

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

December 12th, 2019 MINUTES

Regular Session:

1. Commissioner Elliott called the meeting to order at 5:38 P.M. after establishing a quorum consisting of Commissioners Gibson, and Kissel; along with Jim Barker, Jason Ware, Steve Aldrich, Kyle Kacal and Trudy Hancock, Moreecy Day, Brenda Owens, and Julie Enriquez.
2. The citizens that were present are represented in the Sign-in Sheet – Appendix A.
3. County Commissioner Steve Aldrich announced the two new Brazos County ESD #1 commissioners who will be replacing the current position held by Commissioners Charlie Robertson and Dave Kissel. The new commissioners are Brenda Owens and Moreecy Day III.
4. Hwy 159/Brazos River Concern: Special guest, Kyle Kacal reiterated an email discussing the plans and alternate options.
5. Special guest, Trudy Hancock, Brazos County Elections Administrator, stated the cost breakdown for rental of the equipment, advised of additional cost for programming, delivery, setup, and mail out ballots. She stated she can find helpers that have experience. Discussion ensued regarding the Statutory Rate Election Date.
6. Commissioner Gibson moved to approve the Minutes from last meeting; Commissioner Kissel seconded and all voting unanimously to accept as written/presented.
7. Treasurer's Report – Commissioner Gibson stated all still on track with forecasted budget.
8. Action Items:
 - a. Review of Accounts Payable Items – Julie presented check detail and checks to be signed by the Commissioners; Commissioner Kissel moved to approve, Commissioner Elliott seconded and all voting unanimously to accept check detail as presented.
 - b. 2018/2019 Fiscal Year Audit – The Independent Accountant's Report on Agreed Upon Procedures was review for accuracy. Commissioner Gibson motions to approve and sign management letter; Commissioner Kissel seconded and all voting unanimously to accept as presented.
 - c. Law Firm Engagement Letter options – Commissioner Elliott provided history for this topic; Action tabled to next meeting due to Commissioner Elliott to engage with each law firm further and will have a recommendation at December regular meeting.
 - d. AD&D Insurance Proposal – After Commissioners read the proposal, Commissioner Gibson motioned to approve the proposed Accidental Death & Dismemberment Insurance Proposal; Commissioner Kissel seconded and all voting unanimously to accept proposal.
 - e. Group Life Insurance Proposal - After Commissioners read the proposal, Commissioner Gibson motioned to approve the proposed Group Term Life Insurance Proposal; Commissioner Kissel seconded and all voting unanimously to accept proposal.
 - f. Volunteer Recruitment – Jim Barker stated that a couple of more volunteers have shown up, working on mail out with volunteer information received from National Volunteer Association.

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9. Miscellaneous Items:

- a. Julie presented the 2019/2020 quarterly payment amounts and due dates or the 2020 Brazos Central Appraisal District Operating Budget.
- b. Julie presented the Brazos County ESD #1 website.
- c. Julie presented the reconciled bank statements.
- d. Additional Miscellaneous:
 - i. Julie advised of the request for total indebtedness from the Planning & Development Services of the City of College Station regarding an Annexation.

10. Fire Chief's Report – Jim Barker provided the Fire Chief's report.

There being no other business, Commissioner Elliott adjourned regular session at 7:34 P.M.

Respectfully Submitted,



Taylor Gibson, Secretary