

# **AGENDA**

## **ITEM 4**

# Myrtle Cruz, Inc.

3401 Louisiana St, STE 400 . Houston, Tx 77002-9552 . (713)759-1368 . fax 759-1264 . email first\_last@mcruz.com

**BRAZORIA COUNTY ESD NO. 3**

Cash Report for Meeting of November 12th, 2018

**OPERATING (2560P) : COMPASS BANK**

Previous cash balance, October 8th, 2018	325,899.69
plus: 09/01 interest.....	24.43
plus: 10/10 Ro'vin Garrett ck#78992 - Delq Tax.....	13.97
plus: East Tx Gulf Coast - July Admin. Services Aug/Sept.....	3,333.32
plus: 11/06 void ck#3414 to IPring Graphics, Inc.....	159.25
<b>Total Deposits :</b>	<b>3,530.97</b>
less: 09/30 service charge.....	18.00
less: 10/10 wire to Payroll Acct.....	20,000.00
less: 10/24 wire to Payroll Acct.....	41,441.36
less checks completed at or after last meeting :	
3579 Airgas; Inv#9800504666,9800506594,9080594684,9956653617.....	936.95
3615 Prosperity Bank; MEMS Station Loan Pmt.....	24,976.41
3621 Wex Fleet Universal; Inv#55955134 Fuel Acct.....	2,532.98
3626 void, unused.....	0.00
3630 ADP, LLC; Inv#520948241.....	389.30
3664 Coveler & Peeler, P.C.; Sept. Legal.....	6,446.25
3665 NewWave Communications; 10/1-10/31.....	124.99
3666 Harris Co. Emergency Corps; Holding for Invoice.....	0.00
3667 Waste Connections; Inv#1761850 Garbage Services.....	71.01
3668 Comcast Business; 10/2-11/1 Acct#8777 70 200 0004619.....	274.42
3669 City of Manvel; MEMS Wtr Bill 9/12-10/10.....	27.00
3670 Centerpoint Energy; #6401606722-1 MEMS 9/12-10/11.....	26.49
3671 Comcast Business; #962112299 MEMS Inv#71237642.....	428.50
3672 Comcast Business; #939081164 MEMS Inv#71242937.....	628.23
3673 Spark Energy, LLC; #000296360 MEMS 9/13-10/12.....	912.48
3674 Wex Fleet Universal; Holding for Invoice.....	0.00
3675 Verizon; #622376815-00001 9/11-10/10.....	617.35
3676 AT&T; 281-489-5173 448 710/7-11/6.....	134.76
3677 Airgas USA, LLC; Holding for Invoice.....	0.00
3678 Ready Refresh; #0119543114 9/17-10/16.....	15.42
3679 Web Unlimited; Holding for Invoice.....	0.00
3680 BlueCross Blueshield of Tx; #166950 MEMS 11/1-12/1.....	12,518.44
3681 Humana Insurance Co.; #770203-001 MEMS.....	520.09
3682 Texas Mutual Insurance Co.; #50458555 MEMS.....	865.23
3683 ADP, LLC; MEMS Payroll Exp. 10/5-10/12.....	223.55
3684 void, unused.....	0.00
3685 State Chemical Solutions; Inv#900676023.....	116.93
3686 Dave Ferguson; Reimb Registration Expense.....	375.00
<b>Beginning cash balance, November 12th, 2018</b>	<b>214,809.52</b>
less checks to be presented at this meeting :	
3687 Coveler & Peeler, P.C.; Oct. Legal.....	3,276.86
3688 Myrtle Cruz, Inc.; Oct. Bookkeeping/Exp.....	2,177.55
6333 bookkeeping expenses 2,005.00	
6340 office expenses 172.55	
3689 ADP, LLC; Acct#1659768 Inv#523453466 10/19-10/26.....	226.65
3690 Quill Corporation; Acct#C5924817, Inv#1633323.....	448.74
3691 Concentra; #319563401,319609631.....	361.50
6400 #319563401 241.00	
6400 #319609631 120.50	
3692 BCOS Office Technologies; #AR241918.....	626.11
3693 Bound Tree Medical, LLC; #Acct#104239.....	3,343.05
3694 RR Lawn Care; #349762 MEMS Lawn Care.....	750.00
3695 Make It Personal; #11629.....	144.00

