

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, August 9, 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 with Coveler & Katz; Providers: City of Brookshire VFD, Monaville VFD, Mt. Zion Community VF Association, Pattison Area VFD, Prairie View VFD, Tri-County FD, Rolling Hills VFD, Waller EMS, and Waller VFD; and Gundersons Bookkeeping, the District Bookkeeper.

- 1. Call Meeting to order, pledge of allegiance, and invocation.** The Meeting was called to order at: 7:02 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.** Rolling Hills Chief Jimmy Orsak stated that as of December 1, 2016 the ISO Rate will now be 8b/10. Tri-County Chief JR Woolley stated that their ISO Rate will also now be 8b/10 as of December 1, 2016.

Chris Cotton with Prairie View A&M stated they are hosting their yearly Emergency Services Summit – Flood Operations for FEMA 361 Operations Management on September 20th – 22nd and they would love for everyone to attend. There is no fees or charges to attend and they will be serving breakfast and lunch each day. Registration information will be sent via email to the Chiefs and to the Commissioners as well. All they are asking is that everyone planning to attend please register as to get a head count to assure that there will be plenty of food for all.

Mr. Billy Smith with the Mallard Crossing HOA stated that they submitted a plan for a fire station & brick faced requirement. The current plans for this property is a garage with no bathroom. The HOA would like to discuss this more.

- 3. To review and take action on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve the July minutes. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
- 4. To receive a report from the Waller County Fire Chief's Association.** Chief Orsak stated there was no meeting held.
- 5. To review and take action on matters relating to calling an election to be held on November 8, 2016:**
 - a. Approve an Order calling for an election under Texas Health and Safety Code Section 775.035.**
 - b. Order Approving and Appointing an Agent for the Election;**
 - c. Order Appointing an Early Voting Clerk and Deputy Early Voting Clerk;**

- d. Order Establishing and Designating Election Precincts and Polling Places;**
- e. Order Establishing and Designating Early Voting Polling Places;**
- f. Order Adopting Form of Notice of District Election;**
- g. Action to approve a contract with Waller County and Harris County for election services.**
- h. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.**

Mr. Peeler stated that there are 2 Board positions that are up for re-election. Those positions are the ones currently held by *Mr. Davis* and *Mr. Ulbricht*. The election order is jointly with Harris County and Waller County. We currently have the Election Services Agreement with Waller County but are still waiting on the agreement Harris County.

Mr. Ferguson questioned what the cost of the election was going to run and Mr. Peeler responded by stating that it depends on the polling stations, but that it would be a shared cost.

Mr. Ferguson made a motion to contract with Waller County and Harris County. *Mr. Ulbricht* seconded the motion, which passed 5 to 0.

- 6. To address financial matters including report from the District Treasurer and bookkeeper, pay bills, investment policy and depository pledge agreements.** Mrs. Gunderson read the financial report. *Mr. Albert* asked about the Rodney Crosby invoices. Hempstead Chief stated that Rodney Crosby had not received a raise in quite a few years and he proposed an increase and the proposal was agreed upon. Prairie View Chief stated that when they have 2 classes they have 2 instructors.

Mr. Albert stated that whenever something is needed Barry will issue PO #s. No Department is allowed to call up the vendor and add to any PO. That is Mr. Weinman’s job to get items needed by the Departments.

Mr. Ferguson asked what Prosperity CC is? Mrs. Gunderson clarified that that is Prosperity Credit Card. *Mr. Albert* made a motion to approve the District Bookkeepers financial report and for the District bills to be paid. *Mr. Ferguson* seconded the motion, which passed 5 to 0.

