

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
April 20, 2015**

Members in Attendance:

Dan Langford, President
Morris Bradley, Treasurer
Jim Chatterton, Secretary

Mike Jones, V. P.
Dan Dronberger, Asst. Treasurer

Others in Attendance:

Debbie Gibson, McCall Gibson, et al
Ron Welch, Municipal Information Services
Fred Windisch, Fire Chief
Teresa Griffin, Office Manager

CALL TO ORDER

Dan Langford called the April 20, 2015 ESD Board Meeting to order at 5:02 p.m.

MINUTES

Dan Langford asked if there were any changes or corrections to the minutes for the March 16, 2015 meeting. Morris Bradley noted that on the second page, and under "Financials", fifth paragraph, should read, "Morris was discussing the study done by Ron Welch and the noted increase which would bring our receipts up to \$6M in 2016." Should read, "Morris discussed the study done by Ron Welch and the noted revenue increase which would bring our carry over receipts up to \$6M in 2018." Teresa will make the change. No other changes were mentioned. Jim Chatterton made a motion to make the change as submitted. Morris Bradley seconded with unanimous approval of the board.

UPDATE TO COMPREHENSIVE REVIEW

Ron Welch handed out the current Comprehensive Review that he has prepared, and went over the results with the Board, addressing questions as they were presented.

2014 ESD AUDIT

Debbie Gibson reviewed the audit by going over details included in report. McCall Gibson has issued an unqualified opinion that this is where we were at December 31, 2014.

Budget discussion was held. The Audit was not on the agenda for tonight, so we will accept it at next month's meeting. We had close to \$2.5 million in cash at the end of the year. We had \$229K in Sales Tax Revenue at year end, Penalties and Interest of \$69K. Numbers are pretty straight forward. Going over to page 10, we had Total Revenues of \$3.6M, Total Expenditures of \$2.5M and an ending Fund Balance of \$1.9M. We had a solid 9 month reserve, and about a 13 month reserve.

Property Taxes are staying pretty consistent; spikes are only when we are doing Station construction or building.

Page 35 – Morris Bradley let Debbie know that Dan Dronberger is serving as the Investment Officer as well as the Assistant Treasurer.

Page 24 – This is Budget to Actual Comparison. \$189K more revenue than what we had projected. \$284K less expenditures.

Page 26 – This is some of the information that is required by Harris County, Estimated District Population, 46,902; \$38 per capita per debt.

Page 27 - 1,657 calls were answered in the District, 163 of those were out of District.

Page 28 – Lists the Insurance and Bonding Coverage.

The 2014 Audit will be accepted at the May 18, 2015 Board Meeting.

FINANCIALS

Morris Bradley reported on the 2015 Budget vs. Year to Date handouts. Our 2014 collections through March are \$ 2,475,264.56.

Morris reported on the March 2015 Checking Account with a beginning balance of \$2,930,637.01, 9 deposits totaling \$146,987.99 (interest of \$2,943.53 included); and 10 checks/debits totaling \$540,286.75 for an ending balance of \$2,537,338.25. The Money Market Account had a beginning balance of \$411,677.65, one deposit of \$69.93, interest, for an ending balance of \$411,747.58.

The Sales Tax Money Market Account had a beginning balance of \$525,865.76, with a deposit of \$77,814.75 for an ending balance of \$603,680.51.

Regarding Station 62, FCW will contact Cindy Harris at Prosperity and ask for an amortization schedule from the double payment.

Morris commented that as we are going over the YTD Comparison through March, Penalty and Interest is coming in a little lower, but he recommends leaving it for now. We are already above budget on our tax receipts to date.

Sales Tax Revenue – We are about 20% above last year, but it's too early to adjust.

The projected PVFA draw was for \$2.4M but is at \$2.45M, we will just hold on that for now.

Regarding the Sales Tax Consultant, we had \$10K budgeted, however, their bill is \$6K so we will drop that down.

\$100K for Capital Outlay, FCW said that project didn't finish until January, just leave it there.

Dan Dronberger made a motion to approve the revised budget as presented. Mike Jones seconded the motion with unanimous approval of the board.

We have bills to pay as follows:

| | | |
|-----------------------------|-------------|---|
| BRW Architects | \$44,880.00 | Services thru Feb. 28, 2015 |
| Coveler & Katz | 1,125.00 | Services Jan.-Feb. 2015 |
| Guthrie Buildings | 10,000.00 | Deposit on Shed |
| Municipal Information Serv. | 2,875.00 | Update of Comprehensive Review |
| Prosperity Bank | 198,618.06 | Apr. & Oct. Payments on Station 62 Loan |
| Sales Tax Consulting | 1,500.00 | Quarterly Fee May-July 2015 |
| Terracon | 1,800.00 | ** Site Work – Sta. 3 Asbestos Survey |
| ** NO asbestos found | | |

Dan Dronberger made a motion to accept the Report and pay the bills as listed. Mike Jones approved with unanimous approval of the Board.

FIRE CHIEF'S REPORT

FCW reported that Friday night is the Private Party at the Cook-Off, Sam Houston Race Park, and Saturday is Family Day. Friday try to get there around 5 p.m.

We had 137 runs for the month, average is 140.

Staffing Study

Nothing new to report.

Station 61 Roof Modification

In your board package is a bid from Able's Construction Services to fix the limestone caps around the building. We have had leaks and this will replace the caps and will fix the caulking, etc. with a 20 year warranty. They will begin work shortly.

Compressor Station 63

FCW reported that we can't find parts for it; we rebuilt the motor last year. We are going to look at the new compressor with fill system at \$30K. If we come really close with budget concerns, that is going to be one reason. We could roll it into the building of the station, but it is an asset – Fred will wait until the building is almost complete and look at the compressor.

R-61 was turning onto 1960 and did some wood/stone/trim damage to their landscaping. The curb also has some damage, but not a lot. The company involved will let us know what it will be.

Station 63 Title Transfer & Replatt

Leave on the agenda for now.

Station 63 Construction

FCW reported that construction is moving forward with the architectural design. We have approved the geotechnical fee last month and we will leave on the agenda.

Existing Bldg. Environmental Testing \$4K

We can remove from the agenda.

New Shed

The new shed is being engineered. Everything is moving forward.

ESD 11 Update

Fred was not at the last meeting, he was in Austin for the JPO Resolution. The ESD Board has asked Howard Katz to send a letter to the one board member who doesn't attend all meetings, asking what his intentions were.

HB973 Legislation – Commissioners' Compensation

FCW said the hearing was held, he doesn't know what the outcome was however. Howard asked if we would support or not support so he could carry the message. The bill calls for increase of the stipend from \$50 to \$150 per day, with a \$7200 cap. Mike Jones made a motion to support the increase. Dan Dronberger seconded with unanimous approval of the Board.

FCW will advise when he hears.

Report on the President's participation in the Emergency Response Leadership Coalition

FCW and Dan Langford were not available to attend the last meeting.

MOTION TO ADJOURN

A motion to adjourn was made at 6:15 p.m. by Dan Dronberger. Mike Jones seconded the motion with unanimous approval of the board. The next meeting will be on Monday, May 18, 2015 at 5:00 p.m.



Jim Chatterton, Secretary