

**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 **Tuesday, January 12, 2016 at 7:00 p.m.** at the **Prairie View City Hall located at 44500 US Business Highway 290, Prairie View, TX 77446.**

In attendance were: Commissioners: Darwin Hargrave, Hollis Ulbricht, Tommy Albert, Gary Ferguson and Tommy Davis; Legal Counsel: Mr. Peeler; Providers: Monaville VFD, Mt. Zion VFD, Pattison Area VFD, Prairie View VFD, Rolling Hills VFD, Tri-County VFD, Waller EMS, and Waller VFD; Gundersons Bookkeeping, the District Bookkeeper; and Mr. Weinman the ESD Director.

- 1 The Meeting was called to order at: 7:03 p.m. by *Mr. Tommy Davis*. The pledge of allegiance was said by Mr. Tommy Albert and an opening prayer was said by Chief Frank Jackson.
2. **To receive public Comment, including vendors and service providers.** None.
3. **To review and take action to elect Board officers for the 2016 term.** *Mr. Albert* made a motion to keep the board members the same as the previous year, with Mr. Davis as President, Mr. Ferguson as Vice President, and Mr. Albert as Treasurer/Secretary. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
4. **To review and take action on approval of minutes of prior meetings.** *Mr. Davis* mentioned that Mr. Ferguson was not at the last meeting and his name needed to come off. Mrs. Gunderson said she would make the corrections. *Mr. Tommy Albert* made a motion to approve the December minutes with the corrections to be made. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
5. **To receive a report from the Waller County Fire Chief's Association.** Fire Chief Hollis said they are working on irrigation tanks in Pattison and Rolling Hills area. They are also surrounded by 800 radios, they are the only district around that are not on 800 frequency radio.
6. **To receive financial report from the District Treasurer and bookkeeper and pay bills.**

*Mr. Albert* made a motion to approve the Treasurers report read by Mrs. Gunderson and to pay district bills. *Mr. Ulbricht* seconded the motion. The motion passed 5 to 0.

Prosperity – Operations # 1881	\$12,820.27
Prosperity – Tax/Public # 8700	\$1,252,122.79
FNB – Public Funds # 8084	\$2,018,398.66
Accounts Receivable	\$254,552.49
Total Revenues for December	\$10,992.39
Total Provider Payments	\$0
Total District Expenses	<b>\$93,499.07</b>

	<u>Memo</u>	<u>Open Balance</u>
<b>BFF Investments, LLC</b>		
	December Light Bill	135.72
	RENT - February 2016	<u>1,400.00</u>
Total BFF Investments, LLC		1,535.72
<b>City of Brookshire</b>		
	Provider Payment - February 2016	<u>1,375.00</u>
Total City of Brookshire		1,375.00
<b>City of Katy</b>		
	Provider Payment - February 2016	<u>4,166.67</u>
Total City of Katy		4,166.67
<b>Coveler &amp; Katz, P.C.</b>		
	December Services	<u>3,307.21</u>
Total Coveler & Katz, P.C.		3,307.21
<b>Daco Fire Equipment</b>		
	Inv #11651	<u>465.00</u>
Total Daco Fire Equipment		465.00
<b>Gundersons Bookkeeping</b>		
	Bookkeeping for Dec 3, 2015 thru Jan 8, 2016	<u>1,818.11</u>
Total Gundersons Bookkeeping		1,818.11
<b>Michael Twigg</b>		
	Website Maintenance	<u>100.00</u>
Total Michael Twigg		100.00
<b>Monaville VFD</b>		
	Provider Payment - February 2016	<u>5,358.33</u>
Total Monaville VFD		5,358.33
<b>Mt. Zion Community VF Assoc., Inc.</b>		
	Provider Payment - February 2016	<u>2,015.83</u>
Total Mt. Zion Community VF Assoc., Inc.		2,015.83
<b>Pattison Area VFD, Inc.</b>		
	Provider Payment - February 2016	<u>7,732.50</u>
Total Pattison Area VFD, Inc.		7,732.50
<b>Prairie View VF Association, Inc.</b>		
	Provider Payment - February 2016	<u>4,089.58</u>
Total Prairie View VF Association, Inc.		4,089.58
<b>Prosperity Bank - CC</b>		
	December 2015 CC Charges; Acct ending 9927	<u>686.64</u>
Total Prosperity Bank - CC		686.64
<b>Rodney Crosby</b>		
	Hempstead training - December	525.00

