

VAN ZANDT COUNTY EMERGENCY SERVICES DISTRICT #4
Minutes from a Regular Meeting on June 16, 2020 at 6:00pm

Present: Scott Davenport, David Cartwright, Jerry Hill, Ray Thomason, Ed Leipply, Evan Lauridsen and Betty Carper. Mark Ward CPA also attended.

The District considered the following matters:

1. Scott called the meeting to order at 6:00pm.
2. All board members were present. David gave the prayer to begin the meeting.
3. No one signed up to speak.
4. The first order of business was to recognize Mark Ward, CPA who has prepared the ESD#4's financial audit for the past three years.
 - a. The VFD audit is finished except for a very important question: Should the reporting year be changed from a fiscal year to a calendar year. The calendar year will match the IRS's annual reporting requirements. After discussion, Jerry made the motion to change the year as mentioned (to a calendar year) for the audit and for the VFD annual reporting year. Ray seconded and the motion passed unanimously.
 - b. Mark told the board that the FY18-19 ESD audit was finished and Scott gave each board member a copy of the audit documents. Discovered during the audit, City National Bank did not have enough securities pledged to cover all of our account balances. Jerry got with the Bank and rectified the situation right away and eventually gave Jerry a document showing CDs to secure the bank deposit securities through September 2020. We also received a 2 year contract that provides the ESD with assurances that the bank will provide securities necessary to cover all of our bank deposits for that whole 2 year period. After review of the contract, Jerry made the motion to accept the contract with City National Bank, Teresa seconded and all voted in agreement.
5. The building is progressing quickly according to the Building Committee. Ray said he is scheduled to meet with Dyde Manning Monday morning. Ray Thomason and Dyde discussed two contracts necessary to go forward, both agreements are basically the same with specific responsibilities and duties for each.
 - a. Construction Manager – Agent Services which will be provided by RDR Construction – Dyde Manning, Owner. Ray recommended to the board that using a Construction Manager – Agent for the building project would streamline the process.

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- b. Ray Brumley, of Exceed Engineering, LLC will provide basic Engineer and Architect Services.
 - c. Ray made a motion to accept both contracts, Jerry seconded, and the board voted unanimously to accept both.
6. Worker's Compensation hours are to be changed via a Payroll Adjustment form. Betty figured the needed dollar figure based on the number of hours used on average annually times \$11.00 (TML's hourly rate). The board decided to submit the form as presented and to request an annual payment as well as a fiscal year coverage span.
7. Treasurer's Report –
- a. Current financial reports were given to each board member and Jerry Hill gave a brief report on the status of all accounts.
 - b. The VZCAD has requested information establishing the Unencumbered Fund Balance for 2020. The board discussed the balances in the different accounts and the conclusion was that only the Reserve account was unencumbered. The other accounts are basically set aside for operations and building activities. Teresa volunteered to research the form and contact Scott Hyde at the VZCAD office for recommendations.
8. Ed went over the current status of the VFD, including a financial update.
- a. The grant authorizing the heavy brush truck has been extended to 12/31/2020, but the truck is expected to be delivered in August.
 - b. The VFD gave Jerry a check for \$10,000 as reimbursement for the training grant.
 - c. Ray volunteered to follow up with the sale of the old Tinder truck and establishing the Fair Market Value, so it can be sold/donated to Midway VFD.
9. Consent Items:
- a. Jerry made the motion to approve the minutes of the May meeting, Ray seconded and all approved.
10. Agenda items for July meeting:
- a. Report from the Building Committee.
 - b. Discuss and take action if necessary to purchase a Command Vehicle.
11. Adjourn – At 7:50pm, Scott called for a motion to adjourn. David made the motion; Jerry seconded and it carried unanimously.

Prepared By: Betty Carper, Admin Assistant

Date: July 28, 2020

Approved On: _____