

## **COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

### **Meeting Minutes for June 14, 2022**

Notice is hereby given that a Meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 will be held on **Tuesday, June 14, 2022, at 6:00 PM at Station 4, 215 Rebecca Creek Rd., Canyon Lake, Texas 78133** for the purposes below.

Comal County Emergency Services District No. 4 may hold the meeting under the provisions of Government Code 551.127 which allows for the participation of District Commissioners via videoconference. A quorum will be present at the meeting location indicated above, as will the presiding officer. Any other Commissioners attending via videoconference will be visible to all persons in attendance at the location of the quorum when the remote Commissioner is speaking.

Call meeting to order.

Meeting called to order at 6:00PM by President Clausen. ESD 4 Commissioners present included President Clausen, Vice President Dean, Treasurer Graf, and Secretary Dean. Chief Torres present as well. No public present.

1. Public Comment: Individual members of the public may address the Board for a maximum of three minutes on items either on or not on the current agenda. In reliance upon the guidance provided by the Office of the Attorney General of Texas Open Meetings Handbook, any issues raised in public comment may be responded to by member of the Board of Commissioners with only (1) state of specific factual information, (2) recitation of existing District policy or (3) a brief deliberation by the Board in order to determine if any items should be placed on a subsequent agenda.

No public comment.

2. Review and consider approval of recent meeting minutes.

Meeting minutes from 5/26/22 reviewed. Motion made by Treasurer Graf and seconded by Vice President Dean to approve minutes. Motion passed unanimously.

3. Receive monthly report from the Treasurer and consider:

- a. approval of payment of monthly bills and invoices

Motion made by Vice President Dean and seconded by Secretary VanAusdall to approve ESD 4's portion of the Westnet agreement with adjacent ESDs aka Memorandum of Understanding and Interlocal Agreement. Motion passed unanimously.

- b. acceptance of monthly financial report.

Financial report delivered by President Clausen and Treasurer Graf to include discussion of 2022-2028 financial forecast. Motion made by President Clausen and seconded by Vice President Dean to accept the monthly financial report. Motion passed unanimously.

4. Receive monthly report from BSBES Chief regarding emergency operations, response times, call volume, training, management activities and personnel.

Report delivered by Chief Torres.

5. Update, discuss and consider BSBES's financial report, financial activities, budget amendments and other related items.

BSBES has yet to meet in June and will meet on June 20, 2022. No report.

6. Discuss and consider action on any items related to Stations 1, 4 and 6.

No action taken.

7. Discuss and consider action on items related to the Capital Acquisition Committee Report including the purchase or repair of apparatus and proposed capital items.

No action taken.

8. Discuss and consider action on items related to the 2022 budget, bank accounts and TexPool accounts.

No action taken.

9. Discuss and consider BSBES and ESD4 budgets for 2023.

No action taken.

10. Discuss and consider resolution on Investment Policy.

No action taken.

11. Discuss and consider the ESD4 2021 Audit.

Motion made by Treasurer Graf and seconded by Vice President to approve the draft ESD 4 2021 audit. Motion passed unanimously.

12. To meet in Closed Session to discuss legal matters and real estate matters under provisions of Government Code §§ 551.071 and 551.072.

Closed session was held from 7:18PM to 7:25PM.

13. Action items from Closed Session, including action on legal and real estate matters.

No action taken.

14. Discuss agenda, time, and date for next regular meeting.

Next meeting will be July 21, 2022 at 6:00PM.

15. Adjournment.

Meeting adjourned at 7:29PM.

A handwritten signature in dark ink, appearing to read 'J. VanAusdall', written over a horizontal line.

Jeremy VanAusdall  
Secretary  
Comal County Emergency Services District No. 4

# Comal County Emergency Service District 4

## Balance Sheet - UNAUDITED

As of June 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Frost Bank	1,264,389
Petty Cash	137
Texas Regional Bank	46,823
TexPool	2,263,424
<b>Total Bank Accounts</b>	<b>\$3,574,772</b>
Accounts Receivable	<b>\$2,079,938</b>
Other Current Assets	\$0
<b>Total Current Assets</b>	<b>\$5,654,710</b>
Fixed Assets	<b>\$9,929,798</b>
<b>TOTAL ASSETS</b>	<b>\$15,584,508</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	\$9,994
Other Current Liabilities	<b>\$1,883,090</b>
<b>Total Current Liabilities</b>	<b>\$1,893,084</b>
Long-Term Liabilities	
Notes Payable - Station 4	1,739,774
<b>Total Long-Term Liabilities</b>	<b>\$1,739,774</b>
<b>Total Liabilities</b>	<b>\$3,632,857</b>
Equity	<b>\$11,951,651</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$15,584,508</b>

# Comal County Emergency Service District 4

Budget vs. Actuals: ESD4 2022 Budget - FY22 P&L

January - June, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1000 Property Tax, Comal County Tax Assessor	1,745,142	1,740,000	5,142	100.00 %
1100 Sales Tax, Comptroller	1,236,087	1,095,000	141,087	113.00 %
1200 Interest Income	4,641	500	4,141	928.00 %
1500 Lease income	28,947	34,000	(5,053)	85.00 %
<b>Total Income</b>	<b>\$3,014,817</b>	<b>\$2,869,500</b>	<b>\$145,317</b>	<b>105.00 %</b>
GROSS PROFIT	<b>\$3,014,817</b>	<b>\$2,869,500</b>	<b>\$145,317</b>	<b>105.00 %</b>
Expenses				
100 BSBES CONTRACT EXPENSES	1,236,618	1,236,618	(0)	100.00 %
200 OPERATIONS		41,450	(41,450)	
300 Administrative & General	26,660	47,500	(20,840)	56.00 %
Contingency / Uncategorized Expense		25,000	(25,000)	
Debt service payments	470,006	470,006	0	100.00 %
<b>Total Expenses</b>	<b>\$1,733,284</b>	<b>\$1,820,575</b>	<b>\$ (87,291)</b>	<b>95.00 %</b>
NET OPERATING INCOME	<b>\$1,281,533</b>	<b>\$1,048,925</b>	<b>\$232,608</b>	<b>122.00 %</b>
Other Income				
Gain/Loss on Sale/Disposal of Assets	7,750		7,750	
<b>Total Other Income</b>	<b>\$7,750</b>	<b>\$0</b>	<b>\$7,750</b>	<b>0%</b>
Other Expenses				
Capital Equipment Purchased (>\$2,000)	14,954	268,350	(253,396)	6.00 %
<b>Total Other Expenses</b>	<b>\$14,954</b>	<b>\$268,350</b>	<b>\$ (253,396)</b>	<b>6.00 %</b>
NET OTHER INCOME	<b>\$ (7,204)</b>	<b>\$ (268,350)</b>	<b>\$261,146</b>	<b>3.00 %</b>
NET INCOME	<b>\$1,274,329</b>	<b>\$780,575</b>	<b>\$493,754</b>	<b>163.00 %</b>