

Comal County Emergency Services District No. 5

Regular Board Meeting Notes

Johnson Ranch Community Room, 30475 Johnson Way, Bulverde, TX 78163

January 27, 2021 @ 4 pm

1. Call to Order
 - a. President Turk called the meeting to order at 1600
2. Call of Roll
 - a. Present Tom Turk, Bob Guilbault, Deb Kruciak, Dave Geisbush, Robert Evans
 - b. Absent
 - c. Guests Chief Torres, Nick Tuttle
3. Presidents Opening Comments
 - a. 2020 was an active year accomplished a lot, good job.
4. Citizen Communication
 - a. There were no public comments
5. Board Elections and Committee Assignments
 - A. Conduct 2021 Board Elections (President, Vice President, Secretary, Treasurer and Assistant Treasurer). (All)
 - a. Commissioner Guilbault made a motion that the Commissioners remain in their current position. Commissioner Evans seconded the motion. The motion was accepted unanimously.
 - i. Results:
 1. Tom Turk, President
 2. Bob Guilbault, Vice-President
 3. Deb Kruciak, Treasurer
 4. Dave Geisbush, Assistant Treasurer
 5. Robert Evans, Secretary
 - B. Conduct an election of two Commissioners to serve on the BSBES Board for 2021. (All)
 - a. Commissioner Guilbault made a motion that Commissioners Geisbush and Kruciak represent ESD#5 on the BSBES Board. Commissioner Evans seconded the motion. The motion was accepted unanimously.
 - C. Select 2021 Committee Assignments (Executive, Finance, Capital Acquisitions, and Compensation) (All)
 - a. Commissioner Turk made a motion that he and Commissioner Guilbault represent ESD#5 on the executive committee. Commissioner Evans seconded the motion. The motion was accepted unanimously.

- b. Commissioner Turk made a motion that Commissioner Kruciak and Commissioner Guilbault represent ESD#5 on the Finance committee. Commissioner Guilbault seconded the motion. The motion was accepted unanimously.
 - c. Commissioner Turk made a motion that Commissioner Geisbush and Commissioner Guilbault represent ESD#5 on the Capital Acquisitions committee. Commissioner Evans seconded the motion. The motion was accepted unanimously.
 - d. Commissioner Turk made a motion that Commissioner Evans and Commissioner Kruciak represent ESD#5 on the compensation committee. Commissioner Geisbush seconded the motion. The motion was accepted unanimously.
- D. Consider, discuss and take action on the 2021 Meeting Calendar. (Evans)
- a. Updated

6. Consent Agenda

All items listed below are considered routine and non-controversial by the CCESD#5 Board and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case the item will be removed from the consent agenda and considered as part of the normal order of business.

- A. Consider approval of the minutes from previous Board Meeting(s). (Evans)
 - a. Commissioner Guilbault made a motion that we accept the minutes of the 16 December 2020 meeting. Commissioner Geisbush seconded the motion. The motion was accepted unanimously.

7. Individual Items for Consideration

A. Consider, discuss and take action on the monthly financial reports, individual financial transactions and payment of bills/invoices. (Deb Kruciak)

Commissioner Kruciak reviewed the financials and presented checks to be signed.

- a. Commissioner Guilbault made a motion that we accept the financial report as presented. Commissioner Evans seconded the motion. The motion was accepted unanimously.
- B. Consider, discuss and take action on the methodology of accepting credits from BSBES. (Kruciak)

After discussion Commissioner Kruciak made a motion that we accept the credits from BSBES in one lump sum. Commissioner Guilbault seconded the motion. The motion was accepted unanimously.

- B. Consider, discuss and take action on a 2021 Budget Amendment. (Kruciak)

- a. Commissioner Kruciak presented an amended budget and reviewed the line item changes.
 - i. Commissioner Guilbault made a motion that we approve the Budget Amendment. Commissioner Geisbush seconded the motion. The motion was accepted unanimously.

Commissioner Kruciak reviewed details of the items below.

- 1. Review 2020 Budget.
- 2. Review project investment model.
- 3. Financial advisor update.

C. Consider, discuss and take action to approve Reed and Company to conduct the 2020 audit. (Kruciak)

- a. Commissioner Kruciak made a motion that we use Reed and Company to conduct the 2020 audit. Commissioner Evans seconded the motion. The motion was accepted unanimously.

D. Consider, discuss and take action on the development of Station #5. (Tuttle)

- a. Mr. Tuttle reviewed items below.

- 1. Status on well testing.
 - a. Recommended use the permanent well equipment instead of rental for well testing. Commissioner Evans made a motion to approve the purchase of well equipment. Commissioner Guilbault seconded the motion. The motion was accepted unanimously.
- 2. Status on platting and other City of Bulverde Submittals.
 - a. The plat is ready to be submitted plat to City of Bulverde.
- 3. Status on TxDOT driveway approvals.
 - a. TxDOT Engineer has indicated that he is ok with the additional drive for station 5.
- 4. Status on TxDOT future right-of-way dedication.
 - a. TxDOT has increased the Right-of-way to 150 feet.
- 5. Status on Land Donation.
 - a. Commissioner Turk reported that he is still in negotiations with the donor. There have been some delays but they have been legitimate problems that needed to be solved.
- 6. Participating in the Honey Creek Development Agreement with City of Bulverde.
 - a. Mr. Urbanski has asked us to participate in the Honey Creek Development Agreement with City of Bulverde.
- 7. Development of a Station #5 Strategic Financing Plan.
 - Commissioner Turk discussed need to coordinate finances with ESD 1 and ESD 4.

7. Informational Items and Project / Assignment Updates

A. BSBES Incident and Operations Report (Chief Mark Southwell)

Chief Torres reviewed the Incident and Operations Report

B. News, activities, meetings and other issues or developments related to:

1. BSBES (Dave Geisbush)
Officers were elected at the last meeting.
2. Apparatus Committee (Bob Guilbault)
Nothing to report.
3. Executive Committee (Turk)
Nothing to report.
4. Finance Committee (Deb Kruciak)
Nothing to report.
6. Capital Acquisitions Committee
 - a. Same as Apparatus Committee
7. Compensation Committee
 - a. No meeting has been held.
8. Executive Session (All)
 - a. There was no Executive Session.

10. Future Agenda Items and any discussion for the good of ESD#5 (All)

11. Adjournment

There being no further business the meeting was adjourned at 1744.

The next regular meeting is scheduled for 24 February 2021 at the Johnson Ranch Station Community Room, 30475 Johnson Way, Bulverde, TX 78163 at 4 PM

Recorded by Robert Evans, Secretary, CCESD #5

Robert Evans