



Montgomery County Emergency Services District No. 10

DATE: August 10, 2017

THE BOARD OF COMMISSIONERS OF MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 10 (the "District") met in a regular session, open to the public, at the Magnolia Volunteer Fire Department, Station 181, 18215 Buddy Riley Blvd, Magnolia Texas 77354 on Thursday, August 10, 2017 at 2:00 p.m. inside the boundaries of the District.

At 2:03 p.m., Commissioner Buschardt called to order the Regular Meeting of the Montgomery County Emergency Services District #10 (the "District") and the roll was called of the duly appointed officer's to-wit:

COMMISSIONER	BOARD POSITION	
Robert Buschardt	President	Present
Scot Wall	Vice President	Absent
Johnnie Bryant	Secretary	Present
	Treasurer/Investment Officer	Vacant Position
Buck Carraway	Assistant Secretary/Treasurer	Present

3 of said Commissioners were present thus constituting a quorum.

Also present were Fire Chief Gary Vincent, Assistant Chief Kevin Walters, and Rhonda Reinholz of Magnolia Volunteer Fire Department ("MVFD" and the "Department"), Cathy Branco and Mark Miller of Municipal Accounts & Consulting LP., John Peeler, the District's legal counsel, of Coveler & Peeler, Ryan Fortner of Sales Revenue Inc., Mr. Tate Robinson, Sylvia Olszowy, and Commissioner Precinct 2 Charlie Riley.

AGENDA ITEM:

2. Roll Call, Pledge of Allegiance, Pledge of Texas and Invocation.

Commissioner Buschardt led the Board in the Pledge of Allegiance.

Commissioner Bryant led the Pledge to Texas.

The Invocation was given by Commissioner Riley.

3. To administer the oath of office to newly appointed commissioner.

No action was necessary.

4. To receive public comment.

Mr. Tate Robinson was introduced to the Board and expressed his interest to serve on the Board.

5. To approve the Minutes of prior meeting(s).

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved the minutes of the District's Regular meeting of July 13, 2017 as presented.

6. To receive a Financial Report from the District Bookkeeper and to pay District bills and to address financial matters including depositories and investments.

Ms. Branco presented the Bookkeeper's Report including a listing of the disbursements presented, for the Board's approval and signature.

A copy of the Bookkeeper's Report for August 10, 2017 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved the payment of district bills as presented in the Bookkeeper's Financial Report with the addition of check numbers:

1798 to Lowe's in the amount of \$5,505.43 for Soft Costs - Appliances and Blinds for Station 187, 188 and 189;

1799 to Wells Fargo Visa, Payment Remittance Center in the amount of \$1,258.00 for Soft Costs - Table and Chairs for Station 188 and 189;

1800 to The Blue House in the amount of \$60.00 for August Meeting Expense;

1801 to Casco Industries in the amount of \$5,560.00 for a Deck Gun for New Engine 185.

Ms. Branco presented the Quarterly Investment Report. A copy of the Quarterly Investment Report is attached hereto as **EXHIBIT B**.

No other action was necessary.

7. To receive a tax report from the District Bookkeeper.

Ms. Branco presented the July 2017 tax report.

A copy of the July 2017 Tax Report is attached hereto as **Exhibit C**.

8. To receive and review the monthly sales tax report.

Mr. Ryan Fortner of Sales Revenue Inc. presented the August 2017 Sales and Use Tax Report.

A copy of the August 2017 Sales and Use Tax Report is attached hereto as **Exhibit D**.

9. To review and take action on the District 2018 budget.

Once the proposed District 2018 budget was reviewed, Commissioner Bryant made a motion to accept the District 2018 budget. Commissioner Carraway seconded the motion and the Board approved the motion with Robert Buschardt, Johnnie Bryant, and Buck Carraway voting for the motion.

A copy of the proposed District 2018 Budget is attached hereto as **EXHIBIT E**.

10. To review and take action on the 2017 Tax Rate, including action to adopt a rate at or below the Effective Tax Rate or to propose a rate above the Effective Tax Rate and to schedule public hearings and to authorize publication of newspaper notices required by the Tax Code.

Once the tax rate information was reviewed, Commissioner Carraway made a motion to propose a property tax rate of \$0.10/\$100 of taxable value, which is the same rate as the prior year. Commissioner Bryant seconded the motion and the Board approved the motion with Robert Buschardt, Johnnie Bryant and Buck Carraway voting for the motion, and Scot Wall was absent. Of the 4 said commissioners, there were three (3) voting in favor, none voting against, none present and not voting, and one (1) absent whereto the Board unanimously approved the tax adoption schedule of public hearings on August 24th at 2:00 pm, and August 31st at 2:00 pm, with the final action taken to adopt the rate on September 14, 2017 at 2:00 pm of which all meetings will be held at the Magnolia Volunteer Fire Department located at 18215 Buddy Riley Blvd, Magnolia Texas 77354, thereto the Board authorized Mr. Peeler to coordinate with the Tax Office on the required notices.

A copy of the following reports are attached hereto as **EXHIBIT E**;

- a) MC ESD 10 - GOF Proposed Budget FYE 2018
- b) Estimate of Value-Tax Calculation for 2017-Tax Rate for Montgomery ESD No. 10 with 0.1000 Tax Levy for 2017
- c) 2017 Property Tax Rates in Montgomery County Emergency Service District No. 10 from Tammy McRae
- d) 2017 projected Sales Tax Revenue
- e) ESD No. 10-District Debt Service Payments 01/01/2018 - 12/31/2018
- f) MC ESD 10 - GOF Profit & Loss January through December 2017

11. To review and discuss District reserve fund in light of expected expenditures for the remainder of FY 2017 and funding needs for FY 2018 and discuss the amount that should be available in reserve and how to reach that amount.

