

WILSON COUNTY EMERGENCY SERVICES DISTRICT NO. 2 MINUTES OF REGULAR MEETING

Minutes #	Date	Start Time – Adjourn Time	Location
<u>RM11-04</u>	APRIL 7, 2011	1800 hrs - _1905_____	OAK HILLS COMMUNITY CHURCH, 90 EAGLE CREEK RANCH BLVD, FLORESVILLE, TX 78114-9275

MEETING CALLED BY	THE BOARD OF COMMISSIONERS, WILSON COUNTY ESD #2				
TYPE OF MEETING	Regular Meeting				
	Board of Commissioners	Present	Absent	Participants	Subject Matter
PRESIDENT	Mr. Keith W. Wildes	x		n/a	
VICE PRESIDENT	Ms. Sarah Gella	x			
SECRETARY	Mr. Greg Burkett	x			
TREASURER	Mr. William Kenney	x			
ASST TREASURER	Mr. Robert Gadd	x			

Agenda Topics

1. CALL TO ORDER AND ESTABLISH QUORUM

MR. KEITH WILDES

DISCUSSION	Meeting called to order Comm. Wildes
CONCLUSIONS	

2. READING AND APPROVAL OF PREVIOUS MINUTES

MR KEITH WILDES

DISCUSSION	Comm. Burkett Motioned to approve the minutes from March 17 th meeting with noted changes – Comm. Gella 2 nd motion – 5-0 all approved – Comm. Kenney motioned to approve the minutes from March 24 th meeting – Comm. Gella 2 nd motion – 5-0 all approved	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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3. PUBLIC COMMENTS

MR. KEITH WILDES

DISCUSSION	Discussions are limited to <3 mins. per speaker
Comm. Wildes – opened to floor for any public comments - No one was present at the meeting	
CONCLUSIONS	n/a

4. DISCUSSION AND ACTION ON RESOLUTION TO AUTHORIZING SIGNATORIES FOR FINANCIAL ACCOUNTS

MR. KEITH WILDES

DISCUSSION	Comm. Gella brought up question that all commissioners should have the ability to sign off on checks but it was recommended that the SOP would be to have President and Treasurer as primary signatures and remaining commissioners secondary.	
CONCLUSIONS	Comm. Burkett motioned that the Resolution RF11-001 to be approved with all commissioners approved to sign on checks but keep the SOP as President & Treasurer as primary – Comm. Gadd 2 nd the motion	
Vote 5-0 (in Favor non opposed)		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
All commissions to go by First National Bank and sign the signature cards	All Commissioners	

5. DISCUSSION AND POSSIBLE ACTION ON TIMELINE FOR BUDGET

MR. WILLIAM KENNEY

DISCUSSION	No Motion for this item – Comm. Kenney to work on securing a preliminary fiscal budget based on tax revenues of 500K with working capital of 425K – Budget to be build on best assumptions and needs assessment for the WCESD #2	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Comm. Kenney & Gadd to meet and work on this preliminary budget and have to be presented by the next scheduled meeting	Comm. Kenney & Gadd	4-14-2011
Comm. Wildes to meet with attorney to discuss the issue with open meetings act and what constitutes a quorum numbers and issues	Comm. Wildes	

6. DISCUSSION AND POSSIBLE ACTION ON THE ESTABLISHMENT OF STRATEGIC PLAN

MR. KEITH WILDES

DISCUSSION	No formal motion taken on this action – floor was open to discuss but not take action related to the strategic plan for the WCESD#2.

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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Comm. Wildes and Gella to meet and work on the strategic plan – mission statement – First draft to be completed by 4-14-2011	Comm. Wildes & Gella	4-14-2011

7. REVIEW, DISCUSSION AND POSSIBLE ACTION ON OPEN ACTION ITEMS AND ISSUES MR. KEITH WILDES

DISCUSSION	No formal motion taken on this action –	
Commissioners reviewed the task priority list and highlighted items that still need to be completed		
CONCLUSIONS	Each commissioner to continue working on completing the individual tasks for the WCESD#2	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

8. ADJORN MEETING MR. KEITH WILDES

DISCUSSION		
Comm. Gella made motion to adjourn the meeting – Comm. Gadd – 2 nd motion – vote 5-0 in favor		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Public Attendees	