**BRAZORIA COUNTY ESD NO. 3**

**Cash Report for Meeting of November 12th, 2018**

3696 Iron Mountain; #AHBT604, AGBG069 MEMS Storage/Service.....		311.10
6400 #AHBT604	109.00	
6400 #AGBG069	202.10	
3697 Frazer, Ltd; #67844, 67917.....		767.88
3698 Weeks Service Company; #0006138799 Station R&M.....		2,100.00
3699 Cop Stop, Inc.; #7462,7618,7672.....		336.85
3700 Strouhal Tire; #427131,426638.....		3,266.58
6335 #427131 2004 Interna	2,731.08	
6335 #426638 2016 Ford	535.50	
3701 Liverpool VFD; Oct. monthly Operating Exp.....		5,914.14
3702 Solutions Pest Management; #46000 MEMS.....		89.00
3703 Municipal Emergency Serv; #1269240.....		7,386.86
3704 Helfman Ford; #FOCS203418 Vehicle Maint'06 Ford Lic#1313288.		8,286.58
3705 NewWave Communications; #049356101 Nov.....		124.99
3706 Stericycle; #4008157345.....		124.17
3707 Iowa Colony VFD; Reimb. Insurance for 2018 Pierce Truck....		1,627.32
3708 Creative & Caasco Signs, Inc.; #28853.....		190.00
3709 Harris Co. Emergency Corps; # MEMS Disbatch Fees.....		
3710 Waste Connections; Acct#5132-7737965 MEMS Garbage Services..		
3711 Comcast Business; Acct#8777 70 200 0004619 MEMS.....		
3712 City of Manvel; #100239700 MEMS Water Bill.....		
3713 CenterPoint Energy; #6401606722-1 @ 6931 Masters Rd.....		
3714 Comcast Business; Acct#962112299 MEMS.....		
3715 Comcast Business; Acct#939081164 MEMS.....		
3716 Spark Energy, LLC; Acct#000296360 MEMS.....		
3717 Wex Fleet Universal; #0444-00-752055-4 Fuel Acct.....		
3718 Verizon; #622376815-00001.....		
3719 AT&T; #281-489-5173 448 7.....		
3720 Airgas, USA, LLC; # MEMS.....		
3721 Ready Refresh; Acct#0119543114.....		
3722 BlueCross Blueshield of Texas; Acc#166950 MEMS.....		
3723 Humana Insurance Co.; Acct #770203-001 MEMS.....		
3724 Texas Mutual Insurance Co; Acct#50458555 MEMS.....		
3725 ADP, LLC; MEMS Payroll exp.....		
3726 State Chemical Solutions; Cust#763593.....		
3727 ADP, LLC; MEMS Payroll Exp.....		

previous cash balance	325,899.69	
4 receipts	3,530.97	
41 current checks	< 41,879.93 >	
other disbursements	< 114,621.14 >	
ending cash balance		172,929.59

**DEMAND DEPOSIT INVESTMENTS:**

Heritage Bank; @1.35% [REDACTED].....		34,018.96
previous balance	33,978.72	
09/15 interest	40.24	
Compass Bank; @0.25% [REDACTED].....		170,316.99
previous balance	135,730.08	
10/01 Interest	38.29	
10/15 service charge	18.00-	
property taxes	34,534.71	
11/01 interest	31.91	
BB&T "LOAN"; # [REDACTED] Loan for 3 New Trucks.....		210,849.78
previous balance	210,848.05	
interest earned	1.73	
Texpool; @2.1438% [REDACTED].....		1,937,529.88
previous balance	1,932,720.36	
interest earned	4,809.52	

BRAZORIA COUNTY ESP NO. 3

Cash Report for Meeting of November 12th, 2018

		-----
previous investments	2,313,277.21	
deposits	34,534.71	
interest	4,921.69	
withdrawals	< 18.00 >	
ending investments		2,352,715.61
		=====
OPERATING FUNDS AVAILABLE November 12th, 2018		\$2,525,645.20
		=====

BRAZORIA COUNTY ESD NO. 3

Cash Report for Meeting of November 12th, 2018 Page : 3

RESERVE ACCOUNT (25600) ; NO CHECKING ACCOUNT

Previous cash balance, October 8th, 2018 0.00

DEMAND DEPOSIT INVESTMENTS:

Heritage Bank; @1.35% # ..... 2,947,875.64  
previous balance 2,944,388.78  
09/30 interest 3,486.86

previous investments 2,944,388.78  
interest 3,486.86  
ending investments 2,947,875.64

