**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6**
**August 7, 2017 MINUTES**

The Comal County Emergency Services District No. 6 Commissioners met in regular session August 7, 2017 at the Bracken Volunteer Fire Department (BVFD) Central Station, 23600 FM 3009, San Antonio, TX 78266.

**Agenda Item #1.** Call to order and establish quorum and pledges to the flags.

Commissioner Coley called the meeting to order at 6:00 P.M. Commissioners Maschek, Solomon, Waechter, and Yannuzzi were present to establish a quorum.

Also present was Charlie Flink, the President of the BVFD Board and BVFD Fire Chief Donald Zipp. Two citizens (Gary Stegman and George Rayhons) residents of the John Newcome gated community off Mission Valley Road were also at our meeting.

**Agenda Item #2.** Approval of the minutes of the July 10, 2017 regular meeting.

Motion to accept the July 10, 2017 minutes as written was made by Commissioner Waechter and seconded by Commissioner Solomon. The motion passed unanimously.

**Agenda Item #3.** Receive and take action on the Treasurer's report.

Commissioner Waechter read the treasurer's report and provided each commissioner a copy of the report. As of July 31, 2017 the cash balance in bank accounts was $2,169,951.80. Motion to accept the treasurer's report was made by Commissioner Maschek and seconded by Commissioner Solomon. The motion passed unanimously.

**Agenda Item #4.** Take action on outstanding bills owed by the District.

Commissioner Waechter reported that there were seven outstanding bills for the District. $1100.00 for ESD No 6 SAFE-D membership renewal; $486.00 reimbursement to Commissioner Maschek for the 2017 Property Tax Rates for ESD No 6 add run in the Herald-Zeitung on August 3, 2017; $920.00 to our attorney Ken Campbell (Burns Anderson Jury & Brenner); $100.00 to The Comal County Clerk to replenish our agenda posting fee fund; $323.49 for completion of the ESD No 6 web setup; $350.00 to Caliber Home Inspections for inspecting the 28004 Delafield Dr dwelling that ESD No 6 is purchasing for a fire substation; and $1800 to Profession Service Industries, Inc. for a Phase 1 Environmental Site Assessment on the 28004 Delafield Dr, New Braunfels property. Motion to pay the outstanding bills for the District was made by Commissioner Yannuzzi and seconded by Commissioner Maschek. The motion passed unanimously.

**Agenda Item #5.** Receive a report on recent activities of the Bracken Volunteer Fire Department.

Chief Zipp reported that 3 firefighters returned from Texas A&M training. Two were trained in vehicle extractions and one was trained in ropes and water rescue. BVFD has just completed a safety survey for the Natural Bridge Caverns park. The number of

medical calls for heat related injuries has increased over the past month and especially at the Natural Bridge Caverns. Operations and maintenance are running normal.

**Agenda Item #6.** Receive a Bracken Volunteer Fire Department Board update.

BVFD Board President, Charlie Flink reported that BVFD Board met on July 24, 2017 and approved the transfer of the BVFD Station and property to the ESD No 6.

**Agenda Item #7.** Receive Public Comment. 3–minute limit per citizen.

Mr. Gary Stegman from the John Newcome Subdivision off Mission Valley Road requested that an ESD No 6 representative come to a subdivision meeting on August 14, 2017 to answer questions on fire and EMS services for the home owners. Commissioner Coley said he would attend and Chief Zipp will also attend.

**Agenda Item #8.** Review, discussion, and possible action on ESD No 6 capital budget issues for 2018.

The 2018 proposed budget included $70,000 for capital items and there were no additional capital items recommended by the board members.

**Agenda Item #9.** Review, discussion and action on adopting an ESD No 6 budget for 2018. (Commissioner Waechter)

The 2018 budget was reviewed by the ESD Board and a motion was made by Commissioner Maschek to accept the 2018 budget as presented by Commissioner Waechter and seconded by Commissioner Solomon. The motion passed unanimously. (See Enclosure 1: (2018 Budget Comal County ESD No 6)

**Agenda Item #10**. Review, discussion and action on setting a proposed 2017 Ad Valorem Tax Rate for ESD No 6.

The board discussed the 2017 Ad Valorem Tax Rate for ESD No 6. Commissioner Maschek made the following motion on the 2017 Ad Valorem Tax Rate for Comal County Emergency Services District No. 6: "I move that the property tax rate for Comal County ESD No 6 be set at 0.069670%." The motion was seconded by Commissioner Waechter. The motion passed unanimously. Commissioners, Coley, Solomon, Maschek, Waechter and Yannuzzi all voted yes to the 0.069670% tax rate.