	Prairie View VFD - December Training	350.00
	Rolling Hills VFD - December Training	<u>275.00</u>
Total Rodney Crosby		1,150.00
<b>Rolling Hills VFD</b>		
	Provider Payment - February 2016	5,254.58
	Training Reimb	<u>800.00</u>
Total Rolling Hills VFD		6,054.58
<b>Spirit of Texas Bank, SSB</b>		
	Acct #6101084	<u>65,902.55</u>
Total Spirit of Texas Bank, SSB		65,902.55
<b>Tri-County VFD</b>		
	Provider Payment - February 2016	<u>7,254.58</u>
Total Tri-County VFD		7,254.58
<b>United States Treasury</b>		
	December Payroll Liabilities	<u>1,113.74</u>
Total United States Treasury		1,113.74
<b>VFIS of Texas</b>		
	Inv # 30480 - Bond Renewal for Tommy Albert	<u>400.00</u>
Total VFIS of Texas		400.00
<b>Waller County EMS, Inc.</b>		
	Provider Payment - February 2016	<u>100,000.00</u>
Total Waller County EMS, Inc.		100,000.00
<b>Waller VFD, Inc.</b>		
	Provider Payment - February 2016	<u>5,648.33</u>
Total Waller VFD, Inc.		5,648.33
<b>Weinman, Barry</b>		
	Payroll 1-15-16	1,463.44
	Payroll 1-31-16	<u>1,463.44</u>
Total Weinman, Barry		<u>2,926.88</u>
		<u><u>223,101.25</u></u>

7. **To review and take action to pay operations funding pursuant to budgets and service agreements with the District contracted emergency services providers (Departments).** *Mr. Albert* made a motion to pay the service providers. *Mr. Ulbricht* seconded the motion, as long as the providers have everything turned in. The motion was passed 5 to 0.
8. **To discuss and take action on the ratification of a continuing Contract with a private law firm for the collection of delinquent District ad valorem property taxes, and providing for the payment of 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.** *Mr. Peeler* said that items 8-11 can be made under one motion. *Mr. Peeler* recommended maintaining the same contract with the 20% penalty. The 20% penalty is paid to the collection firm for their services. *Mr. Ferguson* made a motion to approve

items 8-11 and keep the current contract with the collection firm and to keep the 20% penalty on delinquent taxes per the contract. *Mr Ulbricht* seconded the motion, which passed 5 to 0.

9. **To discuss and take action on the imposition of additional penalty on delinquent taxes pursuant to Section 33.07 of the Property Tax Code and adoption of a Resolution regard same.** Taken care of in item 8.
10. **To discuss and take action on the imposition of additional penalty on delinquent taxes 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.** Taken care of in item 8.
11. **To discus 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.** Taken care of in item 8.
12. **To review and take action on revisions to District and/or Department budgets pursuant to re-allocation and/or other matters.** Montville VFD sent in a request to reallocate \$4,000 of their line item budget to be able to pay for a bookkeeper. The Accounting expense got cut during the budgeting process.

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| Reducing   | 5202 Software by \$1,000 to \$500;                           |
|            | 5204 Repairs & Services by: \$400 to \$700                   |
|            | 5304 Dues / State Firemen’s Subscriptions by \$600 to \$600; |
|            | 5601 Gasoline by \$250 to \$2,000                            |
|            | 6203 Office Supplies / Printer by \$1,000 to \$1,000         |
|            | 6608 Cleaning by: \$500 to zero                              |
|            | 6610 Pest Control / Services by \$250 to \$1,550             |
| Increasing | 6602 Accounting/Bookkeeper from \$0 to \$4,000               |

*Mr. Albert* made a motion to approve budget line item changes that Monaville presented. *Mr. Ferguson* seconded the motion, which passed 5 to 0.