RESERVE ACCOUNT FUNDS AVAILABLE November 12th, 2018

\$2,947,875.64

BRAZORIA COUNTY ESD NO. 3

Cash Report for Meeting of November 12th, 2018 Page : 4

EXECUTIVE FUND (256DR) : COMPASS

Previous cash balance, October 8th, 2018		47,363.06
plus: void ck #1031 to M Everett - 9/21 payroll.....		1,154.44
plus: 11/01 interest.....		5.82
	Total Deposits :	1,160.26
less: 10/15 service charge.....		3.77
less checks completed at or after last meeting :		
1051 Matthew Everett; Payroll Ending 9/21 replaces ck#1031.....		1,154.44
6310 Payroll	1,544.62	
6514 payroll taxes	235.56-	
7395 Garnishment	154.62-	
1052 Texas Comptroller of Public Accounts; Annual Membership.....		100.00
1053 Liverpool VFD; Sept. Expense Reimb. (OPS).....		6,361.44
Beginning cash balance, November 12th, 2018		40,903.67
		-----
previous cash balance	47,363.06	
2 receipts	1,160.26	
other disbursements	< 7,619.65 >	
ending cash balance		40,903.67
		=====
EXECUTIVE FUNDS AVAILABLE November 12th, 2018		\$40,903.67
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BRAZORIA COUNTY ESD NO. 3

Cash Report for Meeting of November 12th, 2018 Page : 5

EXPENSE FUND (2560S) : COMPASS

Previous cash balance, October 8th, 2018		8,450.34
plus: 10/01 interest.....		1.07
plus: 11/01 interest.....		1.04
		-----
Total Deposits :		2.11
less: 10/09 Amazon.com; wireless keyboards.....		31.98
less: 10/09 Luby's Careteria; Meeting exp.....		187.78
less: 10/11 Amazon.com; TV Power Supply.....		27.66
less: 10/15 service charge.....		1.07
less: 10/17 Amazon.com; Replacement Headlamps for E2121 (ICVFD)...		130.00
less: 10/18 Guitar Center;.....		79.99
less: 10/18 USPS;.....		14.40
less: 10/18 Amazon.com; Uniform ID Holders.....		15.98
less: 10/22 USPS;.....		5.37
less: 10/23 Guitar Center;.....		59.99
less: 10/23 USPS;.....		6.70
less: 10/26 Amazon.com;.....		33.78
less: 11/02 Safe D; Registration x 7.....		1,736.00
less: 11/02 Indeed; Advertising.....		108.04
		-----
Beginning cash balance, November 12th, 2018		6,013.71
		-----
previous cash balance	8,450.34	
2 receipts	2.11	
other disbursements	< 2,438.74 >	
ending cash balance		6,013.71
		=====
EXPENSE FUNDS AVAILABLE November 12th, 2018		\$6,013.71
		=====

BRAZORIA COUNTY ESD NO. 3

Cash Report for Meeting of November 12th, 2018 Page : 6

COLLECTIONS ACCOUNT (2560T) : COMPASS BANK

Previous cash balance, October 8th, 2018			2,000.00
plus: 10/01 interest.....			0.25
plus: 10/11 Collections Credit.....			981.58
plus: 10/15 Collections Credit.....			439.30
plus: 10/24 Collections Credit.....			325.00
plus: 10/26 Collections Credit.....			1,711.39
plus: 11/01 interest.....			0.42
plus: 11/02 Collections Credit.....			1,149.08
			-----
	Total Deposits :		4,607.02
			-----
less: 10/15 service charge.....			0.25
			-----
Beginning cash balance, November 12th, 2018			6,606.77
			-----
	previous cash balance	2,000.00	
	7 receipts	4,607.02	
	other disbursements	< 0.25 >	
	ending cash balance		6,606.77
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COLLECTIONS ACCOUNT FUNDS AVAILABLE November 12th, 2018			<u>\$6,606.77</u>



BRAZORIA COUNTY ESD NO. 3

Cash Report for Meeting of November 12th, 2018 Page : 7

PAYROLL ACCOUNT (2560U) : COMPASS [REDACTED]

