

**DECEMBER 16, 2021 AGENDA ITEM  
BOARD MEETING MINUTES OF NOVEMBER 18, 2021**

**Bexar County  
Emergency Services District No. 11  
Meeting Notice  
November 18, 2021  
6:00 P.M.**

**Bexar County Emergency Services District No. 11 will conduct a meeting at the ESD No. 11 Fire Facility located at 4511 Texas Palm Drive, Converse, Texas 78109 on November 18, 2021 beginning at 6:00 P.M. The following will be discussed;**

1. Call the Bexar County Emergency Services District No. 11 Board meeting to Order and establish a quorum.  
***Meeting called to order at 6:00PM. All five Board members were present to include John True, Barry Stevens, Earline Williams, Robert Brown, Rudy Herrera.***
  - a. The Pledge of Allegiance.
2. Citizen Public Forum (3-minute time limit per individual).  
***No citizens signed to speak.***
3. Approval of the October 21, 2021 Bexar County Emergency Services District No. 11 Board meeting minutes.
4. ***Earline Williams motioned approval; second by Barry Stevens. Motion approved by 5/0 vote.***
5. Presentation by the firm of HdL Companies who specialize in providing sales tax reporting, audit, and recovery services to Special Districts throughout the State of Texas.  
***Hdl / Katie Biggers made a presentation on their firm's service, experience, and cost proposal to assist ESD 11 on Sales Tax Collections. Several questions were presented and discussed. The presentation was for discussion only and there was no action taken by the Board. Start 6:10p.m.; finish 6:53p.m. No Board action required.***
6. Discussion and action on the selection of Maple Brook Benefits & Consulting to provide health insurance brokerage services, and approving the selection of United Healthcare to provide ESD 11 employee healthcare benefits at a cost of \$19,656 for the period of December 1, 2021 to November 30, 2022  
***John True and Richard Wendt discussed the business points of Maple Brooks as a broker for United Health Care Health Benefits and AFLAC for supplemental coverage for the ESD 11 employees at a cost savings to the initial selected program. Barry Stevens motioned approval; second by Rudy Herrera. Motion approved by 5/0 vote.***
7. Receive Bexar County ESD 11 Fire Chief's report regarding emergency operations, response times, call volume, training, management activities, personnel and authorizing appropriate action as needed:

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a. Run Report.

**Chief Wendt presented the Board with a document that provided multiple alternate reports that can be prepared and presented upon request by the Board.**

**Other operational items were discussed related to equipment and training events.**

**No Board action required.**

b. Upcoming events.

8. Presentation by Perez Project Consulting, Inc. providing an update on the development of the Bexar County ESD 11 Station 141 and associated projects, and authorizing action as necessary:

**No Board action required on any of the items.**

a. Report on the progress for the new Fire Facility – Station 141.

**Discussion of Design of project completing 50% and 75% design progress meets with Design Team. Expected to receive 95% design of the project by December 3, 2021. Project sign was erected on December 1, 2021.**

b. Report on the progress for the Gulf Shore Blvd. Extension project, and the funding Interlocal Agreement (ILA) with Bexar County.

**Design documents have been reviewed by Bexar County and the process is in the final stages of approval.**

c. Status of Debt Variance Request by the City of San Antonio.

**All requested ESD 11 documents have been provided to the City of San Antonio. Based on discussion with City staff, due to the Holiday's it is anticipated that the request for variance to the issuance of debt will be presented to the City Council Intergovernmental Committee (IGA), and thereafter City Council in January, 2022, or February, 2022.**

9. Financial Discussions and Appropriate Action:

a. A Resolution by Bexar County Emergency Services District No 11 certifying and approving the Tax Assessment Rolls of Bexar County Emergency Services District for the Year 2021.

**Discussion on the Bexar County Tax Assessor legal requirement for ESD 11 to certify the actual Tax Assessment Role.**

**Barry Stevens motioned approval; second by Earline Williams. Motion approved by 5/0 vote.**

b. Discussion and action on the retention of Margaret Nixon, CPA to prepare the ESD 11 Annual Audit for Fiscal Year 2021 for a fee not to exceed \$13,700.

**Discussion on engaging Margaret Nixon, CPA for the annual ESD 11 Audit as required by Bexar County.**

**Robert Brown motioned approval; second by Rudy Herrera. Motion approved by 5/0 vote.**

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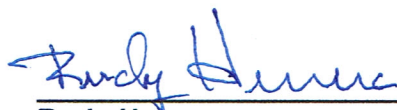
- c. Discussion and action on the retention of John Schafer, CPA, to provide ESD 11 monthly accounting financial services for Fiscal Year 2022, for a fee not to exceed \$11,200.  
***Discussion on engaging John Schafer, CPA to perform and prepare the monthly financial audit for ESD 11 which will address any concerns that have been identified by the annual audit and reported by Bexar County. Barry Stevens motioned approval; second by Robert Brown. Motion approved by 5/0 vote.***
- d. Review of the District's financial reports.  
***Discussion related to Item 9.c. in the preparation of the monthly financial reports. No Board action required.***
- e. Update on monthly sales tax deposits for the District.  
***Presentation and discussion of the month of November, 2021 sales tax collection for ESD 11 and report to the Board of the historical assessment. No Board action required.***
- f. Authorization by the Board to approve payments for the District, to include the following Station 141 project related items:  
***After discussion of Items 10.f.1), 2), and 3) the Board took action on the collective items / invoices. Barry Stevens motioned approval; second by Robert Brown. Motion approved by 5/0 vote.***
  - 1) Action to approve payment to Debra Dockery Architect, P.C. in the amount of \$54,523.19 for design services through 50% Construction Phase.
  - 2) Action to approve payment to MTR Engineers in the amount of \$15,635.70 for engineering design services for the Fire Facility site, and the Gulf Shore Blvd. Ext. project.
  - 3) Authorization to approve payment to Perez Project Consulting, Inc. in the amount of \$6,750 for Project Management / Construction Management services for development of the Bexar County Emergency Services District No. 11 Fire & Safety Facility – Station 141 project, the Gulf Shore Extension Project, and other services as requested by ESD No. 11.
- 10. Discussion of agenda items to be added to the next regularly scheduled monthly Board meeting on December 16, 2021.
- 11. Adjourn.  
***Motion to adjourn by Robert Brown; second by Rudy Herrera. Motion approved by 5/0 vote. Meeting concluded at 7:59 p.m.***

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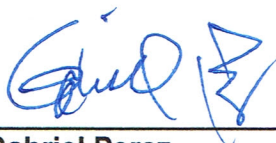
The above notice was posted on the Bexar County Emergency Services District No. 11 website, [www.BCESD11.org](http://www.BCESD11.org), and at ESD 11 Station 140, 4511 Texas Palm Dr., Converse, TX., 78109 before 6:00 P.M., Monday, November 15, 2021.

Note: The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open session.

ATTEST:



**Rudy Herrera**  
ESD 11 Board Secretary



**Gabriel Perez**  
ESD 11 Administrator