

MEETING OF THE WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO. 200

Board of Commissioners of **The WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO 200**. Was held on **Monday, November 11, 2014** at **7:00 p.m.** at the **Prairie View City Hall, 44500 US Business 290, Prairie View, TX 77446**.

In attendance were: Commissioners: Brooke Robinson, Tommy Davis, Darwin Hargrave, Gary Ferguson and Tommy Albert; Legal Counsel: Mr. Katz; Departments: Waller VFD, Pattison VFD, Mt. Zion VFD, Waller EMS, Rolling Hills VFD, Prairie View VFD, Tri-County VFD, City of Hempstead FD, Brookshire VFD, and Monaville VFD; and Gundersons Bookkeeping, the District Bookkeeper; and Barry Weinman, the ESD Director.

The Meeting was called to order at: 7:06 p.m. by *Mr. Tommy Davis*. Mr. Davis opened the meeting with the Pledge of Allegiance, and asked Chief Frank Jackson to open with a prayer.

- 1. To receive public comment, including vendors and service providers.** Chief Freddy Williams mentioned the Parade of Lights on December 12th in case any department wanted to enter an apparatus into the parade. Bo Hashaw congratulated the board members on their re-election and mentioned he appreciated opening the meeting with the Pledge and prayer.
- 2. To review and take action on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve the October 13th minutes as presented. *Mr. Hargrave* seconded the motion. The motion passed 5 to 0.
- 3. To receive a report from the Waller County Fire Chief's Association.** There was nothing to report because the Fire Chief's had not had their monthly Fire Chief's meeting. They will have it next month.
- 4. To receive a financial report from the District Treasurer and District Bookkeeper.** Report was read by Ms. Gunderson for Month Ending October 31, 2014.

Prosperity – Operations # 1881	\$7,606.39
Prosperity – Tax/Public # 8700	\$817,021.98
FNB – Public Funds # 8084	\$1,975,730.74
Accounts Receivable	\$319,066.23
Total Revenues for October	\$69,791.88
Total Provider Payments	\$151,494.16
Total District Expenses	\$ 281,639.28

5. To pay District Bills.

Mr. Albert made a motion to approve the district bills. *Mr. Hargrave* seconded the motion. The motion passed 5 to 0.

Type	Date	Num	Name	Memo	Credit
Liability Check	11/06/2014	E-pay	United States Treasury	04-3746791 QB Tracking # 210309937	1,119.74
Bill Pmt - Check	11/10/2014	11265	Waller News Citizen	10/16/14 publications; Inv# 968	2,160.00
Bill Pmt - Check	11/10/2014	11266	Waller ISD Tax Office	Rolling Hills Property Taxes; Bill# 15198	34.53
Bill Pmt - Check	11/10/2014	11267	Tommy Albert	2014 Invoice – Commissioners Fees	3,000.00
Bill Pmt - Check	11/10/2014	11268	Gundersons Bookkeeping LLC	inv# 401 - Oct 9 - Nov 5, 2014 Bookkeeping	2,403.70
Bill Pmt - Check	11/10/2014	11269	Monaville VFD	Reimb for Repairs on Apparatus	6,166.00
Bill Pmt - Check	11/10/2014	11270	Michael Twigg	Website Maintenance	100.00
Bill Pmt - Check	11/10/2014	11271	Metro Fire		60,027.00
Bill Pmt - Check	11/10/2014	11272	McCall Gibson Swedlund Barfoot PLLC	Client# 796-20; 2013 Audit	4,000.00
Bill Pmt - Check	11/10/2014	11273	Kansas State Bank	Contract #3339967	199,431.87
Bill Pmt - Check	11/10/2014	11274	Houston Community Newspaper	Publications for Election	10,940.00
Bill Pmt - Check	11/10/2014	11275	Rodney Crosby	Training for PV, RH, Hemp.	1,100.00
Bill Pmt - Check	11/10/2014	11276	Gary Ferguson	Invoice 2014	3,000.00
Bill Pmt - Check	11/10/2014	11277	Coveler & Katz, P.C.	Acct# H1-73110	5,900.20
Bill Pmt - Check	11/10/2014	11278	BFF Investments	Rent & Utilities	861.10
Check	11/10/2014	11279	Barry Weinman	Reimb for Mileage & other	929.88
Check	11/10/2014	11280	City of Katy		6,462.50
Check	11/10/2014	11281	Monaville VFD		7,700.00
Check	11/10/2014	11284	Rolling Hills VFD		6,250.00
Check	11/10/2014	11288	Thomas E Davis	2014 Commissioners Fees	3,000.00
Check	11/10/2014	11289	Waller VFD, Inc.		8,138.37
Check	11/10/2014	11290	Waller County EMS, Inc.		95,833.37
Check	11/10/2014	11291	Tri-County VFD		9,866.63
Check	11/10/2014	11292	Prairie View VF Association, Inc.		6,416.63
Check	11/10/2014	11293	Pattison Area VFD, Inc.		8,368.37
Check	11/10/2014	11294	Mt. Zion Community VF Assoc., Inc.		2,458.37
Check	11/10/2014	1576	Waller-Harris ESD 200	Transfer to 68 61881	
Check	11/10/2014	3090	Darwin Hargrave	2014 Commissioners Fees	2,100.00
Liability Check	11/13/2014		QuickBooks Payroll Service	Created by Payroll Service on 11/06/2014	1,460.27
Paycheck	11/14/2014	DD1013	Barry W Weinman	Direct Deposit	
Liability Check	11/26/2014		QuickBooks Payroll Service	Created by Payroll Service on 11/06/2014	1,460.27

