

## **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, June 14, 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. Tabak with Coveler & Katz; Providers: City of Brookshire VFD, City of Hempstead VFD, Monaville VFD, Mt. Zion VFD, Pattison Area VFD, Prairie View VFD, Tri-County VFD, Rolling Hills VFD, Waller EMS, and Waller VFD; Gundersons Bookkeeping, the District Bookkeeper; and Mr. Weinman the ESD Director.

- 1. Call Meeting to order, pledge of allegiance, and invocation.** 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 the opening prayer was said by Chief Frank Jackson.
- 2. To receive public comment, including vendors and service providers.** No Action.
- 3. To review and take action on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve both of the May minutes. *Mr. Ulbricht* seconded the motion, which passed 5 to 0.
- 4. To receive a report from the Waller County Fire Chief's Association.** There was no meeting held as of today but there will be a meeting held tomorrow.
- 5. To review and take action on 2015 District Audit, including presentation by auditor.** Ms. Julia McCain presented a binder to each of the Commissioners and District Bookkeeper for review and documentation to sign. In Ms. McCain's opinion the audit is a clean one. There are new rules in regards to pension reporting only.  
Ms. McCain stated that Ms. Gunderson mentioned to her that the \$3,000.00 given to Title Company needed to be written off. *Mr. Davis* stated that he intends to have the Title Company return those funds being held. Mr. Weinman stated he would get in touch with the Title Company and see about getting the money returned to Waller Harris ESD 200 and if that doesn't work Mr. Peeler will then write a formal letter to Title Company requesting the funds returned.
- 6. To address financial matters including report from the District Treasurer and bookkeeper, pay bills, investment policy and depository pledge agreements.** Mrs. Guel read the financial report. *Mr. Albert* made a motion to approve the District Bookkeepers financial report. *Mr. Ulbricht* seconded the motion, which passed 5 to 0. *Mr. Ferguson* made the motion for the District bills to be paid. *Mr. Hargrave* seconded the motion, which passed 5 to 0.

Prosperity – Operations # 1881	\$9,064.10
Prosperity – Tax/Public # 8700	\$685,658.66
FNB – Public Funds # 8084	\$4,085,890.52
Accounts Receivable	\$510,869.57
Total Revenues for May	\$56,689.82
Total Provider Payments	\$170,362.87
Total District Expenses	<b>\$63,879.83</b>

Vendor	Date	Memo	Open Balance
ADP, LLC	06/10/2016	Payroll Fees for June	182.28
Allied Breathing Air	05/24/2016	Inv #20160244 - Pattison Area VFD	504.00
Allied Breathing Air	05/24/2016	Inv #20160245 - Monaville VFD	294.00
Allied Breathing Air	05/24/2016	Inv #20160246 - Waller VFD	281.61
Allied Breathing Air	05/24/2016	Inv #20160247 - Prairie View VFD	326.20
Allied Breathing Air	05/24/2016	Inv #20160248 - Tri-County VFD	527.72
BD Realty Advisors, LLC	06/01/2016	Inv #1448 - Property Ownership Research	675.00
BFF Investments, LLC	05/20/2016	May Light Bill	155.90
BFF Investments, LLC	06/01/2016	RENT - July 2016	1,400.00
Butler Business Products	05/17/2016	Inv #42728-0 - Office Supplies	66.46
Butler Business Products	06/01/2016	Inv #42728-1	37.11
City of Brookshire	06/01/2016	Provider Payment - July 2016	1,375.00
City of Katy	06/01/2016	Provider Payment - July 2016	4,166.67
Coveler & Katz, P.C.	06/08/2016	Professional Services for May 2016	2,418.15
Gundersons Bookkeeping LLC	06/08/2016	Inv #932 - Bookkeeping May 5 - June 8, 2016	2,362.53
Harris Co Appraisal Dist	05/16/2016	Inv #PSI16001304 - 3rd Qtr Assessment	1,543.00
McCall Gibson Swedlund Barfoot PLLC	06/06/2016	2015 Audit - Interim Billing	12,000.00
Metro Fire, Inc.	05/17/2016	Inv #96956-1 - Prairie View Equipment	1,132.00
Metro Fire, Inc.	05/18/2016	Inv #97365-1 - Paid FF Bunker Gear	13,522.00
Michael Twigg	05/31/2016	Website Maintenance - Inv #171	100.00
Monaville VFD	06/01/2016	Provider Payment - July 2016	5,358.33
Mt. Zion Community VF Assoc., Inc.	06/01/2016	Provider Payment - July 2016	2,015.83
Pattison Area VFD, Inc.	06/01/2016	June 2016 Payroll	9,044.71
Pattison Area VFD, Inc.	06/01/2016	Provider Payment - July 2016	7,732.50
Prairie View VF Association, Inc.	06/01/2016	Provider Payment - July 2016	4,089.58
Prosperity Bank - CC	06/11/2016	May 2016 CC Charges; Acct ending 9927	359.93
Rodney Crosby	06/01/2016	Inv #94 - Prairie View VFD	350.00
Rodney Crosby	06/01/2016	Inv #95 - Hempstead VFD	525.00
Rodney Crosby	06/01/2016	Inv #93 - Rolling Hills VFD	525.00
Rolling Hills VFD	06/01/2016	Provider Payment - July 2016	5,254.58

