

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28 MINUTES OF THE BOARD OF COMMISSIONERS MEETING July 17, 2017

### Members in Attendance:

Dan Langford, President                      Dan Dronberger, Assistant Treasurer  
Morris Bradley, Treasurer                      Mike Jones, Vice President

### Others in Attendance:

Fred Windisch, Fire Chief  
Dana Schmanski, Office Manager  
Ken Koenig

### Excused:

Shirley Jauma, Secretary

### CALL TO ORDER

Dan Langford called to order the July 17, 2017, ESD Board meeting starting at 5:01 p.m.

### MINUTES

Dan Langford asked if there were any additions or corrections to the minutes from the June 19, 2017, board meeting.

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”.

Page 3 of 15 – Bank Balances as of June 19, 2017, amount incorrect, should read \$3,747,870.60.

Page 3 of 15 - ESD Commissioner Compensation, should read second quarter compensations are payable.

Page 4 of 15 – Remove June is \$90,819.00, represents sales tax revenue, nothing to do with appraised tax roll history.

Mike Jones made a motion to approve minutes with the above changes. Morris Bradley seconded with unanimous approval of the board.

### **PUBLIC COMMENTS**

No public in attendance.

Morris Bradley – Announcement for board and public, I am relocating out of district and will resign effective 7/17/2017. Moving to Beaumont, Texas.

### **FINANCIAL REPORT**

Morris Bradley – handed out the financial report for May, no May report last month due to audit entries requiring correction. We had \$24,000.00, expensed under account for Site Work. Nothing else is exceptional.

June 2017 - As you can see from our income, budget compared to total income of 4.020 million, currently we are at 3.621 million. With current sales tax income, we will exceed the budgeted amount in revenue.

Expenses - couple items to note; previously we had not been breaking out the expense for tax collector attorney fees from ad valorem tax revenue. Dana Schmanski will record fees, increasing revenue and expensing tax collector attorney fees.

Morris Bradley reported on the bank balances in our various accounts as of June 30, 2017.

Checking Account: We had a beginning balance of \$1,641,340.82 with deposits totaling \$105,482.90 (which includes an interest deposit of \$688.01); and checks and debits totaling \$112,830.27, for an ending balance of \$1,633,993.45.

Money Market Account: We started with a beginning balance of \$413,634.98. with an interest deposit of \$118.99, for an ending balance of \$413,753.97.

Sales Tax Money Market Account: Beginning balance of \$1,504,280.71 with deposits totaling \$91,262.32, (which includes an interest deposit of \$443.19), for an ending balance of \$1,595,543.03.

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

BRW Architects, Inc	\$4,476.00	Architect Fees Final 20%
Coveler & Peeler	\$682.61	1.25 Hours Legislative Consultants
Trustmark Bank	\$353,550.36	1 <sup>st</sup> Annual Construction Loan Payment

### **ESD Commissioner Compensation – September 2017**

#### **PVFA Draw**

July – Draw 360,000.00, approved not to exceed \$380,000.00.

#### **ESD 2017 BUDGET**

Morris Bradley – handout revised budget, discussion held by the board and an adoption for new 2017 budget was submitted for approval.

Changes include:

Increase to Sales Tax Revenue to 1.242 million. Legal Fees General increase to \$20,000. Capital Outlay increase to \$400,000.00. As well, as other adjustments needed. We should consider a revision to the 2017 budget.

Dan Dronberger made a motion to accept and pay the bills as presented and accept the revised budget for 2017. Mike Jones seconded the motion with unanimous approval of the board.

### **FIRE CHIEF REPORT**

#### **Fire Responses**

FCW – We had 159 responses in June.

#### **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**

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

DMS - Station 63 Capital Outlay - The Station 63 Loan with Trustmark ended May 11, 2017, due to an error at Trustmark Bank we received two additional interest invoices. The balance due to Trustmark Bank for the annual installment payment of \$373,712.47 reduced by \$20,162.11 in overpaid interest. Annual payment amount \$353,550.36.

#### **Covered Parking**

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

#### **Bar-B-Que Cook off Reconciliation**

FCW- handed out the BBQ reconciliation, the team ended with a \$1,998.14 positive balance. All BBQ income and expense transactions were Non-ESD funds.

#### **HB1378 Debt Reporting**

New debt reporting required by the state for all political subdivisions with or without outstanding debt. Local Government Code, Section 140.008. Intent of the HB1378 is debt transparency. It is a fill in the blank form on line and required for all debt liabilities repaid with ad valorem taxes. FCW reported loan for 4.5 million for new Station 63 Fire Station. The report was filed by the June 15, 2017 deadline.

#### **Replacement Board Member**

FCW – Ken Koenig, is recommended to complete the remaining Commissioner term of Morris Bradley until next election. This appointment places him in an official elected capacity.

Discussion held by the board, Kenneth Koenig has offered and accepted the Commissioners position.

**STATEMENT OF  
ELECTED/APPOINTED  
OFFICER**

I, **Kenneth Koenig**, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment of confirmation, whichever the case may be, so help me God. Kenneth Koenig – I Do.

**THE STATE OF TEXAS  
OATH OF OFFICE**

I, **Kenneth Koenig**, do solemnly swear (or affirm) that I will faithfully execute the duties of the office of **Commissioner** of the state of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and law of the United States and of this State, So help my God. Kenneth Koenig – I Do.

Documents sign by Kenneth Koenig, and notarized by Dana Schmanski, Office Manager/Notary. July 17, 2017.

Dan Dronberger appointed to replace Morris Bradley as Treasurer. Kenneth Koenig appointed as Assistant Treasurer. Kenneth Koenig may eventually become the Treasurer.

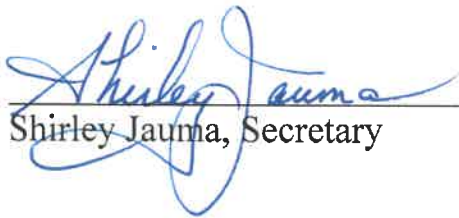
Mike Jones made a motion to accept Kenneth Koenig, as Board Commissioner of Harris County Emergency District 28, with title of Assistant Treasurer. In addition, Dan Dronberger appointed to replace Morris Bradley as Treasurer. Dan Langford seconded the motion with unanimous approval of the board.

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

FCW - We have an organization in our area including area Officers, Politicians, Fire and EMS, and we meet monthly. Various fire departments host the meetings and it brings everyone together to discuss community issues.

**MOTION TO ADJOURN**

A motion to adjourn made by Mike Jones at 5:43 p.m. Dan Dronberger seconded the motion with unanimous approval of the board.



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Shirley Jauma, Secretary