

Comal County Emergency Services District No. 5
Regular Board Meeting Minutes, July 28, 2025 @ 4:00 pm

1. Meeting called to order at 4:00 pm by Commissioner Kruciak. Commissioners Kruciak, Phillips, Wyndham and Raichlen were present. Commissioner Townsend was absent. BSBES staff: Chief Southwell, Assistant Chief Torres, and Division Chief Morgan. Also present Derek Bird and Joshua Slusher of AG/CM.
2. No Citizen Communication.
3. Commissioner Raichlen was introduced and confirmed as having been properly sworn in.
 - a. Commissioner Kruciak made a motion seconded by Commissioner Phillips to elect Commissioner Raichlen to the office of assistant treasurer and all other officers to remain as previously appointed. 3 Ayes, 1 Abstain.
 - b. Commissioner Kruciak made a motion seconded by Commissioner Wyndham to appoint Commissioner Raichlen to the Finance Committee with all previous Joint Services Agreement Committee appointments remaining as appointed. 3 Ayes, 1 Abstain.
 - c. Designate authorized individuals on CCESD 5's bank account signature cards and sign those cards.
 - i. Commissioner Kruciak made motion seconded by Commissioner Wyndham to update signature cards for the District's Texas Regional Bank money market, checking public funds account and debt service account by removing Jennifer Loftin, leaving Deborah Kruciak, Robert Phillips, Jeremy Wyndham and Zachary Townsend, and adding Glenda Raichlen. 4 Ayes
 - ii. Commissioner Phillips made a motion seconded by Commissioner Wyndham to authorize Commissioner Kruciak to coordinate the new signature cards with Texas Regional Bank. 4 Ayes Cards were signed.
 - d. Designate authorized individuals on CCESD 5's Texas Regional Bank Wealth Management documents and authorize a board Commissioner to have those documents updated.
 - i. Commissioner Kruciak made a motion seconded by Commissioner Phillips to update all necessary documents for the District's Texas Regional Bank Wealth Management account by removing Jennifer Loftin, leaving Deborah Kruciak, Robert Phillips, Jeremy Wyndham and Zachary Townsend, and adding Glenda Raichlen. 4 Ayes
 - ii. Commissioner Wyndham made a motion seconded by Commissioner Raichlen to authorize Commissioner Kruciak to coordinate the updated documents with Texas Regional Bank and Charles Schwab. 4 Ayes
 - e. Designate authorized individuals on CCESD 5's Charles Schwab Investment account documents and authorize a board Commissioner to have those documents updated.
 - i. Commissioner Kruciak made motion seconded by Commissioner Phillips to update all necessary documents for the District's Charles Schwab account removing Jennifer Loftin, leaving Deborah Kruciak, Robert Phillips, Jeremy Wyndham and Zachary Townsend, and adding Glenda Raichlen. 4 Ayes

- ii. Commissioner Raichlen made a motion seconded by Commissioner Wyndham to authorize Commissioner Kruciak to coordinate the updated documents with Charles Schwab. 4 Ayes
4. Commissioner Wyndham made a motion seconded by Commissioner Phillips to approve the minutes of the 17 June 2025 Special Meeting. 3 Ayes, 1 Abstain
5. Commissioner Phillips made a motion seconded by Commissioner Wyndham to approve the minutes of the 23 June 2025 Regular Meeting. 3 Ayes, 1 Abstain
6. Commissioner Wyndham made a motion seconded by Commissioner Phillips to accept the monthly financial reports as of 31 May 2025. 3 Ayes, 1 Abstain
7. Commissioner Phillips made a motion seconded by Commissioner Wyndham to accept the monthly financial reports as of 30 June 2025. 3 Ayes, 1 Abstain
8. Commissioner Wyndham made a motion seconded by Commissioner Phillips to accept the monthly investments report. 4 Ayes
9. Commissioner Wyndham made a motion seconded by Commissioner Phillips to issue 6 checks totaling \$14,495.30. 4 Ayes
10. BSBES Chief Southwell reported 411 calls for service for the month of June. Up 16.76\$ over June 2024. Department fractile was 89.76%. Total calls year to date up 11.18%.
11. Commissioner Phillips made a motion seconded by Commissioner Wyndham to select Design/Build as the construction procurement option for Station 75. 4 Ayes
12. Commissioner Kruciak made a motion seconded by Commissioner Raichlen to approve, pending legal review and modifications, RFQs for construction, geotechnical engineering and construction materials testing. 4 Ayes
13. Commissioner Kruciak made a motion seconded by Commissioner Raichlen to appoint Commissioners Phillips and Wyndham to evaluate construction RFQs once received. 4 Ayes
14. Commissioner Phillips made a motion seconded by Commissioner Wyndham to release architect from current contract for convenience and for Commissioner Kruciak to sign the release letter. 4 Ayes
15. No decisions needed at the time on the ESD 5 and BSBES proposed 2026 Budgets.
16. Timeline for August was discussed, no action required at this time to finalize the 2025 tax rate.
17. Commissioner Kruciak made a motion seconded by Commissioner Phillips to authorize not to exceed \$7,500 for the purchase of a replacement engine for boat 75. 4 Ayes
18. Next meeting scheduled for 4:00 PM on 25 August 2025 at Station 3.
19. No Executive Session

20. No Executive Session, no action taken.

21. No future agenda items or discussion for the good of ESD#5.

22. Meeting adjourned at 5:27 PM.

Deborah S Kruciak

Deborah S. Kruciak, Acting Secretary
Comal County Emergency Services District No. 5

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