Paycheck	11/28/2014	DD1014	Barry W Weinman	Direct Deposit	
					460,688.80

6. **To Review and take action on revisions to District 2014 budget.** No Action.
7. **To Review and take action on revisions to service provider 2014 budgets.** *Mr. Albert* talked about the line item budgets and if providers are about to go over in a line item on their budget they need to come to the board and ask to reallocate their budget before they spend more money on that line item. No Action
8. **To review and take action on service provider 2015 budgets.** *Mr. Albert* read off the following 2015 amounts for each department that was suggesting for board approval:

Service Provider Fees

City of Brookshire	14,600.00
City of Hempstead FD	60,000.00
City of Katy	75,000.00
Monaville VFD	79,800.00
Mt. Zion VFD	19,125.00
Pattison Area VFD	84,905.00
Prairie View VFD	52,937.00
Rolling Hills VFD	49,055.00
Tri-County VFD	79,422.00
Waller County EMS	1,150,000.00
Waller VFD	67,780.00

Total Service Provider Fees:

1,732,624.00

Mr. Albert made a motion to approve the 2015 service provider budgets as read. *Mrs. Robinson* seconded the motion, which passed 5 to 0.

9. **To receive a report from the District Emergency Service Director.** *Mr. Weinman* said that the Prairie View Booster was in, Tags and License plates are also in. The Tender was ordered for Rolling Hills, there is an expected 9 month build time. EMS's remount is ordered and in-line. We will need to prepay the chassis when it comes in.
10. **To review and take action on engagement of auditor to perform District 2014 Audit.** *McCall Gibson Swedlund Barfoot PLLC* is the auditor that ESD currently uses. *Mr. Ferguson* recommended we hire the same company to do 2014's audit. *Mr. Hargrave* 2nd the motion, which passed 5 to 0.
11. **To discuss and take action on the imposition of additional penalty on delinquent taxes for 2015 pursuant to Section 33.07 of the Property Tax Code and adoption of a Resolution regarding same.** *Mr. Katz* mentioned that items 11-14 are all related. ESD switched to *Perdue Brandon Fielder Collins & Mott LLP* last year to take care of ESD's collection. *Mr. Katz* said there has been an incredible improvement over the last company with ESD's collection. *Mr.*

Ferguson recommended staying with *Perdue Brandon* to do ESD's collections. *Mr. Hargrave* seconded the motion, which passed 5 to 0. This covers through item 14 per *Mr. Katz*.

- 12. To discuss and take action on the imposition of additional penalty on delinquent taxes for 2014 pursuant to Section 33.07 of the Property Tax Code and adoption of a Resolution regarding the same.**
- 13. To Discuss and take action on the imposition of additional penalty on delinquent taxes for 2014 to defray costs of collection by the District's delinquent tax attorney, pursuant to Section 33.08 of the Property Tax Code and adoption of a Resolution regarding same.**
- 14. To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to Section 33.11 of the Property Tax Code and adoption of a Resolution regarding same.**

- 15. To review and take action on the payment of operations funding pursuant to 2014 budget and service agreement with the District fire and EMS service providers.** *Mr. Albert* made a motion to pay providers pursuant to the 2014 budget and service agreements. *Mrs. Robinson* seconded the motion, which passed 5 to 0.

- 16. To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof.** No Action.

- 17. To review and take action on development of a District-wide ISO plan.** No Action.

- 18. To review and take action on Agreement with Brookshire VFD for fire and EMS first responder services for the City of Brookshire and ETJ areas.** *Mr. Katz* mentioned that there has been communication with Brookshire and Brookshire VFD is part of the City of Brookshire. The City of Brookshire owns the Fire Station & Apparatus. *Mr. Katz* has prepared a revised service agreement that is similar to *Katy & Hempstead*. *Mr. Ferguson* made a motion to approve the service agreement with the City of Brookshire. *Mr. Hargrave* seconded the motion, which passed 5 to 0.