Previous cash balance, October 8th, 2018		24,356.87
plus: 10/10 trf from Operating Fund.....		20,000.00
plus: 10/24 trf from Operating Fund.....		41,441.36
plus: 11/01 interest.....		1.67
	Total Deposits :	61,443.03
less: 10/15 service charge.....		1.33
less checks completed at or after last meeting :		
1 Wire to ADP; Payroll 9/22/18-10/05/18.....		39,568.37
6510 Payroll Fees	29,302.63	
6514 payroll taxes	9,141.99	
7395 Garnishment	1,123.75	
2 Wire to ADP; Payroll 10/06/18-10/19/18.....		41,441.36
6510 Payroll	30,626.05	
6514 payroll taxes	9,686.00	
7395 Garnishment	1,129.31	
		-----
Beginning cash balance, November 12th, 2018		4,788.84
		-----
previous cash balance	24,356.87	
3 receipts	61,443.03	
other disbursements	< 81,011.06 >	
ending cash balance		4,788.84
		=====
PAYROLL ACCOUNT FUNDS AVAILABLE November 12th, 2018		\$4,788.84
		=====

**BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3**  
**10 Month Period For Fiscal Year Ending 12/31/18**  
**Meeting Date 11/12/18**

	<b>Current Month</b>	<b>Annual Budget</b>	<b>Actual YTD</b>	<b>Variance</b>	
<b>Revenue</b>					
Property Tax Revenue	34,548.68	5,168,015.00	2,537,581.14	(2,630,433.86)	
Emergency Service Revenue	4,606.35	330,100.00	4,606.35	(325,493.65)	
Administrative Svc Provided (E Tx Gulf Coast)	3,333.32	0.00	6,666.64	6,666.64	
Interest Earned	8,443.25	28,000.00	75,242.73	47,242.73	
Miscellaneous Income	0.00	0.00	12,500.00	12,500.00	
<b>Total Revenue</b>	<b>50,931.60</b>	<b>5,526,115.00</b>	<b>2,636,596.86</b>	<b>-2,889,518.14</b>	
<b>General Expenses</b>					
Bookkeeping Fees	2,005.00	12,350.00	13,615.00	(1,265.00)	
Salaries & Benefits	81,009.73	519,075.84	393,950.95	125,124.89	
Operations Expense	32,673.45	144,677.20	198,751.15	(54,073.95)	
Audit Fees	0.00	14,800.00	14,725.00	75.00	
Election Expense	0.00	50,000.00	0.00	50,000.00	
Bank Service Charges	42.42	350.00	271.63	78.37	
Insurance	0.00	11,500.00	3,299.83	8,200.17	
Dues, Memberships, etc..	2,111.00	2,500.00	3,211.00	(711.00)	
Meeting Expense	187.78	2,000.00	717.51	1,282.49	
Office Supplies & Expenses	13.30	1,500.00	2,846.49	(1,346.49)	
Appraisal Dist.	0.00	28,190.00	0.00	28,190.00	
Brazoria Co. Tax Collector	0.00	16,000.00	14,934.55	1,065.45	
Published Legal Notices	0.00	5,000.00	0.00	5,000.00	
Legal Fees	9,723.11	80,000.00	70,476.59	9,523.41	
Professional Fees - Alterra	0.00	1,000.00	0.00	1,000.00	
Telephone/Web/Internet/Communications	0.00	500.00	2,739.59	(2,239.59)	
Travel	0.00	3,800.00	3,253.57	546.43	
Miscellaneous Expense	108.04	10,000.00	4,114.79	5,885.21	
Architect & Land Purchase	0.00	0.00	10,972.50	(10,972.50)	
District Capital Payments	24,976.41	490,971.80	490,972.27	(0.47)	
Capital Replacement Fund	0.00	240,000.00	16,562.45	223,437.55	
Items to be Pd from Reserve Funds					
Training Fee	0.00	0.00	0.00	0.00	
Radio Communication Equip.	0.00	0.00	0.00	0.00	
Pension Plan	0.00	25,000.00	39,835.66	(14,835.66)	
<b>Subtotal (ESD Admin. Budget)</b>	<b>152,850.24</b>	<b>1,659,214.84</b>	<b>1,285,250.53</b>	<b>373,964.31</b>	
<b>Provider Budget</b>					
Operating Exp. For VFD, EMS, etc..	12,275.58	2,892,791.00	2,185,907.38	706,883.62	
Capital Exp. For VFD, EMS, etc..	0.00	0.00	22,372.88	(22,372.88)	
Air Packs	7,386.86	45,000.00	88,831.70	(43,831.70)	
Bunker Gear	0.00	20,000.00	11,887.20	8,112.80	
Grant Funds	0.00	60,000.00	90,711.92	(30,711.92)	
ESD Fleet Maint/Repair	12,321.04	150,000.00	263,409.77	(113,409.77)	
Advances (dept / loan to refund dist)	0.00	0.00	0.00	0.00	
<b>Subtotal (Provider Budget)</b>	<b>31,983.48</b>	<b>3,167,791.00</b>	<b>2,663,120.85</b>	<b>504,670.15</b>	
<b>TOTAL EXPENSES</b>	<b>184,833.72</b>	<b>4,827,005.84</b>	<b>3,948,371.38</b>	<b>878,634.46</b>	
<b>NET SURPLUS (DEFICIT)</b>	<b>-133,902.12</b>	<b>699,109.16</b>	<b>-1,311,774.52</b>	<b>-2,010,883.68</b>	
Balance as of last report	5,665,735.95		6,843,606.56		
BB&T Loan Less Pmt for New Trucks	0.00		1.79		
Prior Year ESD Fleet Maint/Repair	0.00		0.00		
<b>Bal. @Meeting Date 11/12/18</b>	<b>5,531,833.83</b>		<b>5,531,833.83</b>		
					<b>Bal. in Operating: 2,525,645.20</b>
					<b>Bal. in Reserve Funds: 2,947,875.64</b>
					<b>Bal. in Executive Fund: 40,903.67</b>
					<b>Bal. in Expense Fund: 6,013.71</b>
					<b>Bal. in Collections Acct 6,606.77</b>
					<b>Bal. in Payroll Acct 4,788.84</b>
					<b>5,531,833.83</b>

