

**Brazos County Emergency Services District 1**  
**PO Box 244**  
**Wellborn, TX 77881-0244**

**April 11<sup>th</sup>, 2019 MINUTES**

**Regular Session:**

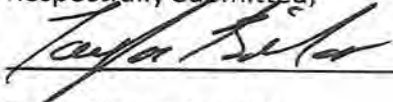
1. Commissioner Elliott called the meeting to order at 5:30 P.M. after establishing a quorum consisting of Commissioners Kissel, Gibson and Robertson; along with Chief Chet Barker, Steve Aldrich, Jim Barker and Julie Enriquez.
2. No citizens were present.
3. Commissioner Kissel moved to approve minutes from previous Regular Meeting, Commissioner Gibson seconded and all voting unanimously to accept as written.
4. Commissioner Gibson read Treasurer's Report – no new business.
5. Action Items:
  - a. Review of Accounts Payable Items – Julie presented check detail and checks to be signed by the Commissioners; Commissioner Gibson moved to approve, Commissioner Robertson seconded and all voting unanimously to accept check detail as presented.
    - i. Discussed Invoice from Millican Community Center for fire station lawn mowing – not solicited or approved by SBCFD nor the ESD #1 prior to mowing. Commissioner Elliott to address along with payment for this invoice only.
  - b. Workshop Date for ESCI Consultants Final Report – reminder that workshop is scheduled for April 26<sup>th</sup> from 1:00 P.M. to 5:00 P.M.
  - c. 2017/2018 Fiscal Year Audit –
    - i. Julie advised Keffey Malone from Thompson, Derrig & Craig stated that the difference for Item #3 (Total tax payments received) is driven by the year-end cutoff and relates to the timing lag of cash being expended by the County versus being received by the ESD. This occurs at the beginning and end of the fiscal year, so any difference from one year should wash out in the next.
    - ii. Commissioner Robertson moved to approve, Commissioner Gibson seconded and all voting unanimously to accept final financial statements and sign agreed-upon procedures letter.
  - d. Penalty & Interest Refund Requests – Julie presented two request of 2018 penalty & interest refund to: 1) property 17714 Ranch House Road (CS, TX) – Nix and 2) Rock Barn Corp properties – Adney.
    - i. Commissioner Robertson moved to approve, Commissioner Kissel seconded and all voting unanimously to approve the request of 2018 penalty and interest refund to property 17714 Ranch House Road, College Station, TX – Larry & Judy Nix.
    - ii. Commissioner deferred action until May regular meeting for the Rock Barn Corp request of 2018 penalty & interest refund.
  - e. SBCFD Incentive Program Review – Julie presented the Reimbursement reports for fiscal year's 2016/2017 and 2017/2018. Commissioner Kissel motioned to provide the SBCFD an additional \$500.00, Commissioner Gibson seconded and all voting unanimously to approve.
6. Miscellaneous Items:
  - a. Consent Agenda – Julie presented proposed items for consent agenda. No objections and all agreed to begin next week with consent agenda.

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- b. SBCFD Beneficiary Form status – Chief Barker has completed forms and will deliver them to Julie.
  - c. Impac Fleet Fuel Cards Status – Commissioner Gibson stated no status but is going to follow up.
  - d. Julie presented the Budget Surplus/Deficit report for March 2019 along with the Budget Comparison of % used to date from October 2018 to March 2019.
  - e. Julie presented the reconciled statements along with back up for the Operating account, Money Market account and Emergency Reserve account for all Commissioners review.
  - f. Commissioners requested the trucks binder with pictures to be updated – Chief Barker will complete.
  - g. Commissioner Robertson provided some ESD History documents for storage and plans to deliver a box to Julie
7. Fire Chief's Report – Everything is signed, and the donated grass truck is going to North Zulch. 41 calls this month so far.

There being no other business, Commissioner Elliott adjourned meeting at 6:08 P.M.

Respectfully Submitted,



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Taylor Gibson, Secretary