



Brazos County Emergency Services District #4

MEETING MINUTES

July 6, 2022 - 5:30 pm

Brazos County ESD #4 Brushy Creek Fire Station
6357 Raymond Stotzer Parkway
College Station, Texas 77845

The following are the minutes of the agenda items discuss, consider and action taken as appropriate. The following members attended; Steve Godby, Jill Jones, and Dina Nutall. Anthony Oehler and Jordan Mitchell attended as BCESD4 Board Member nominees.

The Executive Board reserves the right to go into Executive Session on any agenda item.

1. **Call to order and establish a quorum. (Godby)**
Quorum established.
2. **Citizen comments**
No citizen comments were provided.
3. **BCESD4 Gifts & Donations, public recognitions. (Godby)**
No gifts, donations or public recognitions were reported.
4. **Approval of BCESD4 May 17th "Canvass of Election Returns & Regular Meeting Minutes" (Godby)**
Motion was made by Jill Jones to "accept the May 17th minutes as written". Dina Nutall seconded. Motion passed.
5. **Treasurers Report including, but not limited to financial status, budget reports, account balances, bills, Wells Fargo banking and payments (Godby)**
Dina reported the current Wells Fargo balance for the BCESD4 Checking Account was \$280,827.44 and the Contingency Reserve account balance was \$95,042.11

Dina confirmed the Quick Books and Bottom Line are linked to the Wells Fargo account and the account was reconciled through June 2022.

Godby reported that the BCESD4 will re-established the use of BCESD4 Cash Flow Spreadsheets to better monitor the current and forecast cash flow of the BCESD4.

The reports will be provided electronically, prior to the Board Meeting, for the Board Members information.

Godby also reported that the 2020-2021 BCESD4 Financial Audit was completed, with no reported deficiencies, and submitted to Judge Peters prior to the deadline of June 1, 2022. Well done, Dina!

6. **Report from Brazos County Precinct 4 VFD report (Chief Warren)**

Chief Warren was engaged in a Wildfire during the BCESD4 Board Meeting and was not able to attend to provide the report.

7. **BCESD4 Board Member Nominee Vote (Godby)**

BCESD4 Board Member Nominees Jordan Mitchell and Anthony Oehler were presented to the BCESD4 Board Members for approval to serve on the BCESD4 Board as of July 6, 2022.

A motion was made by Godby to "appoint Jordan Mitchell and Anthony Oehler to the two vacant BCESD4 Board positions for the prescribed term". Discussion involved when the term would begin and it was agreed both terms would run from July 6, 2022 to July 6, 2024. Jill Jones seconded the motion. The motion passed by unanimous vote.

8. **BCVFD4 Operations Financial Review Status (Chief Warren)**

Chief Warren was unable to report on the status of the BCVFD4 Operations Financial Review, however Dina Nutall reported that a recommendation was made during the recent BCESD4 Financial Audit for the BCVFD4 to conduct an Operations Financial Review.

Godby will contact Chief Warren of the board's desire to obtain this financial review.

9. **BCESD4 Policy Manual Review (Godby)**

The review of the BCESD4 Policy Manual will begin at the August BCESD4 Board, after the new BCESD4 Board Members have had a chance to receive and review the BCESD4 Policies & Procedure Manuals.

10. **Future Agenda Items**

The following agenda items need to be added to the agenda for the July 6th BCESD4 Board Meeting.

- BCESD4 Officer Vacancies – Vice President & Secretary
- BCVFD4 Operating Budget
- BCESD4 Operating Budget and Tax Assessor Data Request
- Sales & Usage Tax Implementation – Defining Active Tax Payers within Zip Codes 77807 & 77845
- Sales and Usage Tax Administration Service Consultant

11. **Next BCESD4 Meetings**

August 18th – 5:30 pm – Brushy Creek Fire Station

September 22nd – 5:30 pm – Brushy Creek Fire Station

12. **Adjournment**

The BCESD4 Board Meeting adjourned at 6:10 pm

Respectfully submitted,

Steve Godby
BCESD4 President