

Bexar County
Emergency Services District No. 11
Regular Meeting Notice
June 25, 2024
6:00 P.M.

Bexar County Emergency Services District No. 11 (BCESD11) will conduct a Regular Board meeting at the BCESD11 Fire Facility located at 7412 Walzem Road, Converse, TX 78244 on June 25, 2024 beginning at 6:00 P.M. The following items will be discussed:

1. Call the BCESD11 Board meeting to Order and establish a quorum. 6:25PM Present: True, Stevens, Brown, Williams and Herrera
 - a. Pledge of Allegiance
2. Citizen Public Forum (3-minute time limit per individual) None
3. Approval of the Board Minutes for the following:
 - a. May 16, 2024 Regular Board Meeting Minutes Motion made by Commissioner Stevens & 2nd by Commissioner Williams. Motion passes 5/0
4. Recognition of Firefighter/EMT Michael Ybarra for completion of the Chaplain process through International Fellowship of Chaplains – Assistant Chief Alfaro Tabled
5. Presentation by Perez Project Consulting, Inc. Providing an update on the development of the BCESD11 Station 141 and associated projects, and Gulf Shore Blvd. Extension Project and authorizing action as necessary: Mr. Perez briefed the board on the final payment process for closing documents for the Road Project and Station 141. We are now under a warranty period.
 - a. Gulf Shore Blvd Extension Project completed and opened on August 11, 2023
 - b. Bexar County ESD 11 Fire & Safety Facility – Station No. 141 Project completed and opened on May 11, 2024
6. Discussion and action to approve the following Change Orders totaling \$73,263 to the Station 141 Fire Facility construction contract with CGC General Contractors, Inc. Motion made by Commissioner Stevens & 2nd by Commissioner Williams. Motion passes 5/0
 - a. Change Order No. 4 in the amount of \$39,699.00
 - b. Change Order No. 5 in the amount of \$39,212.00
 - c. Change Order No. 6 in the deduct amount of (\$4,062.00)
 - d. Change Order No. 7 in the deduct amount of (\$1,586.00)
7. Consider action to amend the Professional Services Agreement with Perez Project Consulting, Inc. in the amount of \$65,000 for project management services for the Bexar County ESD 11 Fire & Facility – Station 141 project. President True informed the board the increase to the contract was due to the extension in time that the project took to be completed. Administrator Foster asked for clarification that this is closing this contract and that the warranty period is included. BCESD11 is not to expect any future invoices from PPC or Debra Dockery Architect. Mr. Perez confirmed this to be true. Commissioner Herrera raised a question regarding the last request in October 2023 from PPC to amend/increase the contract and that it

was the final increase. It was Commissioner Herrera's understanding there would be no more increases to Project Mgr. contract and he would need a breakdown of these charges. Mr. Perez explained he had discussed with President True that the contractor had an initial completion date of Dec 2023/Jan 2024. Mr. Perez made the request in October 2023 to increase due to that extension. The next completion date was moved to Feb 2024 due to a delay in bay doors. The contractor moved to another bay door vendor to deliver the doors sooner. This moved the completion date to the end of April 2024. Mr. Perez distributed a spreadsheet that he uses to calculate his fee. Commissioner Herrera wanted to specifically speak to the delays such as the tree permit, or the plat fee expiring which caused delays as well and felt those should not have happened with a project manager. Commissioner Herrera would like to table the item and look at the numbers more thoroughly. Mr. Perez further explained he expected it to be completed in January 2024; however the bay doors were not delivered and installed. CGC stalled the remaining finishing items due to waiting on the bay doors. President True explained that he and Mr. Perez had to sell the new door vendor to the contractor. CGC changed their project manager which also slowed down the project. Commissioner Herrera stresses we are way over budget and some of the delays could have been avoided and this request should be negotiated. Board moved to Executive Session at 6:51PM. Board reconvened at 7:08PM. Motion made by Commissioner Stevens & 2nd by Commissioner Brown. Motion passes 4/1 with Commissioner Herrera voting no.