Prosperity – Operations # 1881	\$9,802.13
Prosperity – Tax/Public # 8700	\$224,819.90
FNB – Public Funds # 8084	\$4,267,472.95
Accounts Receivable	\$372,293.16
Total Revenues for July	\$62,479.31
Total Provider Payments	\$170,362.87
Total District Expenses	\$116,926.48

Vendor	Date	Memo	Open Balance
ADP	7/15/16	Payroll Fees for July	182.28
BFF Investments, LLC	07/25/2016	July Light Bill	239.06
BFF Investments, LLC	08/01/2016	RENT - Sept 2016	1,400.00
City of Brookshire	08/01/2016	Provider Payment - September 2016	1,375.00
City of Hempstead FD	08/01/2016	2nd Half	30,000.00
City of Katy	08/01/2016	Provider Payment - September 2016	4,166.67
Command Communications	07/27/2016	Inv #116-3526 & Inv #116-3497 Hand Held Radios	81,700.00
Coveler & Katz, P.C.	08/05/2016	Professional Services for July	3,156.03
First Financial Bank, N.A.	09/01/2016	Loan Payment - Acct# 25500026684	200,677.59
Gundersons Bookkeeping LLC	08/04/2016	Monthy Bookkeeping - 7-8-16 thru 8-3-16	1,221.92
Michael Twigg	08/01/2016	Website Maintenance	100.00
Monaville VFD	07/20/2016	Reimb for VFIS Inv #33296	280.30
Monaville VFD	08/01/2016	Provider Payment - September 2016	5,358.33
Mt. Zion Community VF Assoc., Inc.	08/01/2016	Provider Payment - September 2016	2,015.83
Pattison Area VFD, Inc.	08/01/2016	August 2016 Payroll	9,044.71
Pattison Area VFD, Inc.	08/01/2016	Reimb for VFIS Inv #33440	6,297.00
Pattison Area VFD, Inc.	08/01/2016	Provider Payment - September 2016	7,732.50
Prairie View VF Association, Inc.	08/01/2016	Provider Payment - September 2016	4,089.58
Prosperity CC	08/08/2016	July CC Transactions	285.81
Rodney Crosby	07/29/2016	Inv #99 - July Training - Rolling Hills VFD	850.00
Rodney Crosby	07/29/2016	Inv #100 - July Training - Hempstead VFD	850.00
Rodney Crosby	07/29/2016	Inv #101 - July Training - Praire View VFD	1,112.50
Rolling Hills VFD	08/01/2016	Reimb for VFIS Inv #33330	3,959.00
Rolling Hills VFD	08/01/2016	Reimb for MES Inv #IN1049615 - SCBA Testing	617.00
Rolling Hills VFD	08/01/2016	Reimb for Axxcess Hose & Ladder Testing	1,650.60
Rolling Hills VFD	08/01/2016	Provider Payment - September 2016	5,254.58
Tri-County VFD	08/01/2016	August 2016 Payroll	9,044.71
Tri-County VFD	08/01/2016	Kevin Alford Reimb for Training Meals	148.10
Tri-County VFD	08/01/2016	SFFMA Conferenc Registration Reimb	600.00
Tri-County VFD	08/01/2016	Hotel Reimb for Training	341.55
Tri-County VFD	08/01/2016	Reimb for VFIS Inv #33505	4,597.00
Tri-County VFD	08/01/2016	Provider Payment - September 2016	7,254.58
Waller County EMS, Inc.	07/27/2016	Inv #1529 - Reimb for Penguin Management Inv #40187	1,518.00
Waller County EMS, Inc.	08/01/2016	Provider Payment - September 2016	100,000.00
Waller VFD, Inc.	08/01/2016	August 2016 Payroll	9,044.71
Waller VFD, Inc.	08/01/2016	Provider Payment - September 2016	5,981.67
Waller VFD, Inc.	08/04/2016	Reimb for VFIS Inv #33509	6,398.00

Weinman, Barry	08/15/2016	Payroll and Taxes - 8/15/16	2,018.44
Weinman, Barry	08/31/2016	Payroll and Taxes - 8/31/16	<u>2,018.44</u>
		TOTAL PAYMENTS	<u><u>522,581.49</u></u>