13. **To receive a report from the District Emergency Service Director.** Mr. Weinman said that the Rolling Hills tender is here for everyone to look at tonight. The Safe-D Conference is February 18-20<sup>th</sup> in Galveston. If any of the departments want to order foam, let Mr. Weinman know. He is going to order bulk foam seeing how foam was cut from the departments’ budgets. Mr. Weinman will come back next month with a dollar amount to order the foam and get approval from the board.  
Mallard Crossing Property has hit another bump. The Home Owners Association does not actually own the property that they said they would donate to ESD. Mr. Weinman and Billy Smith, with TCFD, has been working with the HOA and The Park. Bill Smith is supposed to meet with them on January 28<sup>th</sup> to discuss the other lot that may be donated to ESD.  
Mr. Weinman mentioned maybe placing some dry hydrants at Dewberry Farms and the Turf Farm.

Mr. Weinman mentioned hiring a duty crew, and it would take approximately 4 months. It was discussed to have a workshop with the fire chiefs and lawyer and to come back with more information.

**14. To review and take action on real estate.** No Action

**15. To review and take action on District facilities including administration building and fire stations, including construction payments, selection of architects or engineers and selection of contractors.** Mr. Peeler suggested choosing 2 engineers, and then ESD can get the pricing. If the board cannot agree on a price with the first engineer, they can decide to go with the 2<sup>nd</sup> option. Mr. Albert asked to get one of the engineers to come in. Mr. Davis requested going with the engineer with the smallest packets, which would be Darim with Engineer Barry Adkins. *Mr. Albert* made a motion to put Mr. Ferguson and Mr. Albert on an Engineer committee to meet with the engineer and get this project going. *Mr. Ulbricht* seconded the motion with passed 5 to 0.

**16. To review and take action to approve capital acquisitions and appropriate funding thereof, including action on acquisition financing.** Mr. Weinman has a quote for generator maintenance service. All 6 generators for an annual maintenance would be \$1,803.27. Then quarterly to come out and service the generators would be between \$360-\$400 for all six generators. *Mr. Albert* made a motion to approve the proposal. *Mr. Hargrave* seconded the motion, which passed 5 to 0.

Pattison has 15 air bottles that are no longer usable. They are requesting 6 new bottles now. Mr. Weinman is recommending the 30 year bottles, which will last 15 more years for only an extra \$265 a bottle. Mr. Davis asked about the changing technology and if they would still be good in 30 years. *Mr. Albert* made a motion to approve the 30 year bottles for \$1204 each, *Mr. Hargrave* seconded the motion, which passed 5 to 0.

Mr. Weinman mentioned that the district is in need of Thermal Imagers and Flammable gas monitors. Mr. Ferguson asked if the departments really need them. The consensus was yes. If the district can only do one, Mr. Weinman recommended going with the gas monitors. *Mr. Ferguson* made a motion to purchase the 4 Thermal Imagers from Bullards for \$4158 each and to approve 10 gas monitors from MES, *Mr. Albert* seconded the motion, which passed 5 to 0.

Mr. Albert asked about the 800 radios and asked to get a list of if we want to do truck radios or handheld radios and how many we would need. Mr. Bo Hashaw recommends getting hand held radios. He just purchased some refurbished handhelds for \$1200 apiece. The fire chiefs would discuss at the new fire chiefs meeting.

**17. To review and take action on the disposition of surplus and salvage property.** Mr. Peeler has documents for Mr. Davis to sign tonight to get a new title for the 1987 Ford Truck. Once they have the new title, Peeler's office can put the items on the auction sight.

**18. To review and take action regarding audits and/or financial matters of contracted service providers.** Mr. Peeler said that the 2008 – 2013 Monaville files are at the CPAs office as well as

an excel spreadsheet from the former bookkeeper. Tracy gave the 2014 box to Mr. Peeler and he will deliver it to the CPAs office.

**19. To review and take action necessary regarding municipal annexations.** No Action.

**20. To meet in Executive Session pursuant to Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel.**

The board adjourned at 8:00 for an executive session. They returned 8:05.

**21. Adjournment.** *Mr. Albert* made a motion to adjourn at 8:06 PM, *Mr. Hargrave* seconded the motion, which passed 5 to 0.

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Tommy Albert, Secretary/Treasurer