8. Discussion and action to approve payment to CGC General Contractors, Inc. for Pay Application No. 17 – Final Retainage in the amount of \$675,081.30 for construction services through May 30, 2024, for the Bexar County ESD 11 Fire Station project. Motion made by Commissioner Stevens & 2nd by Commissioner Brown. Motion passes 5/0
9. Discussion and action to approve payment to Security 101 in the amount of \$14,355.97 for the Access Control System at Bexar County ESD 11 Station 141 to include: Motion made by Commissioner Brown and 2nd by Commissioner Williams. Motion passes 5/0
 - a. Invoice P1427 in the amount of \$13,155.97 for final payment for the total project cost of the installed system.
 - b. Invoice R225 in the amount of \$1,200.00 for the annual Openpath Software Fee from 05/01/2024 through 04/30/2025
10. Discussion and action to approve payment to Skelton Fire Alarm for Invoice No. 35024 in the amount of \$1,480.00 for installation of and one year 24-hour cellular monitoring for the Station 141 Fire Alarm System. Motion made by Commissioner Stevens & 2nd by Commissioner Brown. Motion passes 5/0
11. Discussion and action to approve payment to Debra J. Dockery, P.C. – Invoice No. 13 – Construction Architectural Observation in the amount of \$8,525.00 for services through May 31, 2024, for the ESD 11 Station 141 project. Motion made by Commissioner Brown & 2nd by Commissioner Williams. Motion passes 5/0
12. Discussion and action to approve payment to MTR Engineers, LLC for Design – Construction Administration Phase Invoice No.11 in the amount of \$700.00 for services through May 31, 2024, for the ESD 11 141 project. Motion made by Commissioner Stevens & 2nd by Commissioner Williams. Motion passes 5/0
13. Discussion and possible action to approve the payment to Perez Project Consulting, Inc. for Invoice No. 36 in the amount of \$65,000.00 for Project Management services through June 25, 2024, for Bexar County ESD 11 Fire Station 141 Project. President True stated this was decided under item 7.
14. Bexar County ESD 11 Fire Chief's report regarding emergency operations, response times, call volume, training, management activities, purchases, personnel and authorizing appropriate action as necessary – Chief Wendt
 - a. Run Report – Emailed 212 runs. Several card classes have been completed here on site for the employees. The solar panels still do not function properly. Region continues to work thru the AVL

program issues. Hopeful Bexar County is closer to a resolution to work along with our alert lighting system. Continue to work thru the budget process. Assistant Chief briefed the board on the Bexar County SMART team's interest in utilizing Station 140/141 as a rest station between calls. The consensus it is a good partnership and it is supported by BCESD11.

- b. Personnel – Accepting Applications & Promotions Hiring 3 new employees and would like to promote 3 current employees to Engineers if eligible.
- c. Capital Purchases None at this time.

15. Financial Discussions and Appropriate Action as necessary – Ms. Foster

- a. Review of the District's financial reports for May 2024 Currently at 66% spend of the current budget. All noted items will be included in a future budget adjustment. Large bills continue to be processed regarding closing out construction contracts as well as the loose equipment for new trucks.
- b. Update on the monthly Sales Tax receipt for the district paid June 2024 – The June 2024 report reflects a good month. There are a couple of vendors with excellent reporting periods.
- c. Discussion and action to approve monthly bills, invoices, and purchases for items included in the FY 2023/24 adopted budget for May 17, 2024 – June 20, 2024. Motion made by Commissioner Stevens & 2nd by Commissioner Williams. Motion passes 5/0
- d. Discussion and action to approve the 2024 Tax Planning Calendar Motion made by Commissioner Stevens & 2nd by Commissioner Williams. Motion passes 5/0

16. Discussion of agenda items to be added to the next regularly scheduled monthly Board meeting on July 18, 2024. President True asked that the new truck order be placed on next agenda.

17. General Announcements

18. Adjournment 7:37PM Motion made by Commissioner Williams & 2nd by Commissioner Herrera. Motion passes 5/0


I certify that the above notice of meeting was posted at BCESD11 Station 141 at 7412 Walzem Road, Converse, TX 78244 and at www.BCESD11.org by 6:00 P.M. on Saturday June 22, 2024.

Kathy Foster
Administrator

Note: The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purposes authorized by the Texas Open Meetings Act including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open session. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretative services must be made 48 hours prior to this meeting. Please contact the Administrator, for concerns or requests, at (210) 467-5878. Anyone wishing to record or film the meeting will do so in the designated area.

ATTEST:


Kathy Foster, BCESD11 Administrator


Rudy Herrera, BCESD11 Secretary