**BRAZORIA COUNTY ESD NO. 3 - DEBT SCHEDULE**

Marvel VFD Station, Debt-Payable to Wells Fargo (580,000.00)

Fixed Rate: 6.140%

Pmt No.	Due Date	Total Payment	Interest Due	Principal Due	After Payment Termination Value
1	PAID 8/24/2008	47,094.76	29,812.00	17,282.76	673,822.36
2	PAID 8/24/2007	47,094.76	28,923.67	18,171.10	654,844.88
3	PAID 8/24/2006	47,094.76	27,989.67	19,105.09	634,937.62
4	PAID 8/24/2005	47,094.76	27,007.67	20,087.09	614,054.69
6	PAID 8/24/2010	47,094.76	26,976.19	21,119.57	492,148.61
6	PAID 8/24/2011	47,094.76	24,889.85	22,205.11	469,169.13
7	PAID 8/24/2012	47,094.76	23,748.30	23,348.46	446,083.66
8	PAID 8/24/2013	47,094.76	22,548.30	24,548.47	419,777.01
9	PAID 8/24/2014	47,094.76	21,286.81	25,808.16	393,251.33
10	PAID 8/24/2016	47,094.76	19,860.07	27,134.89	366,425.88
11	PAID 8/24/2018	47,094.76	18,565.95	28,529.42	338,238.98
12	PAID 8/24/2017	47,094.76	17,098.93	29,995.93	305,617.93
13	PAID 8/24/2018	47,094.76	15,557.15	31,537.61	273,488.35
14	8/24/2019	47,094.76	13,938.12	33,156.65	239,805.00
15	8/24/2020	47,094.76	12,231.76	34,863.00	204,480.69
16	8/24/2021	47,094.76	10,439.80	36,654.96	167,384.50
17	8/24/2022	47,094.76	8,555.74	38,539.02	128,491.67
18	8/24/2023	47,094.76	6,574.83	40,519.93	87,692.90
19	8/24/2024	47,094.76	4,492.11	42,602.66	44,895.09
20	8/24/2025	47,094.76	2,302.33	44,792.43	1.00
<b>Totals:</b>		<b>941,896.30</b>	<b>361,895.25</b>	<b>579,999.99</b>	

Marvel EMS Station, Debt-Payable to Prosperity Bank (1,500,000.00)

