

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6
May 11, 2020 Minutes

The Comal County Emergency Services District No. 6 Commissioners met telephonically on May 11, 2020. The dial in number for this meeting was (978) 990-5000, access code 348563. The meeting was recorded. This is a synopsis of the recorded minutes

Agenda Item #1. Call to order and establish quorum.

Commissioner Coley called the meeting to order at 6:00 P.M. Commissioners Maschek, Solomon, Waechter and Yannuzzi were present telephonically to establish a quorum. BVFD Fire Chief Donald Zipp, BVFD Board President Charlie Flink and our AG/CM contractors Sean Spyres and Nick Tuttle were also present telephonically. The pledges to the flags were not done since this was a telephonic meeting due to COVID-19 restrictions.

Agenda Item #2. Receive Public Comment on topics not posted on the meeting agenda. 3-minute limit per citizen.

No public comment

Agenda Item #3. Approval of the synopsis of the recorded minutes of the April 13, 2020 regular meeting.

Motion to accept the April 13, 2020 synopsis of the recorded minutes as written was made by Commissioner Waechter and seconded by Commissioner Solomon. The motion passed unanimously.

Agenda Item #4. Receive and take action on the Treasurer's report.

Commissioner Waechter provided a copy of the treasurer's report to each commissioner. As of April 30, 2020, the cash balance in bank accounts was \$3,204,362.43. Motion to accept the treasurer's report was made by Commissioner Maschek and seconded by Commissioner Yannuzzi. The motion passed unanimously.

Agenda Item #5. Take action on outstanding bills owed by the District.

Commissioner Waechter reported that there were three outstanding bills for approval by the District. One invoice for \$5100.00 from Armstrong, Vaughan & Associates for conducting our 2019 annual audit; an invoice of \$1426.94 for legal fees from our lawyer Burns Anderson Jury & Brenner; and a \$4000.00 March invoice from TCEQ for Water Pollution Abatement Plan for our BVFD Delafield construction. Motion to pay the outstanding bills for the District was made by Commissioner Maschek and seconded by Commissioner Yannuzzi. The motion passed unanimously.

Agenda Item #6. Discussion and approval of the 2019 ESD No 6 Audit report.

The Commissioners each received a digital copy of the 2019 Audit report. Commissioner Maschek made a motion to approve the 2019 Comal County ESD No 6 Audit report and Commissioner Solomon seconded the motion. The motion passed unanimously.

Agenda Item #7. Discussion and possible action on formally adopting the calendar year 2020 Comal County ESD No 6 Investment Policy.

The Commissioners discussed the ESD No 6 investment Policy for CY 2020. Commissioner Maschek made a motion to adopt the 2020 Comal County ESD No 6 Investment Policy and Commissioner Solomon seconded the motion. The motion passed unanimously.

Agenda Item #8. Receive a report on recent activities of the Bracken Volunteer Fire Department.

Chief Zipp reported that the Department calls are picking up again and almost back to normal. The Department has been busy clearing out the Central station and moving to their temporary offices and sleeping quarters so renovations can begin. No COVID-19 issues to report and plenty of PPE on hand.

Agenda Item #9. Receive a Bracken Volunteer Fire Department Board update.

BVFD Board President Charlie Flink reported that their Board conducted the April Board meeting by Zoom and will also conduct their May meeting by Zoom. BVFD is in the middle of their audit and a discrepancy with the funds to be returned to the ESD was discovered during the process and a check for reimbursement of \$47,458.25 to the ESD has been issued and put in the ESD mail box at the station.

Agenda Item #10. Discussion and possible action on adopting Public Comment Guidelines for Comal County ESD No 6 Board meetings.

The ESD Board did not adopt new Public Comment Guidelines for the Comal County ESD No 6 Board meetings.

Agenda Item #11. Update and discussion and possible action on the development of the Strategic Plan for ESD No 6. (Commissioner Solomon)

Commissioner Solomon reported that the committee is continuing to work the draft of the Strategic Plan. A few more meetings with the service providers are required before the draft will be ready to be circulated within the committee for review. The final draft should be ready for review by the ESD in July.

Agenda Item #12. Update, discussion, and possible action on the construction of the BVFD Delafield Substation and BVFD Central Station renovation.

Sean Spyres of AG/CM has been working with Seidel but Seidel cannot come back with a final cost until they have the contract and can lock in their subcontractors at specific costs. Seidel has reduced the project completion from 250 to 150 days. The actual final cost will take into account the value engineered options utilized.

Agenda Item #13. Discussion and approval on a construction contract to perform the ESD 6 renovations of the BVFD Central Station and new construction at the Delafield substation.

Commissioner Waechter made a motion that we approve Seidel Construction for an amount not to exceed \$1,600,865.00 for the ESD 6 renovations of the BVFD Central Station and new construction at the Delafield substation. Commissioner Maschek seconded the motion. The motion passed unanimously.

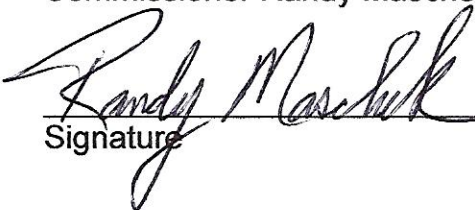
Agenda Item #14. Set date, time, and location for next meeting of ESD No.6.

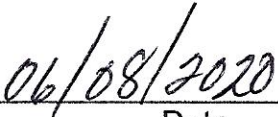
All commissioners agreed that the next meeting will be telephonically on June 8, 2020 at 6:00 P.M. Cancellation of telephonic meeting will depend upon the Comal County COVID-19 restrictions.

Agenda Item #15. Adjourn

Commissioner Coley adjourned the meeting at 6:33 P.M.

Commissioner Randy Maschek, Secretary, ESD No. 6


Signature


Date