Safe-D	06/01/2016	Membership Renewal	1,100.00
Texas Emergency Services Retirement Sys.	06/30/2016	TESRA Pension Contributions	6,048.00
Tri-County VFD	06/01/2016	June 2016 Payroll	9,044.71
Tri-County VFD	06/01/2016	Provider Payment - July 2016	7,254.58
Waller County EMS, Inc.	06/01/2016	Provider Payment - July 2016	100,000.00
Waller VFD, Inc.	06/01/2016	June 2016 Payroll	9,044.71
Waller VFD, Inc.	06/01/2016	Provider Payment - July 2016	5,981.67
Waller VFD, Inc.	06/08/2016	Reimb for VFIS Inv #32453 Career Rider	320.00
Waller VFD, Inc.	06/08/2016	Reimb for ACESS Inv #9770 Annual Testing	3,823.97
Weinman, Barry	06/15/2016	Payroll and Taxes	2,018.44
Weinman, Barry	06/30/2016	Payroll and Taxes	2,018.44
			224,979.61

7. **To review and take action on granting exemptions for 2016.** Mr. Tabak stated that last year the exemption was \$50,000. If the Commissioners would like to increase the amount he has the form that needs to be filled out and it can be done tonight. *Mr. Ulbricht* made a motion to stay at the same amount as previous year. *Mr. Ferguson* seconded the motion, which passed 5 to 0.
8. **To review and take action to pay operations funding pursuant to budgets and service agreements with the District contracted emergency service providers (Departments).** *Mr. Ferguson* made a motion to pay the providers with the exception of The City of Katy. *Mr. Hargrave* seconded the motion which passed 5 to 0.
9. **To review and take action on revisions to District and/or Department budgets pursuant to re-allocations and/or other matters.** Mrs. Guel presented the request for an AC Replacement for Waller VFD. *Mr. Albert* made a motion to approve the AC Replacement for Waller VFD using their funds and if need additional funds it will be discussed on moving funds to pay the additional costs. *Mr. Ulbricht* seconded the motion, which passed 5 to 0.
10. **To review and take action to amend emergency services agreements with contacted fire providers regarding funding for paid staffing.** No Action.
11. **To review and take action regarding interlocal agreements with municipalities for the provision of emergency services.** No Action.
12. **To receive a report from the District Emergency Service Director.** Mr. Weinman stated that the only requirement left for the Mallard Crossing property is for the HOA to get the paperwork to the Title Company.  
Mr. Weinman stated that the equipment for Prairie View was received.  
Mr. Weinman mentioned that he is still waiting for a letter to be received from Magnolia giving permission to have the 800 radios reprogramed.  
Mr. Weinman stated he had a meeting in regards to the recent flooding at 10 am tomorrow at Road & Bridge.  
Mr. Weinman mentioned that 6 lots north of Prairie View VFD were purchased on June 6, 2016 with Check #1606 for \$33,000.00 for future expansion.

13. **To review and take action on real estate, including purchase, sale encumbrances.** No Action.
14. **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.** No Action.
15. **To review and take action to approve capital acquisitions and appropriate funding thereof, including action on acquisition financing.** Mr. Weinman mentioned that a tabled item from last meeting was the purchase of a new or remounted ambulance. If we are to stay within the 1 new per year program a new ambulance needs to be ordered soon. The cost of a new one would approximately be \$147,475.00. *Mr. Albert* made a motion to purchase a new ambulance. *Mr. Ulbricht* seconded the motion, which passed 5 to 0.

Mr. Weinman suggested that either a few military vehicles or boats be purchased. Mr. Weinman stated he has looked into it and the cost runs anywhere from \$4,500.00 to \$10,000.00. The military vehicles have skid units which will be good for grass fires as well. *Mr. Albert* questioned as to where the vehicles would be stored. Chief JR Woolley stated they have said items available at their disposal but it is for the entire county so they may not be available all the time. Mr. Weinman stated that 4 vehicles would be needed but ESD will also need a shed to store them. He also suggested that a workshop for the vehicles will need to be done in order to operate them.

Mr. Weinman stated that Pattison VFD has ordered their own boat with Pattison Funds and they should be receiving it in the near future.

16. **To review and take action on the disposition of surplus and salvage property.** Mr. Tabak was handed the title and signed paperwork from Chief Schmidt. Legal counsel was instructed to put on Lone Star Auctions once title is changed.
17. **To review and take action regarding audits and/or financial matters of service providers.** No Action.
18. **To review and take any action necessary regarding municipal annexations.** No Action.
19. **To review and take action on employment of emergency services personnel.** 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.** Board left for executive session at 7:42 pm, and returned from executive session at 8:03 pm.
21. **Adjournment.** *Mr. Ferguson* made a motion to adjourn at 8:04 PM, *Mr. Hargrave* seconded the motion, which passed 5 to 0.

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Tommy Albert, Secretary/Treasurer