



Meeting Minutes
January 6, 2020
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, January 6, 2020 at 7:00 P.M. The following was discussed;

1. Commissioner Huber called the Bexar County ESD 4 Meeting to Order at 7:00 and established a quorum. The Pledge of Allegiance was recited.
2. Citizen Public Forum. No citizens chose to speak.
3. Approval of the minutes from the December 9, 2019 Board Meeting. Commissioner Surratt motioned to approve the December 9, 2019 Meeting Minutes. Commissioner Roberts seconded the motion. Motion carried by a 5/0 vote in favor of.
4. Leon Springs Volunteer Fire Department (LSVFD) Reports due to ESD 4. Mr. Costantino, LSVFD Treasurer, summarized and reviewed the following with the Board.
 - a. Mr. Costantino presented the December 2019 Run Report by the Service Provider.
 - b. Mr. Costantino reviewed the LSVFD expenditures for December 2019.
 - c. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSVFD. Commissioner Roberts motioned to approve the reimbursement request and the monthly payment to the Service Provider. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
5. Discussion and appropriate action on the following:
 - a. Mr. Gabe Perez, Perez Project Consulting, presented the status of the Station 132 project. Mr. Perez is finalizing the station bid package and construction contract. He is continuing to work with the Bexar County Fire Marshalls Office on the station sprinkler system requirements. The request for proposal release is planned for the end of January or early February 2020 with bid opening the end of February 2020.
 - b. The Board discussed entering into a Loan Agreement with BBVA USA for a 10-year Loan for \$4,500,000 at an interest rate of 2.57%. Commissioner Surratt motioned to enter into a Loan Agreement with BBVA USA to finance the construction of the Station 132 replacement. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
 - c. Mr. Laljer updated the Board on the Sales and Use Tax. The ESD 4 is reviewing the businesses listed with the State in the five zip codes the ESD covers. The ESD will identify the businesses located within the District to the State Comptroller and they will be notified of the new Sales Tax rate effective 1 April 2020. Mr. Laljer will

- check with the State Comptroller on how Use Tax will be applied within the District and when it will start.
- d. The Board discussed the opening of a Sales and Use Tax Depository and Money Market Construction Accounts with BBVA USA. Commissioner Surratt motioned to open a Sales and Use Tax Money Market Depository Account and a Money Market Construction Account with BBVA USA. Commissioner Roberts seconded the motion. Motion carried by a 5/0 vote in favor of.
 - e. Commissioner Surratt and Mr. Laljer updated the Board on a meeting with Mr. Tobin Maples the Fair Oaks Ranch City Manager. Mr. Laljer will be putting together some initial contract cost information for continued First Responder Services for Fair Oaks. This will only be preliminary information in support of initial contract discussions between the ESD 4 and Fair Oaks Ranch.
 - f. The Board discussed the use of personal computers for viewing District information and conducting electronic meetings. Mr. Laljer suggested several different alternatives. Commissioner Rasmussen will conduct additional comparisons between hardware solutions for the Board.
 - g. The Board discussed attending the annual SAFE-D Conference in Galveston, TX the end of February 2020. All Board Members are currently planning to attend.
 - h. Mr. Costantino reported that the annual ESD inventory was complete and the results provided to the ESD.
6. Financial discussions and appropriate action:
 - a. Mr. Laljer provided the December 2019 ESD 4 financial report.
 - b. The outstanding bills owed by ESD 4 were reviewed.
 - c. Action by the Board on approving payments by ESD 4. Commissioner Surratt made a motion to approve payments for the District. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
 7. Executive Session on the addition of an Assistant Administrator. The Board entered Executive Session at 8:30 P.M. The Executive Session ended at 8:57 P.M.
 8. The Board discussed adding a new District Assistant Administrator Position which would report to the District Administrator. The new position will be a part-time hourly position with no more than 32 hours per month. The position duties and opening will be advertised on the ESD 4 website. Commissioner motioned hire a new ESD 4 part-time Assistant Administrator. Commissioner Rasmussen seconded the motion. Motion carried by a 3 For, 1 Against, and 1 Abstain.
 9. Determine date, time and possible agenda items for the next meeting. The next scheduled Board meeting will be February 3, 2020.
 10. Adjourn. With no further business before the Board, Commissioner Mohn made a motion to adjourn. Commissioner Roberts seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 9:00 P.M.

