



Meeting Minutes
July 11, 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 July 11, 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 approval of the minutes from the June 6, 2022, Board Meeting. Commissioner Lopez-Maddox motioned to approve the minutes from the June 6, 2022, Meeting Minutes. Commissioner Rasmussen 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. Summarized and reviewed the following with the Board.
 - a. Mr. Costantino, LSVFD Treasurer, presented the May 2022 Run Report by the Service Provider.
 - b. Chief Hardenstine presented the LSVFD Chief's report and discussed fires in the area. No wildfires have been reported to date. Department reports were provided by Assistant Chief Ramon.
 - c. Mr. Costantino reviewed the LSVFD expenditures for June 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.
5. Financial discussions and appropriate action:
 - a. Mr. Charles Laljer, Administrator, reviewed the July 2022 financial report.
 - b. The outstanding bills owed by ESD 4 were reviewed.
 - c. Action by the Board on approving payments by ESD 4. Commissioner Rasmussen motioned to approve the ESD 4 payment requests. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
6. Discussion and appropriate action on the following:
 - a. Commissioner Huber reported on the status of the sales tax compliance work with HdL. Discussion with HdL indicated that had not received the initial paperwork and

Commissioner Huber retransmitted. The initial trial 90-day trial period will be extended once the information is received by HdL from the State Comptroller.

- b. The Board reviewed the ESD 4 Records Retention Policy and the appointment of Ms. Kathryn Mohn, Assistant Administrator, as the ESD 4 Records Management Officer. Commissioner Surratt motioned to appoint Ms. Kathryn Mohn as the ESD 4 Records Management Officer. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
- c. Mr. Gabe Perez, Perez Project Consulting, reviewed with the Board the Station 132 progress. The contractor is finish up construction and is noting required touch-up issues. Occupancy is anticipated to be the end of August 2022. The concrete drive off Ralph Fair Road did not meet the hardness specification upon initial testing. The final test at full cure will be the determine if it needs to be repoured. The Board discussed the landscaping around the station with the on-going drought and potential options will be discussed with the landscape architect. The Board reviewed a proposal from Perez Project Consulting to extend their services through the end of the calendar year. Commissioner Rasmussen motioned to extend Perez Project Consulting through December 31, 2022. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.

The Board discussed having a station Grand Opening. Ms. Kathryn Mohn will work with Captain Biedeger, LSVFD, on planning the opening. Commissioner Rasmussen motioned to approve appropriate \$3,000 for the ceremony. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.

- d. Mr. Perez reviewed the most recent Sabinal Group pay application for up \$88,590.48 and other presented invoices. Mr. Charles Laljer, Administrator, reviewed an invoice from CAM Solar for the Station 132 solar panels. Commissioner Rasmussen motioned to approve pay application after Mr. Perez's documentation review, the other invoices presented, and payment of CAM Solar for 80% of their proposal. Commissioner Surratt seconded the motion. Motion carried by a 5/0 vote in favor of.
- 7. The Board entered into an executive session at 8:28 PM to discuss the proposed LSVFD contract. The Board re-entered regular session at 9:12 P.M.
 - 8. Discussion and appropriate action on the following:
 - a. The Board reviewed the draft Fiscal Year 2023 ESD 4 Budget.
 - b. The Board reviewed the ESD 4 5-year Plan.
 - 9. Determine date, time and possible agenda items for the next meeting. The next regularly scheduled Board meeting will be Monday, August 1, 2022.
 - 10. Adjourn. With no further business before the Board, Commissioner Lopez-Maddox made a motion to adjourn. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 9:21 P.M.