



## **Meeting Minutes**

### **April 4, 2022**

### **7:00 P.M.**

The Bexar County Emergency Services District No. 4 (ESD 4) conducted a meeting at 28036 Old Boerne Stage Road, Boerne, Texas, 78006 on Monday April 4, 2022, at 7:00 P.M. The following was discussed:

1. Commissioner Huber called the Bexar County ESD 4 Meeting to Order at 7:00 P.M. and established a quorum. All the Commissioners were present.
2. Citizen Public Forum. No citizens chose to speak.
3. The HdL Companies representatives provided an overview of their sales and use tax compliance monitoring services to the Board.
4. The approval of the minutes from the March 7, 2022, Board Meeting. Commissioner Surratt motioned to approve the minutes from the March 7, 2022, Meeting Minutes. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
5. Leon Springs Volunteer Fire Department (LSVFD) Reports due to ESD 4. Summarized and reviewed the following with the Board.
  - a. Mr. Costantino, LSVFD Treasurer, presented the February 2022 Run Report by the Service Provider.
  - b. Chief Hardenstine presented the LSVFD Chief's report. Department reports were provided by Assistant Chief Ramon. The LSVFD will have one of their staff trained as a child seat safety inspector.
  - c. Mr. Costantino reviewed the LSVFD expenditures for March 2022.
  - d. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSVFD. Commissioner Haygood motioned to approve the reimbursement of the Service Providers expenses. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
6. The Board reviewed the reports being worked on by LSVFD to support continued improved services to the District.
7. Discussion and appropriate action on the following:
  - a. Commissioners discussed the renewal of the LSVFD Service Contract ending on September 30, 2022. Commissioner Surratt motioned to form a Committee with Commissioner Rasmussen, Commissioner Haygood, and Mr. Laljer to work with LSVFD on a new contract. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.

- b. Commissioners discussed the need for the District to have an improved social media presence and appoint a person for the District when meeting with the media. Commissioner Rasmussen motioned for Commissioner Lopez-Maddox to act as the District representative when meeting with the media. Commissioner Surratt seconded the motion. Motion carried by a 5/0 vote in favor of.
  - c. Mr. Perez reviewed with the Board the station progress. The contractor is continuing to make slow progress in completing the station. The current completion date of April 22, 2022 is as risk as there are issues with the guard rails, bay door openers, and solar panel installation. The Board discussed the extension of the Perez Project Consulting contract until June 30, 2022 in accordance with the same terms. Commissioner Lopez-Maddox motioned for to extend the Perez Project Consulting contract at the same terms until June 30, 2022. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
  - d. Mr. Perez reviewed the most recent Sabinal Group pay application 19 for up \$375,000 and other presented invoices. Commissioner Rasmussen motioned to approve pay application after Mr. Perez's documentation review and the other invoices presented. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
  - e. Mr. Laljer review the status of bids from EDS, Francis Electric, and Holt for the Station 134 back-up generator. Three bids have been received and Mr. Laljer is waiting for an updated bid from Francis Electric on the new generator location. Commissioner Haygood motioned to approve up to \$100,000 for the installation of a back-up generator for Station 134 pending the receipt of the updated Francis Electric bid. Commissioner Surratt seconded the motion. Motion carried by a 5/0 vote in favor of.
  - f. The Board discussed the different firms conducting Sales and Use Tax Compliance monitoring and the status of the Avenu contract for the District. Commissioner Huber recommended that Mr. Laljer contact the other Bexar County ESDs to determine their experience with different companies.
  - g. The annual ESD Cyber Security training was discussed and is required by June 30, 2022.
8. Financial discussions and appropriate action:
- a. The Board reviewed the District Investment Policy. Commissioner Lopez-Maddox motioned to approve the District Investment Policy and appoint Mr. Laljer as the District Investment Officer. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
  - b. Mr. Laljer reviewed the status of the 2021 Audit. Ms. Nixon is on track to have the annual audit completed by May 1, 2022.
  - c. Mr. Laljer presented a revised Fiscal Year 2022 Budget for discussion. The Board discussed making an additional principal payment on the Station 132 Loan and decided to not take any action on the budget at this time pending the completion of the new station.

- d. Mr. Laljer reviewed the April 2022 financial report.
  - e. The outstanding bills owed by ESD 4 were reviewed.
  - f. Action by the Board on approving payments by ESD 4. Commissioner Surratt motioned to approve the ESD 4 payment requests. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
9. Determine date, time and possible agenda items for the next meeting. The next regularly scheduled Board meeting will be Monday, May 2, 2022.
10. Adjourn. With no further business before the Board, Commissioner Haygood made a motion to adjourn. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 9:48 P.M.