

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



17061 Rolling Creek  
Houston, TX 77090-2411  
281-444-8465  
FAX 281-444-8052  
www.hcesd28.com  
www.ponderosavfd.org



## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28 MINUTES OF THE BOARD OF COMMISSIONERS MEETING June 19, 2017

### Members in Attendance:

Dan Langford, President                      Morris Bradley, Treasurer  
Dan Dronberger, Asst. Treasurer      Shirley Jauma, Secretary  
Mike Jones, Vice President

### Others in Attendance:

Fred Windisch, Fire Chief

### Excused:

Dana Schmanski, Office Manager

### CALL TO ORDER

Dan Langford called to order the June 19, 2017, ESD Board starting at 5:00 p.m.

### MINUTES

Dan Langford asked if there were any additions or corrections to the minutes from the May 15, 2017, board meeting.

Page 5 of 12 – Second paragraph, last sentence. Should read “It will be a long term assisted and memory care facility and is being built further back on the property.”

Page 6 of 12 – Should read “Proposal 2, from page 10 of 16 is not viable, from the April 17, 2017 Board of Directors Meeting”.

Dan Dronberger made a motion to approve all of the minutes with the above changes. Mike Jones seconded with unanimous approval of the board.

### **PUBLIC COMMENTS**

No public in attendance.

Morris Bradley – Announcement for public, I am relocating out of district and will resign effective 7/31/2017. Moving to Beaumont, Texas.

### **FINANCIAL REPORT**

Morris Bradley – Please refer to page 10 of the profit and loss statement. I did not do a budget comparison this month. You will notice we have significant changes in year to date balances with no monthly activity in May.

FCW- speaking with Dana Schmanski, she thinks the audit entries may be inaccurate.

Morris Bradley – Tax Receipts Income is \$340,000.00, probably not accurate. Legal Fees General; has no monthly transactions but the balance decreased approximately \$2,500.00. Capital Outlay, Architect Fees; negative \$8,976.00 with no May transactions. Site Work Station 63; negative \$436,000.00. Something is out of kilter.

FCW – Dana has real questions about audit entries she posted last week, but Jennifer Day was out and Dana is out this week and were unable to reconcile items together. We should schedule a meeting with Jennifer Day, Dana Schmanski, and Morris Bradley to review all audit entries.

Morris Bradley – Please review the Balance Sheet under Cash with Disbursing Agent; \$1,520,791.67. This increases our current assets.

FCW – will need to clarify with Jennifer Day.

Morris Bradley reported on the bank balances in our various accounts as of May 31, 2017.

Checking Account: We had a beginning balance of \$2,002,164.46 with deposits totaling \$158,721.12 (which includes an interest deposit of \$783.42);

and checks and debits totaling \$519,544.76, for an ending balance of \$1,641,340.82.

Money Market Account: We started with a beginning balance of \$413,512.06 with an interest deposit of \$122.92, for an ending balance of \$413,634.98.

Sales Tax Money Market Account: Beginning balance of \$1,355,290.37 with deposits totaling \$148,990.34 (which includes an interest deposit of \$427.09), for an ending balance of \$1,504,280.71.

We have (3) bills to pay this month as follows:

Covelor & Peeler	\$599.24	Prepare Audit Response Letter
Harris County Appraisal District	\$5,485.00	Quarterly Retainer

Morris Bradley – we have two invoices due:

Creative Cabling & Communications \$5,448.20 – Station 63 Telephone  
Northwest Communications \$10,438.18 – Station 63 Radio Tower

Morris Bradley reported that we have total account bank balances as of today \$3,747,870.60.

The interest paid this month on the bank loan to Trustmark National Bank was \$10,263.95.

**ESD Commissioner Compensation – June 2017**

Morris Bradley – complete Commissioner Compensation Request form for board members, second quarter compensations are payable.

FCW – via new legislation, it appears the ESD’s may be able to charge \$150.00 per commissioner meeting.

Mike Jones – But, we do not have to increase? FCW – That is correct and change not implemented to date.

**PVFA Draw**

May Draw \$325,000.00

## **ESD 2017 BUDGET**

Morris Bradley – Should we prepare a budget revision for additional expenses from LDF Construction? Discussion held by the board, budget revision to be reviewed after audit entries are reconciled.

### **Station 63 Construction**

Morris Bradley – we received an invoice from BRW Architects. FCW - they billed for travel and rental car. Invoice is under review at BRW, review at next board meeting.

FCW – Handed out spreadsheet for the ESD#28 initial appraised tax roll history for 2015, 2016, & 2017. Initial appraised value tax roll, excluding categories J & L is \$2,964,450,393.00, and when you add last year evaluation of taxable property equal \$3.184 billion. Resulting in \$201,557,510.00 increase from last year.

The appraisal district sent out our estimated value, total \$2.987 billion. They also showed for budget preparations \$22,981.00 based on the appraisal district budget and the percentage of allocation. Our portion will be about \$23,000.00 for their services. We are seeing an upward trend in property value.

Mike Jones made a motion to approve the financials, pay the bills, and commissioner compensation as presented. Dan Dronberger seconded the motion with unanimous approval of the board.

## **FIRE CHIEF REPORT**

### **Fire Responses**

FCW – We had 321 responses in May.

Spring FD on E75 had 39 responses, previously running 60 to 90 responses per month. Ponderosa FD 191 responses.

One member injury at a house fire in Westador 5/6/17; left knee meniscus tear. He is back to full duty, and has refused/delayed surgery originally scheduled in June. Because he is no longer experiencing knee pain, doctor recommended postponing surgery.

Dana Schmanski filed all paperwork with Texas Mutual/Workers Compensation and we have not closed the case in the event of future medical attention and/or surgery.

### **Traffic Signals Update**

Nothing to report

### **Other Current and Long Range Information**

Nothing to report

## **Station 63 Construction**

### **Construction Payments, Change Orders, Other Actions as Necessary**

Everything is wonderful.

I have also asked the PVFA Board to pay Tony Spitzenberger \$5,000.00 for compensation of services at Station 63 for overseeing all construction activity.

The board agrees to pay Tony Spitzenberger \$5,000.00 for his services of overseeing Station 63 Construction.

### **Bank Loan & Final Construction Payments**

Nothing new to report

### **Covered Parking**

Tony Spitzenberger is checking on covered parking costs at Station 63 to protect the vehicles in the rear of the facility.

### **HB1378**

Texas House Bill 1378 relating to the fiscal transparency and accountability of political subdivisions. All the information required on this report comes directly from our audit reports. Current debt on the books is for Station 63 Construction Loan at Trustmark Bank. FCW requests from the board permission to file HB1378. Report filed online with no associated costs.

Dan Dronberger made a motion to allow FCW to file report online as needed.  
Mike Jones seconded with unanimous approval of the board.

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

No attendance

**MOTION TO ADJOURN**

A motion to adjourn made by Mike Jones at 5:34 p.m. Shirley Jauma seconded  
the motion with unanimous approval of the board.

  
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Shirley Jauma, Secretary