Fixed Rate: 6.6%

Pmt No.	Due Date	Interest Due (estimated)	Principal Due	Principal Balance (estimated)
1	PAID 10/14/2010	20,625.00	0.00	750,000.00
2	PAID 4/14/2011	41,250.00	75,000.00	1,500,000.00
3	PAID 10/14/2011	39,187.50	0.00	1,425,000.00
4	PAID 4/14/2012	39,187.50	75,000.00	1,425,000.00
6	PAID 10/14/2012	37,125.00	0.00	1,350,000.00
6	PAID 4/14/2013	37,125.00	75,000.00	1,350,000.00
7	PAID 10/14/2013	35,062.50	0.00	1,275,000.00
8	PAID 4/14/2014	35,062.50	75,000.00	1,275,000.00
9	PAID 10/14/2014	33,000.00	0.00	1,200,000.00
10	PAID 4/14/2015	33,000.00	75,000.00	1,200,000.00
11	PAID 10/14/2015	30,937.50	0.00	1,125,000.00
12	PAID 4/14/2016	30,937.50	75,000.00	1,125,000.00
13	PAID 10/14/2016	28,875.00	0.00	1,050,000.00
14	PAID 4/14/2017	28,875.00	75,000.00	1,050,000.00
15	PAID 10/14/2017	26,812.50	0.00	975,000.00
16	PAID 4/14/2018	26,812.50	75,000.00	975,000.00
17	PAID 10/14/2018	24,750.00	0.00	900,000.00
18	4/14/2019	24,750.00	75,000.00	900,000.00
19	10/14/2019	22,687.50	0.00	825,000.00
20	4/14/2020	22,687.50	75,000.00	825,000.00
21	10/14/2020	20,625.00	0.00	750,000.00
22	4/14/2021	20,625.00	75,000.00	750,000.00
23	10/14/2021	18,562.50	0.00	675,000.00
24	4/14/2022	18,562.50	75,000.00	675,000.00
25	10/14/2022	16,500.00	0.00	600,000.00
26	4/14/2023	16,500.00	75,000.00	600,000.00
27	10/14/2023	14,437.50	0.00	525,000.00
28	4/14/2024	14,437.50	75,000.00	525,000.00
29	10/14/2024	12,375.00	0.00	450,000.00
30	4/14/2025	12,375.00	75,000.00	450,000.00
31	10/14/2025	10,312.50	0.00	375,000.00
32	4/14/2026	10,312.50	75,000.00	375,000.00
33	10/14/2026	8,250.00	0.00	300,000.00
34	4/14/2027	8,250.00	75,000.00	300,000.00
35	10/14/2027	6,187.50	0.00	225,000.00
36	4/14/2028	6,187.50	75,000.00	225,000.00
37	10/14/2028	4,125.00	0.00	150,000.00
38	4/14/2029	4,125.00	75,000.00	150,000.00
39	10/14/2029	2,062.50	0.00	75,000.00
40	4/14/2030	2,062.50	75,000.00	75,000.00
<b>Totals:</b>		<b>845,625.00</b>	<b>1,500,000.00</b>	

3 Fire Trucks, Debt-Payable to BB&T (1,500,000.00)

Fixed Rate: 1.8%

Pmt No.	Due Date	Interest Due (estimated)	Principal Due	Principal Balance (estimated)
1	PAID 5/3/2018	28,500.00	288,814.64	1,211,185.48
2	5/3/2019	23,012.62	294,302.01	918,883.45
3	5/3/2020	17,420.79	289,893.75	618,989.70
4	5/3/2021	11,722.80	305,691.73	311,397.97
5	5/3/2022	5,915.66	311,397.97	0.00
<b>Totals:</b>		<b>85,572.87</b>	<b>1,500,000.00</b>	

**INVESTMENT REPORT, AUTHORIZATION AND REVIEW**

Report for  
BRAZORIA COUNTY ESD NO.3

Prepared for the reporting period ("Period") from **10/1/2018** to **10/31/2018**

Fund	Investment Pools	Rate	Beginning Value for Period		Interest earned this period	Deposits or (Withdrawals)	Ending Value for Period	
			Book	N.A.V.			Book	N.A.V.
OA	TexPool	2.1438%	1,932,720.36	0.99991	4,809.52	0.00	1,937,529.88	1,937,355.50
		2.1438%	1,932,720.36	1,932,546.42	4,809.52	0.00	1,937,529.88	1,937,355.50

Fund	Certificates of Deposits	Rate	Purchase Value	Term in Days	Begin Period Market Value	Interest accrued this period	Deposits or (Withdrawals)	Ending Value for Period	Date of Purchase	Date of Maturity
RES		0.00%	0.00	0	0.00	0.00	0.00	0.00	1/0/1900	1/0/1900
			0.00	0	0.00	0.00	0.00	0.00		

Fund	Federal Obligations	Simple APR	Purchase Value	Term in Days	Begin Period Market Value	Gain (Loss) to Market Value	Deposits or (Withdrawals)	Ending Period Market Value	Date of Purchase	Date of Maturity
		2.1438%	1,932,720.36	0	1,932,546.42	4,809.52	0.00	1,937,529.88		
	total investments									1

**Compliance Statement.**

The investments (reported on above) for the Period are in compliance with the investment strategy expressed in the District's Investment Policy and the Public Funds Investment Act.