**Agenda Item #11.** Discussion and action to establish a time line with key dates for ESD No 6 required actions in order to provide Comal County Tax Assessor-Collector with the ESD No. 6 adopted tax rate by September 15, 2017 and comply with applicable law.
Since the board recommended that the property tax rate be set at 0.069670% which is the effective tax rate for ESD No 6 no further open hearings or newspaper publishing

are required. The next required action will be to adopt the tax rate that was recommended in Agenda Item #10.

**Agenda Item #12.** Review, discussion and possibly take action on the transfer of the deed of the BVFD land and station on FM 3009 to Comal County ESD No 6. (Commissioner Maschek)

BVFD approved the transfer of the BVFD Station and property to ESD No 6 at their July 24, 2016 meeting. Our lawyer, Ken Campbell, told us that two resolutions must be completed and the bill of sale must be completed and notarized. Commissioner Maschek will check with Comal County on the requirements for the transfer of the BVFD deed and work with the BVFD Board President to get the proper paper work for the transfer.

**Agenda Item # 13.** Receive an update on the ESD No 6 purchase of the Delafield property. (Commissioner Maschek)

Commissioner Maschek informed the board that the paperwork for the drilling of the well has been filed with Comal County and they are waiting approval. The home inspection is scheduled for August 10th at 1200 PM and Chief Zipp will accompany the inspector. Our option period for changes to the contract expires on August 26, 2017. The well must be in and functional prior to closing which is currently scheduled for on or before October 1, 2017.

**Agenda Item #14.** Set date, time, and location for next meeting of ESD No.6.

All commissioners agreed that the next regular meeting will be on September 11, 2017, at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.

**Agenda Item #15.** Adjourn

A motion was made by Commissioner Waechter to adjourn at 7:14 P.M. and was seconded by Commissioner Yannuzzi. The motion passed unanimously.

**Enclosure 1**: (2018 Budget Comal County ESD No 6)

Randy Maschek 09/11/2017

Signature Date

Commissioner Randy Maschek, Secretary ESD No. 6

7-Aug-17

# 2018 Budget
## Comal County Emergency Services District No. 6
### Rate to prevent rollback issue

**Revenues**

| | Value | Rate | |
|---|---|---|---|
| Ad Valorem Taxes | 1,586,152,319 | 0.06967 | 1,105,072.32 |
| Interest | | | $ 2,500.00 |
| Intergovernmental-Sales Tax | | | $ 450,000.00 |
| Refunds/Sale of Equipment | | | $ - |
| | | Subtotal | $ 1,557,572.32 |

**Expenses:**

| | | |
|---|---|---|
| First Responder and Fire Services | | $ 1,075,550.00 |
| Operate new station with 2 full time staff | | $ 360,000.00 |
| Schertz Emergency Services | | $ 119,328.10 |
| Other Expense | | $ 21,042.90 |
| Appraisal & Tax Collector District Fees 1% of tax revenue | | $ 11,050.72 |
| BVFD Capital Items | | $ 70,000.00 |
| | Subtotal | $ 1,656,971.72 |
| Increase (reduction) in Funds | | $ (99,399.40) |

By: William F. Waechter, Treasurer

Sales Tax and estimate based on current trends.

| | |
|---|---|
| First Responder and fire services: | |
| 2017 Budget | 987,250.00 |
| Increase for wage adjustment | 45,000.00 |
| Adjusted 2017 budget | 1,032,250.00 |
| 2018 per charles flink email | 1,075,550.00 |
| | |
| Schertz Emergency Services: | |
| Number of residents estimate based on 2.5 per unit | |
| homes | 3033 |
| mobile homes | 78 |
| duplex living units | 4 |
| total living units | 3115 |
| estimated residents at 2.5 per unit | 7788 |
| Number of residents times 14.03 per capita (2017) | 109,265.64 |
| 2018 per email | 119,328.10 |
| Other Expenses: | |
| SAFE D Membership | 1,100.00 |
| Communications with tax payors | 500.00 |
| Legal Fees | 5,000.00 |
| SAFE D Attendence and other education costs | 2,000.00 |
| Insurance | 2,000.00 |
| Publications and Notices including ads for rate setting | 3,000.00 |
| Audit ESD | 5,200.00 |
| Other items | 2,242.90 |
| Total Other | 21,042.90 |
| | |
| Capital needs for remodeling and new station | |
| Current reserve | 950,000.00 |
| | |
| New site | 275,000.00 |
| Garage and road | 150,000.00 |
| Remodel Station 1 | 300,000.00 |
| | 725,000.00 |

Enclosure 1: (2018 Budget Comal County ESD No 6)