- 7. To review and take action to pay operations funding pursuant to budgets and service agreements with the District contracted emergency service providers (Departments).** *Mr. Albert* 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. *Mr. Ulbricht* asked if The City of Katy had signed the contract. *Mr. Weinman* stated they are still working on an agreement.
- 8. To review and take action on revisions to District and/or Department budgets pursuant to re-allocations and/or other matters.** No Action.
- 9. To review and take action on the District 2017 Budget.** A Preliminary budget is in the packets but the fixed tax rate is still needed to complete. *Mr. Ulbricht*, *Mr. Albert*, *Mrs. Gunderson*, and *Mr. Weinman* will be meeting to work on the 2017 Budget.
- 10. To review and discuss appraisal values of the District and authorize counsel to prepare and publish Effective Tax Rate Notice.** *Mr. Peeler* stated he only received Waller County portion of the appraisal values. Harris County failed to meet the deadline. The Board will need to adopt the tax rate no later than September 20, 2016. *Mr. Peeler* requested permission to prepare the tax rate when it has been completed. *Mr. Ferguson* made a motion to authorize counsel to prepare tax notice when complete. *Mr. Ulbricht* seconded the motion, which passed 5 to 0.
- 11. To review and take action on 2016 appraisal valuations and commencement of adoption of 2016 tax rate, including review of 2016 effective tax rate calculations and scheduling any necessary public hearings to adopt District 2016 tax rate.** No Action.
- 12. To conduct mid-year budget review and amend 2016 budget.** No Action.
- 13. To review and take action regarding interlocal agreements with municipalities for the provision of emergency services.** No Action.
- 14. To receive a report from the District Emergency Service Director.** *Mr. Weinman* stated he has spoken to the Mayor of Prairie View in regards to the right of way for the property purchased in Prairie View. He also stated that there will be no problems getting that right of way he will just need a letter from ESD stating so and he would take it to the City of Prairie View Board for approval. We will need to flag the utilities on the property as well. Waller VFD Chief Gene Schmidt stated that he has a gas line going thru his property so he doesn't know if a right of way can be done.
Mallard Crossing property is getting plotted
Radios are getting programmed and will be available soon.
City of Katy is getting close to an agreement with WHESD 200.
New Booster is approximately 5 weeks out for completion.
Mr. Davis stated he is still trying to acquire property.
- 15. To review and take action on real estate, including purchase, sale encumbrances.** No Action.

- 16. 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.** Table to end of meeting.
- 17. To review and take action to approve capital acquisitions and appropriate funding thereof, including action on acquisition financing.** Mr. Weinman stated that we need to order 30 additional ESD stickers. He contacted More Than Signs and they quoted \$22.00 ea. which is the cheapest he has found. *Mr. Albert* made a motion to purchase the additional stickers needed. *Mr. Hargrave* seconded the motion, which passed 4 to 1 with *Mr. Ferguson* abstaining.
- 18. To review and take action on the disposition of surplus and salvage property.** No Action.
- 19. To review and take action regarding audits and/or financial matters of service providers.** Mr. Peeler stated he would give an update during executive session. No Action.
- 20. To review and take action to update and amend the District's records management procedures, including (1) appointment of records officer, (2) adoption of retention schedules and (3) requesting authorization from State Library and Archives Commission to allow for electronic storage of documents.** Mr. Peeler he is going thru to make sure all information is up to date. 1) Current Secretary is the same (*Mr. Albert*). 2) Acknowledge the retention of records 3) Get permission to digitalize records. *Mr. Albert* is record officer and Mrs. Gunderson will keep everything. Mr. Peeler to get set up and find out how to prepare schedules for record retention. We will need to train to work with staff to scan documents & electronically storage archives. *Mr. Ferguson* made a motion to keep the current secretary and to request authorization for electronic storage of documents. *Mr. Albert* seconded the motion, which passed 5 to 0.
- 21. 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 7:39 pm, and returned from executive session at 8:21 pm.
- 16. 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. Davis* stated that the initial drawing is just a sketch and that *Mr. Ferguson*, Mr. Weinman and Mr. Smith will meet with the HOA of Mallard Crossing to come together and come to an agreement on what will work for everyone.
- 22. Adjournment.** *Mr. Ferguson* made a motion to adjourn at 8:22 PM, *Mr. Albert* seconded the motion, which passed 5 to 0.

Tommy Albert, Secretary/Treasurer