**Review.**

This report and the District's Investment Policy are submitted to the Board for its review and to make any changes thereto as determined by the Board to be necessary and prudent for the management of District funds.

**Signatures.**

Myrtle Cruz, Inc. Invest.Lite version 2.4

Investment Officer: **Matt Glaves**

(please sign & date)

Bookkeeper (Myrtle Cruz, Inc.)

## Deposit / Collateral Report by District

### BRAZORIA COUNTY ESD 3

BBVA Compass Bank

Tax ID - Pledge: 270096232-21135

Pledge Date: 10/01/2018

1st. Consultant: MCI-MYRTLE CRUZ, INC.

Accounts Through: 9/28/2018 10:00 PM

2nd. Consultant:

Memo Posts Through: NO MEMO POSTS

### Deposits

#### Interest Account

<u>Acct No</u>	<u>Funds Type</u>	<u>Class</u>	<u>Balance</u>	<u>Interest</u>	<u>Total</u>
	Interest Account		\$31,806.66	\$0.00	\$31,806.66
	Interest Account		\$135,730.08	\$0.00	\$135,730.08
	Interest Account		\$70,414.63	\$0.00	\$70,414.63
	Interest Account		\$8,450.34	\$0.00	\$8,450.34
	Interest Account		\$2,000.00	\$0.00	\$2,000.00
	Interest Account		\$40,284.90	\$0.00	\$40,284.90
<b>Subtotal Interest Account</b>			<b>\$288,686.61</b>	<b>\$0.00</b>	<b>\$288,686.61</b>
<b>Total Deposits</b>			<b>\$288,686.61</b>	<b>\$0.00</b>	<b>\$288,686.61</b>

### Securities

<u>Agency</u>	<u>Custodian</u>	<u>CUSIP</u>	<u>Maturity Date</u>	<u>Date Pledged</u>	<u>Units Pledged</u>	<u>Market Value</u>
FHLB-A-LO	CH	118984	12/06/2018	04/19/2018 02:36 PM	700,000	\$700,000.00
<b>Total Securities Pledged</b>					<b>700,000</b>	<b>\$700,000.00</b>

### DEPOSIT / COLLATERAL POSITION CALCULATION

Subtotal Interest Deposits	\$288,686.61
Subtotal Non-Interest Deposits	\$0.00
Subtotal Bond Fund Deposits	\$0.00
<b>TOTAL DEPOSITS</b>	<b>\$288,686.61</b>
<b>LESS APPLICABLE FDIC</b>	
Subtotal Interest Deposits	\$250,000.00
Subtotal Non-Interest Deposits	\$0.00
Subtotal Bond Fund Deposits	\$0.00
<b>Deposits Requiring Collateral</b>	<b>\$38,686.61</b>
<b>TOTAL SECURITIES PLEDGED</b>	<b>\$700,000.00</b>
<b>DEPOSIT COLLATERAL POSITION - 100%</b>	<b>\$661,313.39</b>
<b>DEPOSIT COLLATERAL POSITION - 105%</b>	<b>\$659,379.06</b>
	<b>1,809%</b>