While the Board took no formal action, there was a general discussion regarding the District's current reserve and the need to bring that reserve closer to one year operation expense. The District's legal counsel and bookkeeper both expressed that most Districts aim for that reserve as a standard practice.

12. To review and take action on the payment of operations funding pursuant to budget and service agreement with the Department.

Upon a motion duly made by Commissioner Buschardt and seconded by Commissioner Bryant, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1789 in the amount of \$457,796.17 for Payroll and check number 1790 in the amount of \$85,362.08 for Maintenance & Operations.

A copy of the Bookkeeper's Report August 10, 2017 is attached hereto as **Exhibit A**.

13. To review and take action on the payment of capital funding pursuant to budget and service agreement with the Department.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved the payment of check number(s):

1782 to Beaumont Tractor Company, Inc. in the amount of \$122,500.00 for Hydratrek D2488B Amphibious Vehicle and Raft;

1783 to Casco Industries, Inc. in the amount of \$9,117.00 for Gated Wyes for New Engine 185 and 200 sets of Extrication Gloves;

1785 to Dooley Tackaberry in the amount of \$1,770.00 for Equipment for New Engine 185;

1786 to Ferrara Fire Apparatus, Inc. in the amount of \$5,525.10 for Replacement Hose;

1787 to Lowe's in the amount of \$113.05 for a Toolbox for New Engine 185;

1788 to Magnolia Hardware in the amount of \$399.99 for a Chainsaw for New Engine 185;

1791 to Metro Fire Apparatus in the amount of \$747.00 for a TFT Nozzle for New Engine 185;

1792 to Motorola in the amount of \$39,462.00 for Portable Radios and Equipment for 2 Command Vehicles;

1794 to NRS in the amount of \$244.50 for Youth PFD's for Hydratrek;

1795 to Pinehurst Utility Construction in the amount of \$2,263.10 for Tap installation and trenching at Station 187;

1797 to Waytek Inc. in the amount of \$317.96 for Install supplies for New Engine 185;

1798 to Lowe's in the amount of \$5,505.43 for Soft Costs - Appliances and Blinds for Station 187, 188 and 189;

1799 to Wells Fargo Visa, Payment Remittance Center in the amount of \$1,258.00 for Soft Costs - Table and Chairs for Station 188 and 189;

1801 to Casco Industries in the amount of \$5,560.00 for a Deck Gun for New Engine 185.

The Board went out of order to Item #25 so Mr. Peeler could adjourn the meeting early.

Let the records reflect at 4:30 pm the meeting was suspended.

The meeting reconvened for regular business at 4:55 pm.

Mr. Peeler exited the meeting at 4:30 pm.

14. To receive a report and take action as appropriate to revise District and or Department Operating and capital budgets pursuant to Department quarterly reallocations and/or other matters.

No action was necessary.

15. To receive a report from Magnolia VFD regarding the good and welfare of the Fire Department and take action on requests for equipment and expenses for the Department.

Fire Chief Gary Vincent presented the Fire Chief's MVFD and ESD August 2017 Board Reports with special mention to the Board about the following topics:

- Engine 185 In-Service Ceremony went very well.
- We have resolved our issued with Ferrara on our work requests.
- We had a 100 acre grass fire in the Crown Ranch area.
- Held an Open House earlier today for the Hydratrek.
- I am doing a presentation to the Chamber on the role of the Fire Department on Economic Development in the community this month.
- We are working on the annual air pack testing.

16. To receive a financial report from the Department.

Assistant Chief Kevin Walters presented the July 2017 GL and the 3rd Quarter 2017 Rolling Budget.

17. To review and take action on any municipal action(s) affecting the District and provision of District services.

Upon discussion of this topic no action was necessary.

18. To review and take action on the disposition of surplus or salvage property.

No action was necessary.

19. To review and take action on real estate matters, including but not limited to purchase, sale, utilities, encumbrances and/or easements.

No action was necessary.

20. To receive a report and take action on construction, improvements, repairs and construction for District facilities, including utilities, construction payments, engagement of architectural or engineering services and selection of contractors.

No action was necessary.

21. To review and take action to approve the purchase of capital assets, including vehicles, fire fighting apparatus and equipment.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Carraway, the Board unanimously approved up to \$20,000.00 for struts and Air Bags for Engine 185 and Engine 183 as requested by Fire Chief Gary Vincent.

22. To review and take action on employment/personnel issues, including hiring, retention, compensation, benefits and scheduling for District employees, including administrative staff, Fire Chief, suppression staff and command staff.

No action was necessary.

23. To review and take action on records management procedures, including action to revise or amend the Records Management Program.

No action was necessary.

24. To meet in Closed 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 on litigation and other matters requiring confidentiality under the rules of the State Bar of Texas and Tax Code §323.3022 to review sales tax information.

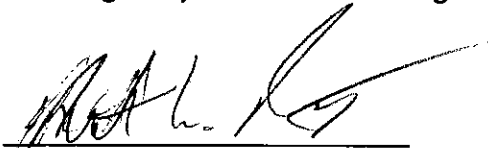
The Board entered in Closed Session at 3:35 pm and reconvened for regular business at 4:30 pm.

No action was necessary on items discussed in Closed Session.

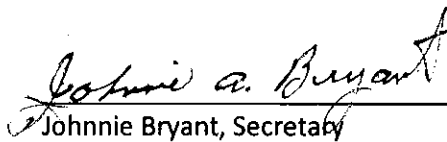
ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved adjourning the meeting at 5:35 pm.

Next regularly scheduled meeting will be on September 14, 2017 at 2:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary