



**Meeting Minutes**  
**November 2, 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 November 2, 2020 at 7:00 P.M. Members of the Board and the public were able to attend in person or via phone at 469-480-6297, conference code 863 785 322# due to the COVID-19 Social Distancing guidelines. 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. Commissioners Roberts attended via phone. Commissioner Rasmussen was not in attendance.
2. Citizen Public Forum. No citizens chose to speak.
3. Approval of the minutes from the October 5, 2020 Board Meeting. Commissioner Haygood motioned to approve the minutes from the October 5, 2020 Board Meeting. Commissioner Surratt seconded the motion. Motion carried by a 4/0 vote in favor of.  
Commissioner Rasmussen joined the Board Meeting via phone at 7:04 P.M.
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 October 2020 Run Report by the Service Provider.
  - b. Mr. Costantino reviewed the LSVFD expenditures for October 2020.
  - c. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSVFD. Commissioner Surratt motioned to approve the reimbursement of the Service Providers expenses. Commissioner Haygood 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 construction. Mr. Perez provided an update of the current budget. He will be meeting with the contractor to develop an action plan for completing the project within the current timeframe. The site utility work is complete and drainage mostly complete. A change to incorporate a footing for the retaining wall will be incorporated into the project. Mr. Perez reviewed project change orders including the wall footing.
  - b. Mr. Perez reviewed with the Board that the reimbursement requests for the construction. Commissioner Surratt motioned to approve the full reimbursement requests for the professional services and Sabinal Group after Mr. Perez has fully vetted the request. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.

- c. Mr. Charles Laljer, ESD 4 Administrator, discussed that he had not had contact with the City of Fair Oaks Ranch since the springtime. The Board requested that Mr. Laljer reach out to Fair Oaks Ranch to discuss the possibility of providing emergency services starting in October 2021.
  - d. A representative from Open Path presented an approach for door security for Station 134. The Board determined to wait until LSVFD had tested the system in Station 132. Dorian Davis, LSVFD IT, will also work with Mr. Perez on potentially using the system in the new construction.
  - e. Mr. Laljer discussed that the LSVFD will be starting the annual 2020 and 2021 inventory. LSVFD will report back next month on the inventory status.
6. Financial discussions and appropriate action:
- a. Mr. Laljer presented the 4<sup>th</sup> Quarter FY20 Investment Report.
  - b. The Board discussed the retention of Mr. John Schafer, CPA, as the District Accountant. Commissioner Haygood motioned to retain Mr. Schafer's as the District Accountant. Commissioner Roberts seconded the motion. Motion carried by a 5/0 vote in favor of.
  - c. The Board discussed the retention of Ms. Margaret Nixon, CPA, for the Fiscal Year 2020 Audit. Commissioner Surratt motioned to retain Ms. Nixon to conduct the annual audit. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
  - d. Mr. Laljer provided the November 2020 ESD 4 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 Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
7. Determine date, time and possible agenda items for the next meeting. The next regularly scheduled Board meeting will be Monday, November 2, 2020.
8. Adjourn. With no further business before the Board, Commissioner Surratt made a motion to adjourn. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 8:37 P.M.