

**Bexar County
Emergency Services District No. 11
Meeting Minutes
March 16, 2017
6:00 P.M.**

The Bexar County Emergency Services District No. 11 conducted a meeting at the Bexar County Emergency Services District No. 1 Office located at 8275 FM 78, Suite No. 2, Converse, Texas 78109 on March 16, 2017 at 6:00 P.M. The following was discussed;

1. Commissioner True called the Bexar County Emergency Services District No. 11 Meeting to Order at 6:00 P.M. and established a quorum with all the members present.
 - a. The Pledge of Allegiance was recited.
2. Citizen Forum (3-minute time limit per individual). There weren't any citizens signed up to speak during this segment.
3. Chief's report.
 - a. Run Report. The call volume has been normal for this period of the year. There haven't been any calls out of the ordinary.
 - b. Update on the laptops (toughbooks) to be used by the fire department. We are waiting for the SIM cards for the laptops so that they will have wireless capabilities. Once the cards are received and installed, the laptops will be taken to the County to have the proper software installed.
4. Approval of the January 12 and the February 9, 2017 meeting minutes. Commissioner Williams made a motion to approve the minutes. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote in favor of.
5. Updates, discussion and appropriate action on the following;
 - a. City of San Antonio City Council action to allow for debt in excess of \$20,000. Commissioner True informed the Board that the San Antonio City Council approved a resolution waiving the \$ 20,000.00 debt limit and authorizing the District to go into debt at an amount not to exceed 3.5 million dollars. During this item, Commissioner True also spoke about item 5.b. and that GCC had also approved a loan for the building of a new facility.
 - b. Notification by Government Capital Corporation of approval of the ESD 11 facility loan up to \$3.2 million. Addressed in item 5.a.
 - c. Notice on the Government Capital Corporation loan terms for the loan of \$3.2 million, and the impact on the ESD 11 annual budgets. The loan will be for a 20 year term, with payment adjustments at the 5, 10 & 15 year mark of the loan. The interest rate will be 4.125%.
 - d. Present the estimated project activities and schedule for the ESD 11 facility project including the proposed contractor procurement process. Mr. Perez explained the process for the building of the fire station. Contractors will be bidding once the architectural plans are completed. They will be touring the land to ensure that there are no mistakes when submitting their proposals.

- e. Present the updated estimated project budget. Mr. Perez will be working on the estimated project budget and will be including a 20 % contingency line item.
 - f. Approval of Perez Project Consulting, Inc. proposals to support the project. Commissioner Schleicher made a motion to approve the hiring of Perez Project Consulting and the architectural firm of SJPA to support the project. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote in favor of.
 - g. Approve a resolution regarding a promissory note and security agreement with Government Capital Corporation for the purpose of constructing a "FIRE STATION". Commissioner Williams made a motion to approve the resolution as presented by Government Capital Corporation. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote in favor of.
 - h. Authorizing Perez Project Consulting, Inc. to initiate the process to procure construction services for the facility. Commissioner Brown made a motion to begin initiating the process to procure construction services. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote in favor of.
 - i. Authorizing the utilization of the Carlton Law Firm, P.L.L.C. to review the ESD 11 facility project documents to include financing and construction documents as needed. Commissioner Brown made a motion authorizing the Carlton Law Firm to review any of the necessary documents related to the building of the fire station. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote in favor of.
 - j. Discussion and approval of a designated financial institution to act as depositor for the ESD 11 facility loan proceeds. Commissioner Brown made a motion to open up a "Construction Account" to act as depositor for the loan proceeds. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote in favor of.
 - k. Action on an ESD 11 facility construction project sign. This item was deferred. Commissioner True called several companies for estimates. Most will charge approximately \$ 500.00 to build a sign for the property. Commissioner True and Mr. Perez will continue to work on finding a solution.
 - l. Action on the encroaching improvements constructed on the ESD 11 property along Texas Palm Drive. There aren't any restrictions on the contract related to encroaching improvements.
- 6. Financial Reports.**
- a. Review of the financial reports. The Board reviewed the financial reports and looked at the expenditures over the past month. Commissioner Williams made a motion to accept the financial reports as presented. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote in favor of.
 - b. Action to approve the payments for the District. Commissioner Williams made a motion. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote in favor of.
- 7. Determine any additional items to be added to the next meeting agenda. There weren't any items added at this time.**
- 8. Adjourn. With no further business before the Board, Commissioner Schleicher made a motion to adjourn. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote in favor of. Meeting adjourned at 7:54 P.M.**

ATTEST:

Ms. Earline Williams
Secretary

Ms. Gloria Salinas
Administrator