# **AGENDA**

## **ITEM 10**

# Cypress CT, LLC

13044 Louetta Rd.  
 Cypress, TX 77429  
 832-422-7655  
 www.CypressCT.com



# Quote

Date	Quote No.
10/19/18	6650

Name/Address
Manvel EMS Dave Ferguson 6931 Masters Rd. Manvel, TX 77578

Good Until	Project
11/19/18	Replace ESI

Description	Qty	Price	Total
ESI - IP 900 Phone System, 12 Universal IP Licenses, 2 Port Voicemail x 15 Hours Recording, Mobile Messaging	1	1,700.00	1,700.00
ESI - IP 900 T1/PRI Module	1	800.00	800.00
ESI - UIP Licenses 16 Pack	1	1,000.00	1,000.00
ESI - IP 900 D8 Module - Digital Stations	2	900.00	1,800.00
ESI - 60IP Phone, Gigabit	4	275.00	1,100.00
Labor Rate, Phone System Install	1	1,200.00	1,200.00
<div style="border: 1px solid black; padding: 5px;"> <p>This quote includes all parts and labor needed to complete the project discussed.                      This quote does not include additional cabling, hardware, or labor for work not previously discussed or agreed upon. Cypress CT is not responsible or liable for manufacturer defects or acts of God. The warranty on the quoted hardware is provided by the manufacturer and not by Cypress CT. 50% is due upon acceptance of this quote, and the remaining 50% is due upon completion.                      Pricing subject to change, pricing is good for 30 calendar days from date of quote.                      Please note:                      Type of payment preferred is Check.</p> </div>			
Please sign and return upon acceptance of this quote		Total	\$7,600.00

Customer Signature \_\_\_\_\_

# **AGENDA**

## **ITEM 15**





## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **Job Description:**

Under the oversight of five Commissioners, the Executive Director of Brazoria County Emergency Services District No. 3 (the District) manages the overall operations of the District. Along with the oversight responsibilities of District day-to-day operations, the Executive Director is also charged with responsibilities that include implementing District policies, making recommendations to the Commissioners regarding contracting matters, approving financial transactions within an adopted budget and as outlined in District policy, and developing the agency's strategic plan and annual budget. The Executive Director is responsible directly, and through executive staff indirectly, for the hiring and direction of District staff. Further, the Executive Director ensures District support is provided, as appropriate, to other, local, state, and federal agencies and programs.

### **Essential Functions:**

- Provides the overall guidance, direction, coordination, and review to all operating elements, including those contracted, of the District.
- Oversees the development of the annual budget for the District.
- Provides leadership in conceptualizing, developing, and revising the agency's strategic plan and its integration with the budget process.
- Provides for the development and dissemination of appropriate operating systems and procedures, and provides guidance in application of sound principles of management.
- Effectively communicates the vision of the District to advocacy groups, elected and appointed officials, the community, and other members of the public.
- Develops and oversees the execution of operational policy for District operations.
- Oversees the selection, management, and development staff through review of performance, conference attendance, internal or external training, and performance appraisals.
- Establishes and executes necessary methods to execute District policy, programs, and initiatives.
- Evaluates the effectiveness of operations, the suitability of existing policies and takes necessary action to correct failure and deficiencies in operation or in services provided.
- Maintains District licenses and permits and adjusts District operations and activities as necessary to ensure compliance with regulatory rule.
- Oversees the creation and publication of District solicitations for bids and proposals.
- Oversees the acquisition and development of real property as necessary to accomplish District planning goals and as approved by Commissioners.
- Makes presentations as necessary to local, state, and federal officials and/or agencies regarding the District budget and provision of emergency services.
- Provides the Commissioners information, and overall assistance relative to administrative issues, policies, procedures and other matters which require their input and direction.

### **Minimum Qualifications:**

- A significantly high level of executive management experience in high-performance organization.

- A minimum of ten (10) years of executive-level leadership in the provision of emergency services.
- Ability to create an annual budget to include contracted entities, and manage to an annually adopted budget.
- Experience in facilitating the tax rate adoption process for political subdivisions in Texas.
- Knowledge of, and experience with Texas regulatory processes including licensing, certification, and/or commissioning of emergency services personnel and providers, enforcement of state rules and state rulemaking processes.
- Experience working for a regulatory or regulated entity.
- Demonstrated decision making ability and demonstrated ability to manage a large and complex organization.
- Ability to manage policy issues/decisions.
- Ability to work with diverse interests/stakeholders.
- Strong interpersonal and managerial skills.
- Excellent communication skills.

**Preferred Requirements:**

- Graduation from an accredited four year college or university.
- Government experience.
- Private sector experience.
- Experience working under a board or commission.
- Experience and familiarity with Texas regulatory agencies.
- Experience managing, and having responsibility for, a multi-million dollar annual budget.
- Experience working with other local, state and federal agencies.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the primary duties of this job, the employee exposed to a normal office environment.

*In compliance with the Americans with Disabilities Act, Brazoria County Emergency Services District no. 3 will provide reasonable accommodations to qualified employees and prospective employees with disabilities. The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This document in no way constitutes a contract of employment. The Board of Commissioners and, when applicable the Executive Director, of Brazoria County Emergency Services District No. 3 reserve the right to modify job descriptions, policies or any other procedural documents at any time, for any reason without prior notice*

Adopted: