

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 28 MINUTES OF BOARD OF COMMISSIONERS MEETING

June 17, 2024

Members in Attendance:

Mike Jenkins, President
Ken Koenig, Treasurer
Erika Smiley, Asst. Sec/Treasurer

Dan Dronberger, V. P.
Shirely Jauma, Secretary

Others in Attendance:

Dana Schmanski, Office Manager
Jennifer Day, McCall Gibson Swedlund Barfoot, PLLC

Public:

No Public

Call to order, roll call and establishment of a quorum.

Mike Jenkins called to order the June 17, 2024, ESD No. 28 Board Meeting starting at 5:00 p.m., with a quorum.

To receive public comment.

No public.

To approve the Minutes of prior meeting.

Mike Jenkins asked if there were any additions or corrections to the minutes from the May 20, 2024, regular meeting.

Erika Smiley made a motion to accept the May 20, 2024, Regular Meeting minutes as written. Ken Koenig seconded the motion with unanimous approval of the board.

To receive a financial report from the District Treasurer and to pay District bills, including approval of commissioner fees.

Ken Koenig reviewed the report on Profit and Loss Budget Performance with percentages for the month of May 31, 2024.

Additionally, review of preliminary budget forecast for 2025 and a five year budget forecast. The budget will be approved at a later meeting. Final numbers from HCAD will be released in August and September.

Discussion held by the board.

Bank balances in our various accounts as of May 31, 2024:

Checking Account: Beginning balance of \$4,526.60, with deposits totaling \$852,859.82 (which includes an interest deposit of \$12.74); and checks and debits totaling \$817,206.19; for an ending balance of \$40,180.23.

Money Market Account: Beginning balance of \$10,009.02, with an interest deposit totaling \$9.32 and debits totaling \$9.02; for an ending balance of \$10,009.32.

Sales Tax Money Market Account: Beginning balance of \$250,616.06, with an interest deposit of \$635.95 and debits totaling \$616.06; for an ending balance of \$250,635.95.

Texas CLASS Account: Beginning balance of \$8,289,747.42, deposits totaling \$356,163.77 (which includes an interest deposit of \$38,213.77) and debits totaling \$531,000.00 for an ending balance of \$8,114,911.19.

We have (5) bills to pay this month as follows:

AlphaGraphics	\$1,187.16	Postage Newsletter
Coveler & Peeler	\$907.75	May 2024 Legal Fees
Lyn Jenkins	\$500.00	Newsletter
PVFA	\$430,000.00	June Draw
AlphaGraphics	\$8,729.86	June Newsletter

To review and take action on the payment of operations funding pursuant to the 2024 budget and service agreement with the Ponderosa Volunteer Fire Department.

FCW – requesting June Draw not to exceed \$460,000.00.

Dan Dronberger made a motion to approve the financials, checks written, commissioner's compensation, and June Draw in the amount of \$430,000.00. Erika Smiley seconded the motion with unanimous approval of the board. Mike Jenkins abstains.

To receive a report from the Ponderosa Fire Department (“Department”).
Fire Responses – May 2024 – 272 Responses

Major Fires:

05/02 18011 Cypress Trace Apartments; lightning strike during a storm.

05/02 Not listed; Fire Chief responded to Inverness Forest levee after being notified of potential flooding, levee pumps lost power; generator was down for maintenance; all ended well.

05/21 2431 FM1960 W.; 2nd floor patio on fire, small fire; had to wait on fire marshal because a Palestinian Flag was burned due to the fire.

Average responses – 214

Average EMS responses – 100

To review, discuss and take action regarding the purchase of capital equipment including apparatus.

DMS – nothing new to report.

To review, discuss and take action regarding Care's Act-Employee Retention Tax Credit Refund.

DMS – nothing new to report

To review, discuss and take action on newsletter development.

DMS – currently in print, postage check will be mailed tomorrow.

To review and discuss annual comprehensive review of district prepared by Municipal Information Services.

DMS - leave on the agenda for next meeting.

To administer oath(s) to newly elected/re-elected and/or appointed district commissioners.

DMS – Oaths administered to Mike Jenkins, Kenneth Koenig, Erika Smiley. All forms signed and notarized.

To elect District Officers

Discussion held by the board.

Shirley Jauma made a motion for the district officers to remain in the district positions as listed: Mike Jenkins – President, Dan Dronberger – Vice President, Ken Koenig – Treasurer, Shirley Jauma - Secretary, Erika Smiley – Assistant Secretary Treasurer. Dan Dronberger seconded the motion with unanimous approval of the board.

To review and discuss 2023 annual audit review by McCall Gibson Swedlund Barfoot PLLC.

Jennifer Day – reviewed with the board the 2023 Audit.

Pages 1-3; our opinion letter unmodified from previous years.

Page 11; profit and loss \$929,000.00 more than prior year.

Page 26; budget comparison nothing in the note section changed.

Revenue \$145,000.00 more than budgeted, main reason is the investment revenue. \$165,000.00 expenses over budget with a net variance of \$20,000.00. Estimated budget very close to actual.

Pages 33-34; five year comparison, revenue increased over the years. For the most part your fund balance stayed the same except for the early payout of assets.

Discussion held by the board.

Ken Koenig made a motion to approve the 2023 Audit as presented. Shirley Jauma seconded the motion with unanimous approval of the board.

To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.

No Closed Session

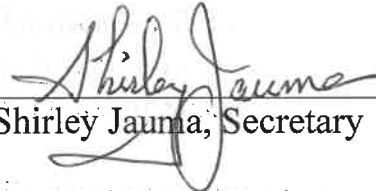
To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

No Closed Session

To set a meeting date for July 15, 2024, the Regular Meeting will be held at.

Adjournment

Ken Koenig made a motion to adjourn at 5:29 PM. Shirley Jauma seconded the motion with unanimous approval of the board.



Shirley Jauma, Secretary