vice President, Robert Bruce: Secretary, and Bret Barnett: Assistant Treasurer. Ms. Deena Clausen, Treasurer was not present for the meeting. 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. August 13, 2018 Regular Meeting minutes;
 - b. August 27, 2018 Special Public Hearing Meeting minutes;
 - c. September 4, 2018 Second Special Public Hearing Meeting minutes;
 - d. Monthly Financial Reports;
 - e. Monthly bills and invoices;

Mr. Barnett moved and Mr. Dean seconded a motion to approve the Aug, 13, Aug. 27, and Sept. 4, 2018 meeting minutes. Motion passed unanimously.

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

Paul Graf - \$571.00 (for NB HZ postings), BRW - \$21,675.00.

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;

No action was taken.

4. Discuss and consider any items for the new station on 311 (Station 4), including but not limited to a review of the ranking of the bidding contractors, review of the bids for material testing, and the process for awarding the bid;

Motion was made by Josh Dean to approve Mr. Graf's and Mr. Barnett's recommendation for the top three bidders for the new station 4 and to negotiate with the number one recommendation (Seidel Construction). Motion was seconded by Mr. Bruce and was approved unanimously approved.

Motion was made by Mr. Dean to approve the recommendation by Mr. Ryan Rosborough for the Materials Testing Contractor. Motion was seconded by Mr. Barnett and motion was approved unanimously.

Mr. Barnett made a motion utilize Terracon as the Materials Testing Contractor with a not to exceed contractual amount of \$12,600. Motion was seconded by Mr. Dean and approved unanimously.

Motion was made by Mr. Dean to give Mr. Graf and Mr. Barnett the authority to negotiate the final contract with the chosen bidder and give the notice to proceed. Motion was seconded by Mr. Bruce and motion was approved unanimously.

Motion was made by Mr. Barnett to approve the engineering needed for the water line with an amount not to exceed \$7,000. Mr. Dean seconded the motion and it was approved unanimously.

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

No action was taken.

6. Discuss and consider adopting any final modifications to the 2019 ESD 4 budget;

No new actions were taken.

7. Take a record vote on the District's 2018 tax rate, adopt an Order Levying Taxes, and authorize filing the Order with the Comal County Tax Assessor/Collector.

Mr. Dean made a motion that the property tax rate be increased by the adoption of a tax rate of 6.5 cents per \$100 valuation, which effectively exceeds the effective tax rate of 5.9134 cents per \$100 valuation by 9.92% percent, to approve the Order levying Taxes, and to take a record vote. Motion was seconded by Mr. Barnett.

The result of the record vote is as follows:

Mr. Graf—yes
Mr. Dean—Yes
Mr. Bruce—yes
Mr. Barnett—yes
Ms Clausen—absent

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

No action was taken.

9. Discuss and consider any apparatus and proposed capital items;

Motion was made by Mr. Dean and seconded by Mr. Barnett to put the 2000 Suburban on Gov Deals for auction. Motion passed unanimously.

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

No action was taken.

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

No action was taken.

12. Discuss date and time for the next regular on October 8, 2018; (at 5:30)

This is a tentative date/time.

13. Adjourn. The meeting adjourned at 7:45 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.

The Board did not go into Executive Session.

A handwritten signature in blue ink, appearing to read "P. Graf", written in a cursive style.

Paul Graf, President
Comal County ESD No. 4