- 19. To review and take action on territory for the City of Brookshire and ETJ area.** *Mr. Katz* mentioned that this item was in the agenda in case the contract did not get approved by the board members. No Action.

- 20. To receive activity reports from District fire and EMS providers.** *Katy Fire Department* had a total of 93 calls, 12 were inside ESD; *Katy EMS* had 15 calls in district, 141 calls out of district; *Monaville VFD* had 3 call, all inside ESD; *Mt. Zion* had 0 call, all inside ESD; *Pattison Area VFD* had 11 calls, all inside ESD; *Hempstead VFD* had 10 calls, all inside ESD; *Rolling Hills* had 5 call, all inside ESD; *Waller VFD* had 15 calls, all were inside ESD; *Prairie View VFD* had 4 calls, 3 inside ESD, *Tri-County VFD* had 24 calls, 20 inside ESD, and *Waller EMS* had 386 calls, 382 calls inside ESD.

- 21. To review and take action on revisions to District and/or Department operating and capital budgets pursuant to re-allocations and/or other matters.** No Action.
- 22. To review and take action as applicable on purchase of new fire apparatus, including Engines, Booster Trucks, and Pumpers, and new ambulance and/or remount with purchase of new cab and chassis and refurbish of box.** No Action.
- 23. To receive a training report from service providers.** Not due this month.
- 24. To review and take action on Right-of-Way Easement for the Rolling Hills Fire Station.** *Mr. Ferguson* said that San Bernard is giving up the existing right-of-way easements except for the one in the back on the Eastside of the property. *Mr. Ferguson* made a motion to give San Bernard the right-of-way on the backside/eastside of the property and do away with the other existing right-of-ways on the Rolling Hills property. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
- 25. To receive a report and authorize approval of Guaranteed Maximum Price related to Rolling Hills Fire Station construction project.** *Mr. Ferguson* does not think we can have a guaranteed maximum price, because we probably have missed something, and there needs to be a cushioning. *Mr. Ferguson* and *Mr. Hargrave* have reviewed the plans five times. *Mr. Ferguson* approved the Guaranteed Maximum Price for Rolling Hills Fire Station for discussion purposes. *Mr. Hargrave* seconded the motion.

Mr. Albert mentioned that in the plans it states there is no gate in the fence around the AC unit. *Mr. Albert* also asked about the building not having polly, and about not having handicap sidewalks. *Mr. Ferguson* mentioned the building will have polly the parking lot doesn't need it, and no there will not be handicap sidewalks at the fire station, only the admin building, and the AC unit will have a gate. *Mr. Ferguson* also mentioned that he doesn't like the price, but they have no choice and he thinks this is the cheapest it is going to get for building a fire station. *Mr. Ferguson* approved the Guaranteed Maximum Price of \$791,616.00 to build the Rolling Hills Fire Station. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
- 26. To review and take action on construction of future District administration building.** *Mr. Ferguson* made a motion to move forward on the construction of the future District Admin Building. *Mr. Hargrave* seconded the building, which passed 5 to 0.
- 27. To approve lease space for District Bookkeeper.** *Mr. Davis* mentioned that it was asked if ESD wanted to rent and move into the location next door to the current ESD office. ESD would continue to pay \$800 rent, and Gundersons Bookkeeping would pay the increase of \$600 a month on rent. There was discussion on the ESD office will be able to open for Gundersons Bookkeeping hours, which are currently Monday – Thursday 9am – 3pm, and during tax season

they expand a little bit and are also open on Fridays. There was discussion on if the lease should be a year lease or month-to-month basis. It was mentioned that a year would probably be fine because the Admin building would probably not be built within a year. *Mr. Ferguson* made a motion to approve the lease on a month to month basis, if possible. *Mr. Hargrave* seconded the motion, which passed 5 to 0.

28. Executive Session, pursuant to Government Code Sections 551.071, 551.072 and 551.074 to deliberate regarding real estate, consult with legal counsel and review District personnel and operating matters. No executive session was needed.

29. To discuss the proposed annexation by the City of Katy. Mr. Katz said he will request a map that Katy wants to annex.

Mr. Albert mentioned that the Safe-D conference is January 15, 16, 17 in Bastrop, Texas. Gundersons Bookkeeping was asked to make reservation for the Safe-D conference for the board members, Mr. Weinman, and Mrs. Gunderson. Gundersons Bookkeeping was also asked to make the hotel reservation for everyone at the hotel that the conference is being held at before they run out of rooms there.

30. Adjournment. *Mr. Albert* made a motion to adjourn at 7:47 PM. *Mrs. Robinson* seconded the motion, which passed 5 to 0.

Respectful Submitted,

Tommy Albert, Secretary / Treasurer